

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
5:00 P. M., THURSDAY, May 28, 2015,
SPECIAL 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 5 pm

2. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

John Gabby, President—present

Andrew Bloom, Vice President—absent

Guy Garcia, Clerk—absent

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

9. Ongoing Business

10. New Business

- a. **Identify and Approve District's Labor Negotiators with Unrepresented Employees—Library Director, Steve Arozena and Gina Dupell, Accounting/Payroll Technician [Gov't Code 54967.6] Information/Discussion/Action**

Board voted to approve Gina Dupell as Labor Negotiator, 3-0

11. Closed Session

- a. **Conference with District's Labor Negotiators with Unrepresented Employees—Library Director, Steve Arozena and Accounting/Payroll Technician [Gov't Code 54967.6] Information/Discussion/Action**

12. New Business (2)

- a. **Nothing to report from closed session**
- b. **Approve transfer of funds from reserve to general fund Information/Discussion/Action**

Mr. Arozena presented the Board with a financial chart detailed how the personnel budget became \$38,000 behind for the fiscal year 14/15. Mr. Arozena stated that there were \$400,000 in the reserve fund and asked that \$40,000 be transferred over to cover the increased personnel costs. Mr. Dipaola asked to confirm that the deficit was due to insurance and raises approved by the Board that had not been budgeted for and to correct for an existing obligation. Mr. Arozena confirmed that was the case. Mr. Dipaola motioned to make the transfer from funds balance available to the general fund. Ms. O'Halloran seconded. The Board voted 3-0 to approve.

- c. **Approval of COLA increase for 2015/16 fiscal year Information/Discussion/Action**

Ms. O'Halloran asked that the item be tabled for a future meeting. Mr. Dipaola asked that it be agendaized for the next regular meeting. Mr. Arozena agreed.

- d. **2015/16 Budget Information/Discussion/Action**

Mr. Arozena asked if the Board would like a list of items to be added to next year's budget. Mr. Dipaola stated that if the items were not salary related they could be discussed. Mr. Arozena stated that next year's budget should see some savings in several areas including software and telephone/internet services. He also stated that he is expecting a refund of approximately \$4,800 from e-rate services from the prior year. Mr. Arozena listed off some upcoming expenses that would be incorporated into the 2015/16 budget including attendance for one person at the ALA Conference in Orlando, one person attending the California Library Association conference in Pasadena, an additional \$6,500 for library materials so that adult, children's and media each have \$25,000 to spend, new monitors for public and staff computers, a new iron gate for the alleyway between the Miller Building and Carnegie, a new scanner for

photographs, two new bins for board books in the children's section, three new thin clients for public computers and some miscellaneous furniture for the children's department. Mr. Dipaola asked about the iron gate and said to take into account the possible addition of an ADA ramp on that side of the Miller Building before the gate is permanently installed. Mr. Dipaola also suggested that the library look into potential problems with excess moisture in the basement storage area and consider putting a dehumidifier in the area.

Meeting adjourned.

John Gabby, President

Guy Garcia, Clerk




