

Minutes—Approved
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, June 19, 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—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

Mr. Garcia asked that item 10A be changed from Information/Discussion Action to Information/Discussion only. Mr. DiPaola asked that item 10C be handled the same way. Mr. Garcia moved that 10A and C be handled in that way and that 10H be moved to the top of the ongoing business agenda. Seconded by Mr. DiPaola. Motion passed.

7. Public Comment

None

8. Guests & Presentations

None

9. Director's Report

■ Update on Sunday hours

- Mr. Arozena stated that the library is good to go as far as opening on Sundays starting in July. The library will be staffed by one page, one librarian and one clerk. Discussion ensued about whether publicity should be done indicating a trial period from July to December. It was agreed that publicity should be done stating that fact. Mr. Gabby stated that he thought some people might be encouraged to use the library on Sundays to show their support for the idea. Mr. DiPaola asked for feedback on Sunday usage to evaluate its usefulness. Mr. Arozena stated that publicity will start soon including notice on the website.

■ Budget report

- Mr. Arozena stated that he had the library's accountant provide a simplified as well as more detailed budget. He stated that the report reflects 92 % of the budget year. Mr. Garcia asked that the beginning cash balance be included next time. Mr. Bloom asked about the feasibility of spending the last of the grant money by the end of the month. Mr. Arozena stated that the money will be spent as there is still an outstanding computer services bill tied to the grant. Mr. Arozena stated that he is working on next year's budget and that he would like to see increases in staff development and training, additional furniture, updating computer services. Mr. Arozena said that he will budget for a new children's assistant position to cover evenings and Sundays in the children's department if Ms. Gass wants to cover those hours. Mr. Garcia asked about the public facilities fee fund. Mr. Arozena stated that it is money in a separate fund that cannot be used unless it is budgeted for and that it largely comes from property taxes on local businesses. Ms. O'Halloran asked if the budget information could be available on the website. Mr. Garcia agreed that it should be. Mr. DiPaola asked if we were still under the Switzer contract. Mr. Arozena stated that he was given his 30 day notice at the beginning of the month.

■ Children's activities

- Mr. Arozena stated that Summer Reading Club began next week and that 428 people signed up the first week. The current total is 496. The two special Thursday morning shows had high attendance (Magic Show, 84, Make a catapult, 98). Mr. Gabby asked when the next magic show would be. Mr. Arozena informed him that there wouldn't be another one this summer. Next week's activity will be the first pre-school dance party.

Storytime attendance for the week was 58 preschoolers, 30 for toddlers and 10 for the babies. 24 people have signed up for the Adult Summer Reading Club. Mr. Arozena stated that there is a bookmark where adults can submit a review of the book that they read which is then posted onto a bulletin board. Mr. DiPaola suggested that the bookmarks be done as “virtual bookmarks” and then posted onto the website.

■ **Continuing education**

■ Mr. Arozena reminded the Board that Catherine Wesenfeld would be attending the ALA conference in Las Vegas at the end of the month. He then asked if the Board would be interested in funding her to attend the Guadalajara Book Fair in November/December. He explained that ALA offers support in the way of hotels, conference fees and \$100 to be applied towards airfare if you are one of the first 150 people to sign up. Mr. Garcia asked what the total cost would be. Mr. Arozena stated that if the ALA support came through that the approximate airfare would be \$425. Board gave support for that figure. Mr. Arozena said he would get back to them if cost was significantly higher. Mr. Arozena stated that he, Adrienne and Catherine had joined the California Library Association and that all three hope to attend the conference in November in Oakland. Other continuing education activities included Susan Werrin attending a workshop on book preservation. Susan also toured the State Archives and signed up for a two-day conservation workshop offered through ALA. Catherine is taking a course on social media and marketing for libraries online. Gina took courses on year-end budgeting procedures, how to prepare for next year’s budget and how to run financial reports using the Solano County system. Catherine, Heather and the director toured the California State Library building and found visiting the California history room, the documents collection and the law library to be useful.

■ Ginger Emerson approached the lecturn to offer support for the Library Director’s efforts to get new furniture for the building. Mr. DiPaolo said that it was important to make sure that ADA requirements are met by any new tables.

■ **Ongoing business**

■ **Land boundary issue between Vacaville and Dixon library school districts**

■ Mr. Arozena deferred to the greater depth of knowledge of board members on the subject. Mr. DiPaolo gave a brief history of the issue and the properties it affects near Leisure Town Road. Ms. O’Halloran stated that one of the proposed ways to proceed on the issue was to form a 2x2 subcommittee to fact find and try to reach a compromise with Vacaville. It was decided that the director and Ms. O’Halloran form the subcommittee. Mr.

DiPaolo moved that said subcommittee be formed. Mr. Garcia seconded. The motion passed.

- Mr. Garcia excused himself from the proceedings.
- **Approval of amendments to District Board Policy 3000-3100**
- Mr. DiPaolo had a series of comments about the proposed policy changes. Under 3000.4, he said that it the way it reads that the Library Director doesn't have the authority to terminate at-will employees--only the board has that authority. His opinion is that the Library Director should have the authority to terminate any at-will employees with the Board having the authority to terminate the Library Director. Under 3010.5.1 he asked why the cap on overtime was 120 hours. If it is not specified under the Labor Code, he suggests it be changed to 100 or 104 hours. Under 3060.2.3 it states that we get to keep the person's jury duty pay. He suggested that we allow the employee to keep it in addition to their regular pay as it is a small amount. Under 3070.2, he would like it to read "with our without cause." Under 3070.4, he would like it to be reworded so that people terminated with cause wouldn't be eligible for rehire. He also suggested that we save sections 3100+ for future meetings. Ginger Emerson made the comment that she was concerned that employees be aware of the appeal process if they were terminated. Mr. DiPaolo stated that that segment of the policies will be addressed in the future.
- **Approval of amendment to Library Assistant job description**
- Mr. Arozena explained that the Interim Director had established pools for the page, librarian and clerk positions but not for library assistant. These positions are continually posted on the website and the library accepts resumes/cover letters from people interested in the positions. He would like to include the library assistant position in the pooling but would like to change the wording in the job description to eliminate the required college degree and to accept three years of paid library experience or a community college degree. Motion to change language made by Ms. O'Halloran. Mr. Bloom seconded. Motion passed. Ginger Emerson asked how pool worked. Mr. Arozena stated that it was established as a time-saving procedure in case there was an opening in the library.
- **Approval of amendment to District Board Policy 3150 Longevity Pay**
- Mr. Arozena requested that longevity pay be extended to part-time employees beginning July 1 as policy was vague on fact. Mr. DiPaolo pointed out that earlier in the policy that wording had been changed from salaries being set in the mid-range group of pay in the area to saying that salaries would be competitive. Seeking clarification.

■ **Proposal to reroof Miller Building**

- Mr. Arozena explained that since the last meeting that the proposal had been extended and that a contract had been drawn up for the project. Mr. Bloom moved to approve the contract. Ms. O'Halloran seconded. Motion was approved.

■ **Approval of library board meeting schedule**

- Mr. Arozena stated that meetings the rest of the year will be on the second Thursday of each month and that the chambers have been reserved for those times. Ms. O'Halloran moved to accept. Mr. Bloom seconded. Motion was approved.

■ **Approval of past library board meeting minutes**

- Mr. Arozena stated that he typed up the minutes for the May 15 and March 20 meetings. Mr. DiPaolo abstained from voting as he was not present at the March 20 meeting. Ms. O'Halloran moved to accept the minutes. Mr. Bloom seconded. Motion was approved.

■ **Approval of new Moreno Maintenance Contract**

- Mr. Arozena explained that there had been a mistake in the Moreno contract as signed and that the first contract was to amend the mistake. The signed contract only stipulated an amount of \$700 per month rather than \$2100 per month. The mistake was noticed in a prior board meeting but had not been corrected. The second contract is for \$10,000 for the next fiscal year. Mr. Arozena noted that Mr. Moreno works in a fair and timely manner and that he does cost comparisons to get the library a good deal on equipment. He also removed a falling tree from the library property last week for a fair price. Mr. DiPaolo moved to accept the contract. Mr. Bloom seconded. The motion was approved.

■ **New Business**

■ **Future of Miller Building and other library properties**

- Mr. Arozena stated that he is looking for ideas on how to proceed with the Miller Building. Should it be used for storage or office space? The building is in disrepair as there were plans to tear it down at one point and maintenance wasn't kept up. Mr. DiPaolo said that a prior architect's report said that the building was structurally sound, but that foundation needs work and water damage needs to be repaired. Mr. Arozena pointed out that the report doesn't state whether there are environmental standards to be met—no mention of testing for asbestos, lead-based paint, etc. Ginger Emerson said that public and library staff have strong feelings about saving historic buildings. She suggested that perhaps the building could be sold if the library didn't feel it was cost effective to renovate. Mr. Arozena then brought up the other properties the library owns. A vacant lot at the corner of 2nd and B, and an adjacent lot next to it with a house on it are both

library properties. There had been talk in the past of turning the lot into a community garden. Another suggestion was to turn it into a parking lot. Mr. DiPaolo thought the best course of action might be to hold onto the property for later sale.

■ **Approve Department of Justice resolution to perform background checks**

Mr. Arozena stated that the library would like to offer lego and gaming nights for kids that would require adult volunteers. He said he had applied to the State Department of Justice to do Livescan background checks but that a resolution needed to be approved by the Board. Andrew moved that the resolution be approved. Ms. O'Halloran seconded. Motion approved.

Meeting adjourned.

John Gabby, Board President

Guy Garcia, Clerk
