

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, January 22, 2015,
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. 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

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

None

8. Director’s Report

■ **Budget report**

- Mr. Arozena presented the monthly budget report to the Board to look at at their own leisure. Mr. DiPaola asked about the construction in progress line and why there is so much money in that. Mr. Arozena stated that it is a rollover from prior library administrations and doesn't represent any current projects. Mr. Di Paola and Mr. Garcia suggested that Mr. Arozena see if those funds could be transferred over to the cash fund. Mr. DiPaola asked whether the Board needed to approve the document. Mr. Arozena said it was merely the monthly budget report and had not required approval in the past.

■ **Library activities**

- Mr. Arozena stated that the Winter Reading Club involving 55 participants reading 340 books and submitted a copy of the report prepared by Adrienne Gass, the Youth Services Librarian. Mr. Arozena said that the number of books read was short of the goal set, but that the library provided a needy local family with presents and Christmas dinner anyways. Mr. Arozena stated that he personally dropped off six boxes of book donations for the Weed Library in Oroville and that they had received quite a number of donations to help rebuild that library after it was destroyed by a fire in September. Mr. Gabby, after perusing the Winter Reading Club report, asked if there was a misprint after noticing that one child read 107 titles on her own. Mr. Arozena said that it was not a misprint—that one child was responsible for 1/3 of the titles read!

■ **Continuing education**

- Mr. Arozena reported that Catherine Wesenfeld did attend the Guadalajara Book Fair in late November and benefitted from the experience. She was able to meet some new vendors for Spanish language materials. Mr. Arozena said that he found an instruction in Dixon for CPR and First Aid classes and was trying to arrange instruction for staff. He also said that he was taking an online management course next month from a former supervisor and former State Librarian who are teaching the class.

■ **Ongoing business**

■ **Approval of minutes from November 13, 2014 meeting**

- Ms. O'Halloran motioned to approve. Mr. Bloom seconded. Board voted unanimously to approve minutes.

■ **Carnegie update**

- Mr. Arozena said that the improvements discussed at the last meeting had been carried out. The lawn has been replaced, a sprinkler system has been installed, the concrete was redone, and the library is waiting for a metal gate to be installed to keep the trash cans out of sight from the street. The new windows and frames for the Carnegie should be installed on the weekend of

January 31st (weather permitting). Mr. DiPaola asked about the state of retrofitting the Carnegie for earthquake protection. Mr. Arozena said he had not looked into it. Mr. DiPaola suggested that we get someone in to look at what it would take to earthquake proof the building. Ginger Emerson approached the Board and asked about whether the new Carnegie windows would be in compliance with historical requirements. Mr. Arozena stated that he and Susan Werrin worked to find specialists to do the job and settled on one from Sacramento who was used to working with historical structures.

■ **Update on Miller Building**

■ Mr. Arozena stated that another architect, Paul Roberts of Vallejo came by to look at the project, but has not submitted his analysis back to the library yet. Mr. DiPaola explained to Ginger Emerson about potential plans for remodeling the interior of the Miller Building.

■ **Approval of expanded Facilities Fee Management report**

■ Mr. Arozena stated that the report is supposed to be filed every five years and it has been seven years since the last one. Mr. DiPaola pointed out that the fund had dipped to almost nothing in the past and that the fund should be much higher than it is now. Mr. DiPaola moved to approve. Ms. O'Halloran seconded. The Board approved the report 5-0.

■ **New Business**

■ **Proposed audit from Solano County**

Mr. Arozena stated that there has been no audit done since 2011 in direct violation of policy 5001.1. The library received a quote from Solano County for \$16,800 to perform the audit which would cover the 2012/13 and 2013/14 years. Mr. Garcia said that we should be sure to put it in future budgets. Mr. Arozena said that there is just over \$400,000 in the reserve available to be transferred. He said we are not obligated to use Solano County. Mr. DiPaola suggested we contact the auditor used for a past forensic audit. Nancy Schrott said that she finds it odd that we use Solano County to do the audits when they keep the records. Mr. DiPaola suggested that the Board authorize the amount of \$17,000 to be used towards the audit, but that Mr. Arozena explore the possibility of other auditors than Solano County. Mr. Di Paola moved to approve. Mr. Garcia seconded. The Board approved the authorization 5-0.

Approval of Dates for 2015 Library Board Meetings

Mr. Arozena submitted the list of dates for future Board meetings To be held on the second Thursday of each month. Mr. DiPaola Cautioned that there may be a conflict with the School Board Meeting in June. Mr. Gabby moved. Ms. O'Halloran seconded. Board approved the calendar 5-0.

Ginger Emerson approached the Board and asked if closed sessions could take place at 6 rather than 7. It was agreed that the agenda and website should inform the public about closed sessions and their scheduled times.

Meeting adjourned.

John Gabby, Board President

Guy Garcia, Clerk
