

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, SEPTEMBER 11, 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

- **Budget Report.** Mr. Arozena brought the Board's attention to the August budget report. He pointed out that the figures indicate that the library was approximately \$44,000 behind, but that it was primarily due to the fact that the appropriated reserve of \$120,000 had not been transferred from Solano County yet. He also pointed out that the amount spent/revenues were accurate, but that the 14-15 budget numbers have not been put in by the county yet.
- Mr. Arozena then stated that the COLA increases and Spanish language bonuses were in progress. The Carnegie windows deposit has been put down and the library is awaiting their replacement.
- **Children's activities.** Adrienne Gass, Catherine Wesenfeld and Steve Arozena all went out to back to school nights to represent the library and hand out information. Three training sessions have been set up for Maine Prairie High School kids to introduce them to the library website and databases. The new computers have arrived for the children's department (2 PCs and 2 Macs) along with new chairs and tables for them.
- **Continuing Education.** Mr. Arozena stated that there are two events coming up that need to be completed to fulfill the requirements for our technology grant. On Sunday, September 21, the library will be offering a technology open house for the public and on Saturday, September 27, the library will be closed for a Staff Training Day. Both days will give an overview/training in some of the new programs/technologies available at the library.
- **Ongoing business**
- **Amendments to District Board Policies 3200-end.**
- Joe DiPaola had comments on several segments. Policy 3225.3.2 should be changed to reflect ADA law. He suggested that the final segment should be changed back to "will" rather than "may" in that the library has to make accommodation if it is reasonable and does not impose an undue hardship. Earlier in the policy it states that the library will identify "possible" accommodations. He suggested that it be changed to "possible reasonable" for clarity to avoid unreasonable accommodations being requested or identified.
- Mr. DiPaola also pointed out in policy 3230.1.1 that not all relatives are listed and suggested that it include nieces, nephews and cousins. In section 3230.1.2, he also noted that the phrase "wages or salary" should be included in the list of things that employees should not be involved in decision-making for their relatives. Section 3240.3.6 a section that had been stricken should be restored to make the policy applicable to full-time employees.

- Mr. DiPaola suggested that the segment under 3255 regarding letters of recommendation be changed to a neutral stance—only allowing the library to give out job title, dates of employment and description of job duties. He stated that if the employee wants to give out a letter of recommendation on his/her own time that that is their business and it would not be affected by this policy. Mr. Bloom asked if that was the industry standard. Mr. Arozena stated that that was the standard followed at his last place of employment.
- Mr. DiPaola suggested that policy 3260.2.10 should include the phrase “criminal activities.” Policy 3260.4.2 was also addressed and it was pointed out the the Brown Act allows for an employee to have the option of closed or open session at his/her disciplinary hearing. Also, the third line includes a typographical error. The word “failure” should be capitalized. Section 3260.3.4.6 should include reference to “equipment and passwords” among the items that need to be turned in upon cessation of employment.
- **Amendment to District Board Policy 3260.3.3.3**
Mr. Arozena said that this item had been tabled at the last meeting and that it concerned a policy adopted by the Library Commission on March 19, 2012 that conflicts with the California Public Records Act. The segment states that written employee reprimands may only be retained in the personnel file for one year. The Public Records Act requires that they be held in perpetuity. The policy was changed from “Copies of any written warnings and/or reprimands shall be retained in the employee’s personnel file, but shall not be used for disciplinary purposes for one year.” Mr. Garcia recommended that it be included in the entire packet next session and that no action be taken this evening.
- **Approval of Minutes from July 10 and August 14 meetings.**
Mr. Garcia moved that the minutes be approved. Ms. O’Halloran seconded.
Meeting adjourned.

John Gabby, Board President

Guy Garcia, Clerk
