

MINUTES-Approved 3/13/08  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 PM, THURSDAY, DECEMBER 13, 2007

BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT  
180 SOUTH 1<sup>ST</sup> STREET, DIXON, CA

**1. Call to order**

*The meeting was called to order by Mr. Atkins, District Librarian at 7:00 p.m.*

**2. Roll call**

Trustees

Shana Levine  
Amy Swanson  
Alan Hodge  
John Gabby

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

**3. Nomination and Election of New Officers**

*District Librarian opened the ballot for nomination of officers, and noted that the Board might wish to follow its usual pattern of electing a slate wherein individuals who had been elected as officers for the DUSD Board would be nominees for the same positions on the Library Board. With the agreement of the four Board members, a slate was presented: Shana Levine as president, Alan Hodge as vice-president, and Amy Swanson as secretary. The vote to elect the slate was unanimous: Shana Levine, aye; Amy Swanson, aye; Alan Hodge, aye; John Gabby, aye*

**4. Communications**

*None*

**5. Approval of agenda**

*Alan Hodge moved, Amy Swanson seconded and the motion carried.*

**6. Public presentations to, or discussion with the Trustees**

*None*

**7. Approval of minutes**

**B. Regular Meeting of September 13, 2007**

*Alan Hodge moved, Amy Swanson seconded and the motion carried to approve the minutes as written.*

**8. Library Commission President's Report**

*Marjorie Rothrock, President reported the following:*

- a. 2008 marks the 95<sup>th</sup> year of library service in Dixon. The Library will use national Library Week (April 13-19) to celebrate the 95<sup>th</sup> Anniversary*
- b. Library helped the Friends Group to plan and execute a surprise party for John and Norma Wiswell to recognize their 28 years of service. The free books give away to children by the Friends is now in its 12<sup>th</sup> year. This is an annual event that takes place during the Tree Lighting ceremony.*
- c. The District participated in the recognition program at the retirement dinner for City Manager Warren Salmons. Mr. Atkins mentioned the good working relationship the Library District has enjoyed with the City Manager and the City.*

- d. *Mr. Atkins, District Librarian has been asked to continue to serve on the Legislative Committee of the California Special Districts Association. He begins his second term in January.*
- e. *The work of the Library District and Library Commission moves along smoothly-which may account for the lack of interest in the vacancy on the Commission. Even with the article in the current newsletter, there may be few if any applicants.*

## **9. District Librarian's Report**

*Mr. Atkins added the following items to his Librarian's Report*

- a. *The City is working on putting a cleanout or reopening the manhole on B street.*
  - b. *Plumbing in the old bathroom downstairs has been capped off and old fixtures have been removed*
  - c. *the library staff had a hands-on fire extinguisher training at the Fire Department*
  - d. *the Commission meeting for December has been cancelled*
  - e. *the library now has a copy of Grants for Cities and Towns available for members of the community to look at. It is the intention of the library to obtain email addresses to the non-profit agencies in town and send an email when the new issue arrives.*
  - f. *The library will be celebrating 95 years of library service in Dixon during national library week*
  - g. *the collection agency the library is using is quite successful in recovering the libraries materials and or fines*
- The Librarian's report was unanimously accepted.*

## **10. Financial Report**

*The financial reports were unanimously accepted.*

## **11. Usage Statistics**

*Statistics across the board are up approximately 2%*

*The statistics reports were unanimously accepted.*

## **12. Discussion Items:**

### **A. New library facility**

#### **1. Southwest Community Park**

*The City has engaged Northfork Associates for the traffic and noise EIR study update that must be conducted in order for the library to be considered in the Southwest Community Park project. Once the project is adopted by the City with the Library facility included, then a MOU (Memorandum of Understanding) will be drawn up and signed by the City and the District. By spring the Library should have an agreement with the City regarding parking, architect, maintenance, and upkeep can be discussed.*

#### **2. Jackson Square**

*It has been brought to the attention of the Library that Carl Gustafson is interested in having the library on the Jackson Square property. It is the library standing that all proposals and communications will be in writing and go through Gary Archer the library's real estate broker. The library is not interested in becoming partners with Mr. Gustafson but will review any proposals he wishes to submit.*

### **B. Vacancy on Library Commission**

*There have been no applications received for Library Commissioner to date.*

## **13. Board Comments**


*None*

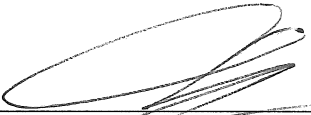
## **14. Announcements**

*Shana Levine reported that the Historical Dixon walking tour the library sponsored was wonderful.*

**15. Adjournment**

*Shana Levine, President adjourned the meeting at 8:05 p.m.*

  
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*Shana Levine, President*

  
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*Alan Hodge, Secretary*