

**MINUTES-Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
6:00 PM, THURSDAY, DECEMBER 11, 2008**

**REGULAR MEETING**

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 Shana Levine, President, at 6:00 p.m.*

**2. Roll call**

Trustees

Shana Levine, President  
Amy Proctor, Vice-President  
Alan Hodge-Secretary  
John Gabby  
Jim Ernst

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

Library Commission

Greta Galindo, President-excused

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

*Shana Levine, President moved that those individuals elected as officers for the DUSD Board of Trustees on 12/15/2008 will serve in the same capacities on the Library District Board of Trustees. Alan Hodge seconded and the motion carried. (NOTE: On December 15, 2008 the DUSD Board selected Amy Proctor, President; Jim Ernst, Vice-President; and John Gabby, Clerk.)*

**4. Communications**

*None*

**5. Approval of agenda**

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

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

*None*

**7. Approval of minutes**

**A. Regular Meeting of September 11, 2008**

*Amy Proctor moved, John Gabby seconded and the motion carried.*

**B. Special Meeting of October 16, 2008**

*Amy Proctor moved, John Gabby seconded and the motion carried.*

**C. Special Meeting of October 29, 2008**

*Amy Proctor moved, John Gabby seconded and the motion carried.*

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

*Greta Galindo was unable to attend.*

## 9. District Librarian's Report

*Mr. Atkins added the following items*

- a. *There were 100 children and parents who attended the puppet show on December 9, 2008*
- b. *The library is changing its phone services to Telepacific from AT&T as part of the move from Teleconnect 1 to Teleconnect 2. By changing services the Library will save approximately \$2,000 per year.*

*The report was unanimously accepted.*

## 10. Financial Report

*Mr. Atkins reported that, Measure B revenue has decreased by 5.9%. So far it is still lower than the anticipated 7%-8% projected by the County.*

*The financial reports were unanimously accepted.*

## 11. Usage Statistics

*Circulation statistics are up 27% from last year at this time, due to the closure of the school libraries as well as the effects of the economy.*

*The statistics reports were unanimously accepted.*

## 12. Discussion Items:

### A. New Library Facility

*The Ad-Hoc Building Committee will begin to meet again in January 2009. Jim Ernst and John Gabby will be the representatives from the Library Board of Trustees. Nancy Houston, City Manager of Dixon has had experience in the development process for the Cordelia and Suisun libraries and will serve on the Committee as will Mayor Jack Batchelors.*

*Noll & Tam Architects have prepared an updated, current estimate to fix the Carnegie library. The estimate includes seismic retrofit, foundation replacement, beam replacement, wall repair, floor repair installing an elevator and more for \$5.1 million. The previous estimate in 2001 was for \$2.5 million.*

### B. Mid-Year Budget Reductions Due to Economic Factors

*Mr. Atkins reported that there will be an anticipated decrease in income of approximately \$70,000 causing the library to have a potential shortfall of \$62,000. He presented 3 plans to consider.*

*A. to cover any shortfall with the reserves*

*B. to make the necessary expenditure cuts for example*

- a. *decrease salary expenditures by \$20,000 (unspent from salaries not being used in specific areas)*
- b. *decrease book budgets for adult and childrens books by \$5000-\$10,000 each*
- c. *decrease office expenses*
- d. *eliminate mileage*

*It was moved by Shana Levine, seconded by Alan Hodge and the motion carried that the library makes adjustments to decrease expenditures by \$30,000. The adjustments will be monitored to insure that any additional adjustments necessary will be made in a timely fashion.*

**13. New Business**

**A. Recommendation to adopt Resolution No. 2008-01**

*A RESOLUTION OF THE GOVERNING BOARD OF LIBRARY TRUSTEES OF THE DIXON PUBLIC LIBRARY DISTRICT CONCERNING ITS PUBLIC EMPLOYEES' RETIREMENT SYSTEM EMPLOYEE CONTRIBUTIONS AND SECTION 414(b)(2) OF THE INTERNAL REVENUE CODE*

*Shana Levine, aye; Amy Proctor, aye; Alan Hodge, aye; Jim Ernst, aye; John Gabby, aye.*

**14. Board Comments**

*Shana Levine, President asked if the School District could develop an M.O.U. with the Library District to provide library services to the schools. Mr. Atkins said that it would be possible, but could not speculate on a cost.*

**15. Announcements**

*None*

**16. Adjournment**

*Shana Levine, President adjourned the meeting at 6:25 p.m.*

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*Shana Levine, President*

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*Alan Hodge, Secretary*