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POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Spanish Bilingual Pay Supplement

POLICY NUMBER: 3151

3151.1 The Library District recognizes that it serves a diverse population and that the ability to speak, write and read Spanish may assist the Library District in providing quality service. Accordingly, subject to the availability of funds and at the discretion of the Governing Board, in addition to the prescribed rates of pay noted in the current salary schedule, eligible employees may receive a bilingual pay supplement if they are proficient in both Spanish and English.

3151.2 Employees are considered proficient if they are able to converse and write in Spanish and to read and converse in English and to translate orally and in writing into Spanish.

3151.3 Proficiency may be demonstrated by achieving a passing score, as determined by the Library Director with the approval of the Library Governing Board, on a bilingual skill's examination selected and administered by the Library Director.

3151.4 The bilingual skill's examination requirement stated in 3151.3 above, shall apply only to new employees hired after adoption of this policy. Accordingly, current Spanish Bilingual employees who were employed prior to 3151.3 are exempt from the testing requirement and may receive a bilingual pay supplement based on a recommendation from the Library Director, which is subsequently approved by the Library Governing Board.

3151.5 The bilingual pay supplement may be set as a percent of the employee's base rate of pay, or as determined by the Library Director and approved by the Governing Board. The bilingual pay supplement will be added to the employee's regular paycheck and paid according to the Library District's established payroll schedule.

3151.6 A bilingual pay supplement will only be paid for hours worked, and will not be calculated for compensation earned for vacation, sick leave or compensatory time off.

3151.7 The Library District reserves the right to determine and/or assign what particular positions require bilingual abilities.

3151.8 Employees receiving bilingual pay may be required to perform limited duties upon request outside of their job description on an occasional basis. This includes, but is not limited to, translating into or from Spanish when the employee typically responsible for such duties is not available and such translation is necessary for the sufficient operation of the Library District.

Accountant/Payroll Technician

Step 1	\$17.50
Step 2	\$18.38
Step 3	\$19.29
Step 4	\$20.26
Step 5	\$21.27

Fixed Asset policy re: computers

Equipment qualifying as a capital asset is defined as a single item with an acquisition cost of \$5,000 or more and has a useful life beyond one year. Examples are computers, printers, card readers, mass storage units, disk drives, batteries, work stations, servers, mainframe processors, servers, routers, switches and components associated with phone or VOIP systems.

Purchased computer software costing more than \$5,000 with a useful life beyond one year should be capitalized.

Inquiries were made as to how impact fees could be spent. Mr. Atkins provided the original documentation when the impact fee was adopted. He reviewed the process of how the fee was created and what it was adopted to be used on.

Ms. Craig reviewed the background of Impact Fees. It can only be used on future development. For any modification, a new study must be done, and it could only be for future needs, not existing needs.

D. List of ADA repairs/changes forwarded by Governing Board of Library Trustees for completion by Library Commission

Commission reviewed the list of items forwarded by the Library Board, which voted to spend \$7000 on items on this list. Concern was raised that not all items need to be addressed; a discussion on items needs to take place before spending monies. The Library does have ADA consultant Bruce Monighan, the same consultant used by the City.

Ms. Craig suggests that a committee of two work with the District Librarian, Mr. Chapman and or Mr. Wilson and discuss what items may be taken care of easily and a process developed to address the remaining items. Mr. Arnold and Ms. Felton agree to act as the sub-committee. The sub-committee will report back to the Commission in 30 days.

E. Review of Policy 3180 Grievance Procedures

The Commission discussed Policy 3180 and identified possible changes and additions. A draft will be brought back to the Commission at the next meeting.

13. New Business

A. Recommendation to adopt proposed additions and revisions to Policy 1140 Response to Public Complaints

Ms. Craig made a motion to adopt the Policy as amended and with the addition of 1140.3.4.1 to correspond to 1140.3.3.1, Ian Arnold seconded and the motion carried.

B. Recommendation to adopt proposed additions and revisions to Policy 3260 Progressive Discipline

Ms. Craig noted that draft contains recommendations from prior discussions to improve the language.

After reviewing each section, Ian Arnold moved to immediately amend 3260.3.3.3-"written reprimands shall note period of retention and shall be retained in an employees file not to exceed one year", with this section taking effect immediately. Jane Felton seconded and the motion carried.

Ms. Craig reminded the Commission that he remainder of the policy will be brought before the Commission at the next meeting.

14. CLOSED SESSION- *Ms. Craig moved that this item be tabled to a future agenda. Ms. Ostergard seconded and the motion carried*

Public employee performance evaluation-District Librarian pursuant to Government Code section 54957 (Brown Act")

15. Announcement from Closed Session-*no closed session took place*

~~3260.3.2.1.5~~ Notice that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

~~3260.3.2.2~~ If, by the target date identified in the first reprimand, the employee is not performing up to the stated standards, the employee shall receive a 2nd written warning.

~~3260.3.2.3~~ Copies of any written reprimands shall be retained in the employee's personnel file.

3260.3.3 As a third step, there will be a Written Disciplinary Warning (Reprimand). This level of Progressive Discipline is subject to Policy 3180 *Grievance Procedure*.

3260.3.3.1 If the employee does not improve after the verbal counseling session or Performance Improvement Plan or if there are repeated incidents of unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is written reprimand, then the District Librarian shall complete the written reprimand.

3260.3.3.1.1 In matters regarding written reprimand, the District Librarian will consult with counsel to ensure that all procedures meet legal requirements.

3260.3.3.1.2 The reprimand will include: Notice that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

~~3260.3.3.2~~ If, by the target date identified in the first reprimand, the employee is not performing up to the state standards, the employee shall receive a second written warning.

3260.3.3.3 Written reprimands shall be retained in the employee's personnel file for one year.

3260.3.34 As a fourth step, Suspension from service with loss of pay may be imposed. This level of Progressive Discipline is subject to Policy 3180 *Grievance Procedure*.

3260.3.34.1 In matters regarding suspension, the District Librarian will consult with the counsel to ensure that all procedures meet legal requirements.

3260.3.34.2 If the suspension is for more than five (5) days, the employee will be noticed of the Library District's intent to suspend and will be given the opportunity to meet with the District Librarian to discuss

Steve Arozena

From: Susan Werrin
Sent: Thursday, August 07, 2014 12:18 PM
To: Steve Arozena
Subject: RE: Windows

What do you think of their proposal? For one thing, I think that un-tinted glass would be more appropriate to the appearance of the building than the green tint. Is clear dual-pane glass an option? Rebuilding the window sashes would definitely be a solution for the "long term."

Any word from Randy Drees since you gave him a Monday deadline?

From: Steve Arozena
Sent: Friday, August 01, 2014 9:12 AM
To: Susan Werrin
Subject: FW: Windows

From: ziegfam@aol.com [<mailto:ziegfam@aol.com>]
Sent: Thursday, July 31, 2014 9:18 PM
To: Steve Arozena
Subject: Windows

Hello Steve and Susan,
Here are the details and pricing for repairs and replacement windows for the Carnegie Building of the Dixon Library.

South side windows

Window details

The new replacement window sashes will be constructed from vertical grain douglas fir with the milled profile and glazing stops to match the existing windows.

Each sash will be epoxy sealed and primed inside and out.

Each sash will be glazed with dual pane lo-e glass. Note: the new glass will have a slightly green tint. The existing windows have a gray tint. My glass supplier told me the gray lo-e was discontinued five or six years ago.

Pricing

4ea. 21x92 fixed sashes \$775.00ea. (\$3100.00) plus tax

2ea. 45x92 fixed sashes \$1179.00ea. (2358.00) plus tax

Total cost for windows \$5458.00 plus 8.5% tax of \$463.93 for a total of \$5921.93.

Cost of window removal, installation of replacements, and on site repairs to East side window \$1600.00.

Total project cost is \$7521.93

A deposit of \$2700.00 is needed to begin production. The balance amount of \$4821.93 will be due after the window installation and on site repairs are completed.

Lead time for manufacture is currently approx. six weeks from receipt of deposit.
Installation details will be through Loren Woodworth Construction.
Thank you for considering Valley Wood Window for your project!
Please call if you have any questions.

Thank you again,

Bob

Valley Wood Window
916-452-0432

Sent from AOL Mobile Mail