

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, AUGUST 14, 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 6 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—absent

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

■ Budget Report

- Mr. Arozena stated that the 2013/14 Budget closed with a \$125,000 surplus

- Mr. Bloom asked if that was a normal or high surplus.

- Mr. Arozena said that the surplus carryover from the past three years totaled \$400,000 so that \$125,000 is a pretty normal amount and that he would later be asking the Board to approve transferring \$105,000 over to the 14/15 budget to cover for projected increases

- Mr. Bloom asked about the October trip to Guadalajara

- Mr. Arozena said that that topic would be covered a little later.

■ Roofing Report

- Mr. Arozena presented before and after photos of the roof to the Board. He stated that a second drain would be installed within the next few days which was necessary to prevent a possible roof collapse if the first (and only) drain became blocked.

■ Children's Activities

- Mr. Arozena gave the Board copies of the report regarding the Summer Reading Club prepared by the Youth Services Librarian Adrienne Gass. Highlights from the report included the early literacy program with 93 registrants, 416 for the children's program, 57 for the teen program. Programs attracted 952 total attendees including 350 for the final party, 96 for the catapult building and 95 for the insect program.

■ Continuing Education

- Mr. Arozena stated that the American Library Association funding came through to help send Catherine Wesenfeld to Guadalajara. The ALA will pay for hotel and conference costs and \$100 towards airfare, which Mr. Arozena said should be around \$525 round-trip. He said that the main vendor we use for Spanish language materials will be there to help Catherine send materials back to Dixon from Mexico.

- Mr. Arozena also stated that the grant we received more than a year ago requires a staff training day to help get everyone up to the same level of competency on things like Microsoft Office, databases and the new website.

■ Termite Treatment

- Mr. Arozena said that when the Carnegie windows were examined for an estimated replacement cost that termites were found. He stated that Terminex charged \$4700 to get rid of the termites and keep them contained.

■ Ongoing Business

- **Amendments to District Board Policies 3200-end**
- Mr. Garcia asked to table the revisions in Mr. DiPaola's absence
- **Approval of minutes from July 10, 2014 minutes**
- Mr. Gabby asked to table the minutes in Mr. DiPaola's absence
- **Update on Library/School Board boundary conflict**
- Mr. Arozena stated that a meeting will be held between himself, Ms. O'Halloran, Bonnie Katz and her attorney in Vacaville on 8/22 to discuss the matter.
- **New Business**
- **COLA increases**
- Mr. Arozena asked the Board to approve a 1.5% cost of living raise for the staff as none had occurred since 2011. The total cost would be close to \$9000 a year. He stated that according to the minutes from 6/26/13 "The Board should consider to reinstate COLA in 2014-15."
- Mr. Garcia asked what the financial cost would be.
- Mr. Arozena said approximately \$9000.
- Mr. Garcia reconfirmed that there is around \$400000 cash in reserve.
- Mr. Bloom moved to accept. Mr. Garcia seconded. Approved.
- **New District Board Policy 3151 regarding additional pay for Bilingual Employees**
- Mr. Arozena stated that all 21 libraries contacted do offer some additional pay to its bilingual employees. The policy as written would not require current employees to take a proficiency test. Most libraries that offer bilingual pay to their employees as a percentage give 5%. Mr. Arozena asks that Dixon provide the same. The policy would affect four part-timers to the amount of \$1863 a year.
- Mr. Garcia moved to accept. Ms. O'Halloran seconded. Motion approved.
- **Approval of pay schedule for Accountant/Payroll Technician**
- Mr. Arozena stated that the position had a salary of \$17.50 approved at the January 16, 2014 meeting, but that there was no step increase schedule put in place.
- Mr. Bloom moved to accept. Mr. Garcia seconded. Approved.
- **Amendment of policy regarding fixed-asset capitalization**
- Mr. Arozena said that the accountant suggested that our computer policies regarding fixed-asset capitalization be spelled out in more detail.
- Mr. Garcia moved to approve. Mr. Bloom seconded. Motion approved.
- **Amendment of policy 3260.3.3.3**
- Mr. Arozena pointed out that the policy approved at the Commission meeting of March 19, 2012 contradicts the Public Records Act and needs to be amended. The item was tabled until

the return of Mr. DiPaola, who has background on the subject and suggested wording changes.

- **Approval of 2014/15 Budget**
- Mr. Arozena gave some background to the status of the proposed budget, highlighting changes in contracted services particularly moving from Switzer and Galecia to Progent to cover computer services. He explained that much of the Progent costs this year will be a one-time charge as the library switches over from older equipment to new equipment and to a new high-speed internet service. Mr. Arozena asked for funding to be approved for new furniture, personnel increases, termite control, computer software/hardware, Willdan contract and increased library materials and programming.
- Mr. Bloom and Mr. Garcia had specific questions as to why certain lines were increased.
- Mr. Garcia moved to approve the budget. Ms. O'Halloran seconded. Motion approved.
- **Approval to proposal to replace windows/rebuild frames of Carnegie Library**
- Mr. Arozena stated that the windows were 10-15 years old and were only patched, not fully repaired. Cost to replace them and rebuild the frames will be \$7500.
- Mr. Garcia moved to approve. Ms. O'Halloran seconded. Motion approved.
- **Meeting adjourned.**

John Gabby, Board President

Guy Garcia, Clerk
