

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, October, 9, 2014,  
REGULAR MEETING

MEETING LOCATION  
DIXON CITY COUNCIL CHAMBERS  
600 EAST A STREET, DIXON, CA 95620

**1. Call to Order**

Mr. Gabby called the meeting to order at 7 pm

**2. Closed session**

**3. Business meeting**

**a. Pledge of Allegiance**

Pledge of Allegiance said

**b. Roll Call**

**Trustees**

**John Gabby, President**—present

**Andrew Bloom, Vice President**—present

**Guy Garcia, Clerk**—absent

**Caitlin O’Halloran, Member**—present

**Joe DiPaola, Member**—present

**Staff**

**Steve Arozena, Library Director**—present

**4. Notice to the Public**

None

**5. Correspondence**

None

**6. Consent Agenda**

**7. Public Comment**

None

**8. Guests & Presentations**

None

## 9. Director's Report

### ■ **Budget Report**

- Mr. Arozena brought detailed accounts of the budget to the meeting to share different reports with the Board. He confirmed Mr. DiPaola's observation that the library has close to \$1 million cash deposited between the two accounts that library funds are divided into. Mr. Arozena stated that the fiscal year is 25% over and showed the Board how to see line-by-line how much has been spent so far this year. Mr. DiPaola asked, and Mr. Arozena confirmed that only 10% of the legal budget has been spent so far. Mr. DiPaola asked if the Board could be updated next meeting on the progress toward Voip protocol rather than regular phone service to save money. He also stated that he thinks the \$1500 allocated towards advertising should be increased next year.

### ■ **Children's Activities**

- Mr. Arozena stated that there were three training sessions for students from Maine Prairie to help educate them about the library. He said that the library has added two PCs and two iMacs in the children's department. He said that there will be a teen movie night on October 17 and that the film will be "The Fault in Our Stars." He said that the library is still trying to recruit volunteers for the Lego league. He stated that on the 18<sup>th</sup> of October that Sonia Huston, a local children's author, will be appearing to promote her first book.

### ■ **Continuing Education**

- Mr. Arozena stated that the library did a technology day for the public on September 21<sup>st</sup> with an attendance of 25 people. He said that the library closed the following Saturday for a Staff Training Day in which people learned about technology updates, how to use the new website and attached databases, using the online archives and how to use Microsoft Publisher. Mr. Arozena also added that the library is accepting donations for the Weed Library which was destroyed by fire September 13rd.

### ■ **Technology Update**

- Mr. Arozena stated that the high-speed internet has arrived and increases the library's speed from 8 mbps to over 100. He explained how the new Deep Freeze system works to clear patron's internet sessions. He added that the library's e-mail will change over to a new system next week allowing all staff and the Board to have e-mail access.

### ■ **Ongoing Business**

#### ■ **Amendments to District Board Policies 3000 series**

- Mr. Arozena pointed out that all the revisions have been discussed in the past. Mr. Bloom and Mr. DiPaola agreed with the assessment of Mr. Holbrook (the library's attorney) that there

should be no cut-off date for the retention of disciplinary letters in personnel files. Mr. DiPaola pointed out that the policy had been abused by past library administrators, but did not feel that that would now be the case. Mr. DiPaola confirmed that the Board is voting to accept the revisions except for the above. Mr. DiPaola motioned. Ms. O'Halloran seconded. The motion was passed by a 4-0 vote.

■ **Miller Building Future Plans**

- Mr. Arozena and Mr. Gabby explained to Jeremiah, a member of the audience, what the Miller Building is. Mr. Arozena stated that he was having a hard time finding contractors willing to come out and look at the building. He requested that the Board okay \$5000 to have the building looked at and a report prepared as to what it would cost to have it renovated for office space. Ms. O'Halloran suggested that we prepare an RFP and accept proposals from local contractors and architects. Mr. DiPaola stressed that the RFP must state that we are not obligated to accept any proposal—that we will retain the option of rejecting all proposals if need be. He said that he was envisioning the space being used for archives and office space and that to meet ADA requirements, that one office needed to be on the first floor to avoid construction of an elevator. Mr. DiPaola suggested that they approve a sum of \$1500 to hire a contracting consultant. Mr. Arozena pointed out the the driving school will probably only be there another year or two at the most. Mr. DiPaola said he thought that the library should examine the contract with the driving school and re-confirm with the renter her plans.

■ **Approval of Minutes from September 11 and 25**

- Mr. DiPaola made the motion to approve. Ms. O'Halloran seconded the motion. Board voted to approve 4-0.
- **Meeting adjourned.**

**Meeting adjourned.**

John Gabby, Board President

Guy Garcia, Clerk

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