

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, MAY 15, 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**—present

**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**

None

**8. Guests & Presentations**

None

## **9. Director's Report**

### **a. New Roof for Miller Building**

- Mr. Arozena began by inviting board members and the public to tour the building if they are interested. He stated that there is a report from an architect stating that the building is salvageable. The building is in disrepair. There was some work done to keep the roof from leaking but some of the ceiling tiles have fallen in.
- Mr. DiPaola provided some historical background and pointed out that when Mr. Atkins was director, it was assumed that the building would be torn down and therefore no maintenance occurred. The prior board after finding that the building would remain approved roof repair.
- Mr. Arozena stated that the Library had received two bids to replace the roof and the option to reseal the roof rather than replace it was not viable. He then said that samples of the roofing material had been passed out to the Board.
- Mr. DiPaola asked if this was beyond the scope of projects Mr. Moreno could work on.
- Mr. Arozena stated that it was beyond the scope of projects Mr. Moreno works on. He restated that he had two estimates, one of which was significantly less than the other and that he recommends the less expensive of the two.
- Mr. Garcia noted that the contract states that if extensive dry rot is found that that will incur an additional expense.
- Mr. Arozena agreed that the contract states that.
- Mr. DiPaola asked if we could add it to the next agenda as an information/discussion/action item as the cost is above what can be approved otherwise.
- Mr. Arozena said that was possible.

### **b. State of Budget**

- Mr. Arozena stated that from viewings of prior Board meetings that the budget is a recurrent theme. He stated that Patrick had told him that he (Patrick) had never seen the budget. Mr. Arozena presented the board with the latest budget, that of April 15 and stated that the budget reports come out on the 15<sup>th</sup> of each month.
- Mr. Gabby remarked on the small size of the presented budget and asked the Board if they wanted to receive it every month.
- Mr. Arozena stated that he would provide the Board with monthly updates on the budget.
- Mr. Garcia noted that the budget does not look bad.
- Mr. Arozena stated that from his past experience that the library budget is public record.

- Mr. DiPaola and Mr. Garcia agreed.
- Mr. Gabby suggested having extra copies available for the public.
- Mr. Arozena agreed that would be possible.
- Mr. DiPaola suggested that an independent auditor be hired to look at the records

**c. Increase Library Involvement in Organizations**

- Mr. Arozena stated that he wanted to see the library become more involved in professional organizations to keep abreast of current issues in librarianship. He joined ALA and purchased a library membership for REFORMA, the library organization whose mission is to serve Hispanics in libraries.
- Mr. DiPaola stated that he would like to see a Spanish translation button available on the website.
- Mr. Arozena replied that Jim Craner who is in charge of the website redesign is looking into that.
- Mr. Arozena stated that he would like to see a staff member attend the next American Library Association conference and detailed projected costs. He then stated that next year's (2015) conference will be in San Francisco and that the California Library Association conference will be in Oakland in November.
- Mr. Gabby said he views this as continuing training and had no problem funding it.

**d. New Website**

- Mr. Arozena stated that the new website is up and running as of today. Mr. Arozena asked all board members to have a look at it and give him feedback.
- Mr. DiPaola requested that all domain names (dixonlibrary.com, .net and .org) all point to the same place. He also wanted to make sure that the link to the correct library Facebook page is on the website.
- Mr. Arozena stated that there are two Facebook pages, one that is kept up to date, the other is not. Efforts have been made to get rid of the bad one, but have not yet been successful.
- Ms. O'Halloran stated that she had looked at the new website and found it easy to use and well-organized.
- Mr. DiPaola interjected that anything would be better than the old website.
- Mr. Arozena stated that the reason that more recent websites are designed for easy use is the Web Accessibility Initiative, which lays standards for design to accommodate users with visual impairments and for all websites to be usable on all mobile devices.
- Mr. DiPaola asked for an update on when the transition to a new server/cloud storage capability would happen.

- Mr. Arozena stated that a representative from Progent would be on site in the next day or so to assess the physical state of the computer system as a whole and make recommendations on how to proceed.
- Mr. DiPaola asked for an estimate on when the new e-mail system would take place.
- Mr. Arozena stated that once the cabling issues were rectified the e-mail update will happen.

**e. Shift Planning**

- Mr. Arozena explained that Shift Planning is the name of the new software we are utilizing for scheduling and payroll. It will help streamline the current system and help eliminate human error. He explained the current system and how employees pencil in their hours on a daily basis. He also stated that the system employs a time clock feature that will be used to keep track of hours. The feature of the system that takes photos of people as they login will not be implemented. He also explained that full-time staff members will have the option of logging in remotely.

**f. Granicus Training**

- Mr. Arozena stated that the scheduled Granicus training was cancelled as the trainer could not make her presentation. He explained that this is the software that allows direct posting of board minutes and video to the website.

**g. IT Contract**

- Mr. Arozena said that the contract with Lowell Switzer is expiring June 30<sup>th</sup> and will not be renewed. After consulting with an attorney, he was advised that the Education Code prohibits maintaining the same vendor for more than five years. The library is switching to Progent which is contracted through the Galecea Group.
- Mr. DiPaola pointed out that we will save much money by doing so.

**h. Weed abatement/cleanup of properties**

- Mr. Arozena stated that the lot behind the library which is library property was mowed.
- Mr. Gabby asked what the cost of the service was.
- Mr. Arozena stated he believed it to be \$290 which included a future visit.
- Mr. Gabby asked if that included controlling the weeds at the line of the fence.
- Mr. Arozena stated that he believed that was so. He then stated that the house that is adjacent to that property will be looked after by Pedro Moreno to keep it from deteriorating further.

**i. Problems with fire alarms fixed**

- Mr. Arozena stated that there were two fire alarms that were ringing improperly. The problems have been fixed.

**j. Furniture purchase/mats**

- Mr. Arozena stated that he purchased five new tables for the library. The library is down to one large study table after others had broken. The new tables should arrive by the end of the month. Two new floormats have come in and are at the entrance to the library. Two new booktrucks have arrived in the children's department. They arrived without wheels, which should arrive soon.

**k. Water backflow status**

- Mr. Arozena stated that an inspector came by two weeks ago to look at the state of the backflow repair. He stated that most of the project is complete with the exception of one valve that needs to be replaced. He is awaiting a complete report from the inspector.

**l. Children's activities**

- Mr. Arozena said that Adrienne Gass is the new children's librarian and that she will be running a Summer Reading Club. People can sign up their children online and keep track of the books read and prizes.
- Mr. DiPaola asked that Ms. Gass contact him and he will show her the migrant camp.
- Mr. Arozena asked if might come along.
- Mr. DiPaola replied in the affirmative.
- Mr. Arozena informed the Board of new storytimes for babies and toddlers offered by the library. He stated that Ms. Gass would like to begin an early literacy program for kids 0-5. He also stated that the library will have iPads for children to use that will require a sign in by a staff member to keep adults from using them. The iPads will have educational games loaded on them. He also said that she is embarking on a series of school visits to promote the Summer Reading Club.
- Mr. Garcia said he thought it would be a good idea for her to meet with the new curriculum director.

**m. Archives**

- Mr. Arozena stated that he would like to get an intern from San Jose State or Sacramento State to help with the archives. There are two areas that need help: organization and preservation.
- Mr. DiPaola stated that there should be a backup disc separate from the actual archives with all the information on it.
- Mr. Arozena stated that Catherine was in the process of running a backup of the storage system. He then explained that not everything in the archives was housed on the system. He also stated that if interns are used that they would work closely with staff and/or volunteers who know the history of Dixon.

■ **Public Comment on Director’s Report**

- Joe Dengler said he was unsure as to what action was taken on the roofing proposal for the Miller Building.
- Mr. Gabby stated that the decision was to bring back the proposal for action at the next meeting.
- Mr. Dengler pointed out that the contract would expire within 30 days.
- Mr. Gabby expressed his opinion that an extension to the contract would not be a difficult process.
- Mr. Dengler expressed his opinion regarding time clocks with what is commonly known as a “Bronx cheer” or a “raspberry.” He stated that he thinks time clocks have a negative effect on staff morale.

**10. Ongoing Business**

■ **Expansion of library hours to include Sunday 1-5**

- Mr. Arozena stated that the item was placed on the agenda at the suggestion of Mr. DiPaola. He stated that the estimate for personnel costs prepared by the interim director, Patrick Newell was \$9600 per year to keep the library open on Sunday.
- Mr. DiPaola said it was tragic that we are not open Sundays and that the cost of keeping the building open would be minimal and allow more people to use the facility. The extra hours would allow people from the migrant camp to use the library computers.
- Mr. Gabby agreed that it would be a good thing to allow the migrant kids and other children access on Sundays.
- Mr. Arozena said that the topic was discussed at the last library staff meeting.
- Mr. Garcia moved to pass motion then expressed interest in seeing what cash reserve from budget is.
- Mr. Bloom asked to amend the motion to see how the Sunday hours are working after six months time.
- Mr. Garcia stated “so amended.”

- Mr. Gabby seconded the motion but wanted to know if the hours would start immediately.
- Mr. Arozena said it would take some time to get the scheduling together.
- Mr. Gabby asked if July 1<sup>st</sup> was possible.
- Mr. Arozena stated that he would try for July 1<sup>st</sup>.
- Mr. DiPaola suggested that the trial period last from July 1<sup>st</sup> until December 31<sup>st</sup>.
- Motion passed.

**b. Ratify Extension of Moreno Maintenance Contract**

- Mr. Arozena explained that Pedro Moreno is a handyman employed by the library to do all sorts of small and large tasks. His contract would expire in June and the extension would extend the contract through September. The contract has been discussed with the library's attorney, Scott Holbrook. The scope of Mr. Moreno's work ranges from clearing leaves and installing a bulletin board to possibly replacing tile in the men's room.
- Mr. Bloom moved to extend the contract.
- Ms. O'Halloran seconded.
- Motion passed.

**11. New Business**

**a. Adopt mission statement for library**

- Mr. Arozena explained that the proposed mission statement went back to Ms. Christman's time as director. Staff worked on the statement, but it was never approved. Mr. Arozena read the proposed mission statement.
- Mr. Garcia asked if the mission statement could be read again.
- Mr. Arozena read the mission statement again.

- Mr. Garcia asked if Mr. Arozena had asked the staff about the statement.
- Mr. Arozena explained that staff members had helped write the statement and asked for its official approval.
- Mr. Garcia stated that he thought it was incredibly important to have such a statement and that it would help with long-term planning.
- Mr. DiPaola recalled that former director Gregg Atkins hired a consultant at the cost of many thousands of dollars to come up with a mission statement. A workshop was held, and the proceedings ended in turmoil. Mr. DiPaola then stated that he was glad that a mission statement could be proposed without the expenditure of large amounts of money.
- Mr. Bloom moved to accept the statement.
- Mr. Garcia seconded.
- Motion passed.

## **12. Board announcements**

- Mr. Garcia asked if the schedule of future meetings had been decided on. A brief discussion of school board meeting times followed. It was decided to have the library board meetings on the second Thursday of every month.
- Mr. DiPaola stated that the revisions to board policy and procedures should be looked at piece by piece beginning with the next meeting.

## **13. Adjournment**

