

**Minutes – APPROVED
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00PM, WEDNESDAY, OCTOBER 30, 2013**

REGULAR MEETING

**MEETING LOCATION:
COUNCIL CHAMER, CITY HALL, CITY OF DIXON
600 EAST A STREET, DIXON, CA.**

1. Closed Session

A. Public Employee Appointment, Interim Library Director/Library Director

- Mr. Pinon asked if any member of the audience had comments before the board went into closed session, there were none and the board entered closed session at 6:05pm.

- There was nothing to report from the closed session

2. Call to Order

Mr. Pinon called the meeting to order at 6:47 pm.

3. Business Meeting

a. Pledge of Allegiance

The pledge of allegiance was said.

b. Roll Call:

Trustees:

Gil Pinon, President – present

Irina Okhremtchouk – absent

Guy Garcia – present

Herb Cross – present

Joe DiPaola – present, but in and out

4. Notice to the Public

Mr. Pinon read the notice to the public

5. Correspondence

None

6. Consent Agenda

a. Approval of Agenda

Mr. Pinon asked for a motion, Mr. Cross moved and Mr. Garcia seconded. The motion passes

7. Public Comment

None

8. Director's Report

Mr. Pinon presented the director's report which consisted of the following:

- SNAP is deciding on a new ILS system, choice of 3 (Polaris, Innovative and CARL.X). Heather Florent, Susan Werrin and Catherine Dunn have participated in demonstrations and focus groups to discuss pros and cons of systems. They will provide feedback to SNAP
- Technology grant – first installment of \$18,000 should arrive the beginning of November.
- Lori and Galecia Group are ready to move forward with technology upgrade. Switzer will be notified about contract cancellation by November 1st.
- Christmas Tree lighting will take place Thursday, December 5th. The library will close at 3pm the day of to prepare for the lighting. There will be a booth set up outside the library. Prizes will be raffled off and they will be signing new patrons up for library cards.
- Teen Read Week – October 18th. Thanks to funding from the Friends of the Dixon Public Library. Teens watched Dr. Who, made flying saucers thanks to Lawrence Hall of Science, Henna Artist from UC Davis decorated teens hands and arms. Served pizza, cake and had raffle. Four teens approached Mrs. Bergen after, telling her they wanted to see more of these types of programs for teens at the library.
- Digital Story time is every other Wednesday. Last 3 sessions have included digital story and or activity and at least 2 regular print books. The children work on a craft upstairs and free to use the iPads with parents.
- Halloween Stroll – library will give out toy during DDBA downtown stroll. The theme will be Steam Punk and Sci-Fi. It will be 2-5pm Thursday, Oct. 31

9. Old Business

a. E-waste old computers stored in library basement to make room for new technology & equipment

- Mr. Pinon asked for direction from the board for e-wasting the old technology in the basement to make room for the new technology. He proposed an employee and himself removing hard drives from old computers and destroying them to keep patron data confidential. Mr. Pinon motioned, Mr. Cross moved, Mr. Garcia seconded, the motion passes.
- Susan Werrin stated that the library has a surplus of office chairs and old/broken furniture. They take up a lot of room and are not being used.
- Mr. Pinon answered, he believes that the e-waste company also takes office furniture. Working furniture will be examined closely before deciding to sell or donate furniture. Mr. Pinon would like to clear as much space in the basement as possible because it is very crowded.
- Mr. Pinon, Mr. Cross and Mr. Garcia are all in favor of this.

10. New Business

a. Ratify Maintenance Contract Moreno Construction

- Mr. Pinon states that the maintenance contract was compiled with info from interviews with contractors and list of repairs from the library staff. Mr. Pinon interviewed 3 candidates, Moreno Construction accepted the contract. This contract is different from a regular contract because Pedro Moreno will come in to the library on a routine schedule to perform routine repair tasks.


- Mr. Pinon advises the board to look at the contract and consider hiring a maintenance provide in the future for the library.
- Term of the Moreno contract is effective October 1. Work on the Miller building has already begun due to rain dammage on the roof. Mr. Pinon and Mr. Moreno agreed on 30 hours per week, 3 days a week, with a 10 hour day as a cap. The contract is for 3 months and will end on December 31st. Hours will be scheduled as needed during operational hours, but accomodations will be made if need be. The staff will be able to speak up about noticed problems and address Mr. Moreno about them (Carnegie Library included).
- A list of repairs to be made was submitted by Susan Werrin and Catherine Dunn.
- Mr. Pinon asked for a motion to approve the contract, Mr. Cross moved, Mr. Garcia seconded, the motion passes.

11. Board Announcements


- Mr. Pinon announced that a new interim director will be introduced within the next couple of weeks. He will be introduced to staff by Mr. Pinon.

12. Adjournment

- Mr. Pinon adjourned the meeting (no time called).



Gil Pinon, President



Guy Garcia, Clerk