

3/19/12
Inquiries were made as to how impact fees could be spent. Mr. Atkins provided the original documentation when the impact fee was adopted. He reviewed the process of how the fee was created and what it was adopted to be used on.

Ms. Craig reviewed the background of Impact Fees. It can only be used on future development. For any modification, a new study must be done, and it could only be for future needs, not existing needs.

D. List of ADA repairs/changes forwarded by Governing Board of Library Trustees for completion by Library Commission

Commission reviewed the list of items forwarded by the Library Board, which voted to spend \$7000 on items on this list. Concern was raised that not all items need to be addressed; a discussion on items needs to take place before spending monies. The Library does have ADA consultant Bruce Monighan, the same consultant used by the City.

Ms. Craig suggests that a committee of two work with the District Librarian, Mr. Chapman and or Mr. Wilson and discuss what items may be taken care of easily and a process developed to address the remaining items. Mr. Arnold and Ms. Felton agree to act as the sub-committee. The sub-committee will report back to the Commission in 30 days.

E. Review of Policy 3180 Grievance Procedures

The Commission discussed Policy 3180 and identified possible changes and additions. A draft will be brought back to the Commission at the next meeting.

13. New Business

A. Recommendation to adopt proposed additions and revisions to Policy 1140 Response to Public Complaints

Ms. Craig made a motion to adopt the Policy as amended and with the addition of 1140.3.4.1 to correspond to 1140.3.3.1, Ian Arnold seconded and the motion carried.

B. Recommendation to adopt proposed additions and revisions to Policy 3260 Progressive Discipline

Ms. Craig noted that draft contains recommendations from prior discussions to improve the language.

After reviewing each section, Ian Arnold moved to immediately amend 3260.3.3.3-"written reprimands shall note period of retention and shall be retained in an employees file not to exceed one year", with this section taking effect immediately. Jane Felton seconded and the motion carried.

Ms. Craig reminded the Commission that he remainder of the policy will be brought before the Commission at the next meeting.

14. CLOSED SESSION- Ms. Craig moved that this item be tabled to a future agenda. Ms. Ostergard seconded and the motion carried

Public employee performance evaluation-District Librarian pursuant to Government Code section 54957 (Brown Act")

15. Announcement from Closed Session-no closed session took place

3260.3.2.1.5—Notice that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

3260.3.2.2—If, by the target date identified in the first reprimand, the employee is not performing up to the stated standards, the employee shall receive a 2nd written warning.

3260.3.2.3—Copies of any written reprimands shall be retained in the employee's personnel file.

3260.3.3 As a third step, there will be a Written Disciplinary Warning (Reprimand). This level of Progressive Discipline is subject to Policy 3180 Grievance Procedure.

3260.3.3.1 If the employee does not improve after the verbal counseling session or Performance Improvement Plan or if there are repeated incidents of unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is written reprimand, then the District Librarian shall complete the written reprimand.

3260.3.3.1.1 In matters regarding written reprimand, the District Librarian will consult with counsel to ensure that all procedures meet legal requirements.

3260.3.3.1.2 The reprimand will include: Notice that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

3260.3.3.2 If, by the target date identified in the first reprimand, the employee is not performing up to the state standards, the employee shall receive a second written warning.

3260.3.3.3 Written reprimands shall be retained in the employee's personnel file for one year.

3260.3.3.4 As a fourth step, Suspension from service with loss of pay may be imposed. This level of Progressive Discipline is subject to Policy 3180 *Grievance Procedure*.

3260.3.3.4.1 In matters regarding suspension, the District Librarian will consult with the counsel to ensure that all procedures meet legal requirements.

3260.3.3.4.2 If the suspension is for more than five (5) days, the employee will be noticed of the Library District's intent to suspend and will be given the opportunity to meet with the District Librarian to discuss