

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, NOVEMBER 13, 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

No public comments on 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

None

7. Public Comment

8. Guests & Presentations

None

9. Director's Report

■ **Budget Report**

- Mr. Arozena presented a copy of the monthly budget report representing 33% of the budget year completed. He pointed out that the report had a slightly different presentation than before and includes a general overlook comparing percentages of accounts spent with those budgeted.

■ **Library Activities**

- The Library held a free flu shot clinic that afternoon provided by Solano Public Health which had thirteen people attend.
- The Library is doing a Food for Fines program for the month of November in which people can turn in canned food items to take off one dollar in fines for each item with a limit of ten items. The food will then be donated to Dixon Family Services.
- The Library will be closing early at 3 p.m. for the Christmas tree lighting on December 4. We will be outside from 4-8 and the library will be closed except for children's Christmas storytimes.
- The Library hired a new person to fill in as a clerk on weekends as needed. She is Spanish-speaking and will help us get closer to a goal of always having a staff member who speaks Spanish available at all times the library is open.
- The Library will be providing for a family for Christmas as part of an incentive for the Winter Reading Club. If children and teens read 800 titles, the Library will donate \$100-200 to help support them with food and/or presents.

■ **Continuing Education**

- Steve Arozena and Adrienne Gass went to the California Library Association conference on November 8. Susan Werrin took part in an all-day paper conservation training at the State Archives.
- Our contract with Granicus will be cancelled at the beginning of the new year.

■ **Update on VOIP**

- Mr. Arozena said that he is still working with our i.t. people to see if VOIP is a possibility and whether it will save us money on phone communications.

■ **Ongoing Business**

■ **Carnegie Building**

- Mr. Arozena provided the Board with photographs of the Carnegie building and two proposals from Moreno Construction to help improve the way it looks outside. These would include fixing broken concrete, removing some of the unused pipes, adding new sod to the present area and extending the grass along the south side of the building. The Library will also be looking at adding lights to the existing sconces and perhaps adding lights to the Miller Building to maintain visual continuity as requested by

Joe DiPaola. John Gabby asked if there were sprinklers along the south side of the building. Mr. Arozena responded that Moreno has already added a line along that side that can be used for watering. Mr. DiPaola also suggested that the buildings be painted the same color to maintain the same look. Mr. DiPaola confirmed that the item is only for information and discussion as Mr. Arozena has the authority to make financial decisions at that level. Mr. Arozena also stated that the people are coming to replace the Carnegie frames and windows next Saturday and Sunday. The library will not have to close for that to happen.

■ **Miller Building future plans**

- Mr. Arozena has talked to two contractors/designers regarding turning the Miller Building into usable office space and connect the library to it. He received a ballpark estimate from Albertazzi construction in the range of \$150-200,000 to do so. Mr. DiPaola said that he thinks the project should be done in phases starting with the older, second story and the bookstore and then following it with the B Street storage area and finally the space where the driving school is currently located. This will give the tenant time to prepare and perhaps retire. He also stated that the trash cans should be relocated and that area landscaped. Mr. Gabby knows Mr. Albertazzi and knows he does good work, but would like to see other estimates and to have the project go out to bid. Mr. DiPaola stated that he would like to see the second floor turned into five office spaces with one ADA office space on the first floor. The first floor would be publicly acceptable and the second floor would be staff only. Ms. O'Halloran would like to see a design person look at the space. Mr. Arozena said that the second group that looked at the building were from a design firm that specializes in libraries based in West Sacramento.

■ **Approval of minutes from October 9, 2014 meeting**

- Motion from Mr. DiPaola. Seconded by Ms. O'Halloran. Approved 4-0.

■ **Amendment to Library Director Contract of Employment**

- Motion from Mr. DiPaola to accept amendment. Seconded by Mr. Bloom. Approved 4-0.

■ **Sunday hours, 2015**

- Mr. Arozena said that the Sunday hours have been successful and asked that they be extended through 2015. Sundays have been used heavily by students.
- Motion from Mr. DiPaola to extend hours. Ms. O'Halloran seconded. Approved 4-0.

■ **2015 Holidays**

- Mr. Arozena asked that the 2015 holiday schedule be synced with Solano County because the library catalogs don't work if we are open days that they are closed. This would require the

Library closing on Columbus Day and Easter Sunday. Mr. Bloom moved and Ms. O'Halloran seconded to approve those two days as holidays. Approved 4-0.

- **New Business**
- **Approval of Impact Fee Report for Solano County**
- Mr. Arozena said that the Impact Fee Report for Solano needed to be approved by December 15. The fees all come from the prior District Librarian's purchases of properties from 2008/2009 and before. Mr. Bloom moved and Mr. DiPaola seconded. Approved 4-0.
- **Meeting adjourned.**

John Gabby, Board President

Guy Garcia, Clerk
