

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, August 13, 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—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

8. Director's Report

One Book, One Community

The Library supports Ms. O'Halloran's idea of trying out a one book, one community project for Dixon. Mr. Arozena stated that he sent out to each Board member a guide from the American Library Association on how to conduct such a program. Ms. O'Halloran had suggested that the community read Malcolm Gladwell's "The Tipping Point." Mr. Arozena presented a short summary of the ideas in the book. Ms. O'Halloran stated that the library should be involved in trying to get the community reading the book. Mr. Bloom asked how many copies of the book would be needed. Mr. Arozena said that those sorts of topics are covered in the ALA program guide.

Summer Reading Club

Mr. Arozena stated that the totals of the SRC were down from the year before, but he believes that the lack of a children's librarian was responsible for the lower figures. 672 people attended the series of special programs. Two programs drew more than 100 attendees. 450 children participated in the Summer Reading Program, down by more than 100 from last year. Mr. Dipaola said that he would like to see tutors available in the library and other places in the city for children to take advantage of.

Budget

Mr. Arozena stated that everyone has been given a copy of the final budget from 2014-15 and the budget for 15-16 covering the first month. Mr. Dipaola stated that it looks like the budget is sufficient to allow for the beginning phases of remodeling the Miller Building.

Ongoing Business

Willdan Report

Mr. Arozena said that the consultant will rewrite the report with revised population projections. Mr. Dipaola said that the report's projection of the library only needing 800 additional square feet by 2040 was ridiculous. The Miller Building project could potentially add 4900 square feet to the library providing extra office space, a programming room and study rooms for the public.

Miller Building

Mr. Arozena said he talked with seven or eight architects and that only two were potentially interested in the project. One provided a written proposal for \$55,000 to develop basic plans and an estimate for the project. Mr. Dipaola expressed concern that the figure of \$55,000 be adhered to and pointed out that the city and public need to have the opportunity to look at how the renovation plans are drawn up before going out for an RFP. He also stated that the building couldn't be renovated and then sold. It could be sold before the renovation, but it would not sell for much. He also stated that we shouldn't be using it the way we are now as it is not safe or up to code and is a liability to the library. Mr. Dipaola motioned to adopt the Henley proposal. Ms. O'Halloran seconded. Gina Dupell approached the podium to ask whether the funding would come out of Fund 428. Mr. Dipaola said that it should come out of 426 due to Measure L money. Ms. Dupell stated that Measure L money is in 426 and impact fees are in 428. Mr. Dipaola said that

some general fund monies will have to be spent somewhere along the line. Mr. Dipaola and Mr. Gabby discussed what to do if the building turns out to be too expensive to renovate. The consensus was that it would have to be sold at a minimum cost. Funds are to come out of 428 to pay for the architect's planning and estimate. Nancy Schrott approached the podium to ask what would happen to the second floor. Mr. Dipaola stated that the building needs to be ADA compliant and that without an elevator, the second floor would be only accessible to the staff. He said that there would need to be an ADA compliant office space on the first floor to accommodate any disabled staff person if the need arose. Ms. Schrott asked whether materials would be processed on the second floor. Mr. Dipaola stated that the processing would largely take place in its current space, but that there will be a work space on the second floor of the Miller Building. The motion was passed 4-0 to approve funding under 428 consulting fees. Ms. Werrin then approached the podium to ask whether the library needed to compare bids from other firms and go out for an RFP before proceeding. Mr. Dipaola stated that he doesn't think that the proposal would violate any government codes, but would look into it.

Vacaville Redevelopment Agency proposal

Mr. Arozena stated that he spoke with two sources who informed him that all interested parties received the same letter from the City of Vacaville regarding the transfer of property from the Vacaville Redevelopment Agency to the City of Vacaville. He was told that the downtown parking lots were not at issue as far as the Dixon Public Library, but that one property off Orange Drive was involved. He said that the County and City of Vacaville are working on an agreement and that we should wait to see what is offered to us and the Board can at that point decide whether or not to accept the offer. Mr. Arozena said that he would get the Board a copy of the parcels involved. No action was taken.

Implementation of Policy 4001—Rules of Conduct

Mr. Arozena said that the Board decided to create a new policy regarding body odor. The Board directive was that only the Director should be the one who enforces the policy after a public complaint. Mr. Arozena said that there have been several complaints about body odor when he is not there and wants to be able to have the Librarian in charge be able to enforce the policy in his absence. Mr. Bloom moved to approve policy change. Ms. O'Halloran seconded. The Board voted to accept the policy 4-0.

Moreno Contract

Mr. Arozena stated that he had a contract extension for Moreno Construction for next year. The Board stated that they were satisfied with Mr. Moreno's work for the library. Mr. Bloom moved to approve the contract. Ms. O'Halloran seconded. The Board voted 4-0 to accept the new contract.

Staff health/life insurance

Mr. Arozena stated that he contacted all of the state special districts and sought to get different proposals from other insurance agencies rather than SDRMA. He asked the Board to consider paying part of the cost of health insurance for staff dependents as the cost was extremely high for employees to do so. He stated that up until 2008, the library paid 60% of the dependents' coverage, but in that year decided to require staff to pay the entire amount. Mr. Arozena said that we are the only library in the area who doesn't pay a percentage of the cost. He pointed out that we have a policy that does state that we should remain competitive with Solano and Yolo counties and that if we don't pay for some of the health insurance costs, that we can't be considered to be competitive if they do pay some of the employee's costs. He said that health insurance costs can easily be more than half of an employee's paycheck if they have more than one dependent to cover. Mr. Dipaola asked what the financial ramifications would be. Mr. Arozena stated that the maximum cost would be over \$18,000 per employee if the Board decided to cover 100% of the cost. He also stated that the decision had to be made as to whether the policy would cover only children, or whether employee's spouses who had no work-provided coverage would be included. Mr. Dipaola asked how many people would be affected by the policy. Mr. Arozena said two librarians currently, but that as many as five employees could potentially be involved in the future. Mr. Bloom voiced concern about the future in that up to five employees could be affected by the policy and that the potential cost could be as much as \$18,000 x 5 if the Board decided to fund 100%. Mr. Arozena presented some potential language for a policy as suggested by the library's attorneys. Mr. Dipaola stated that he did not want to adopt it as policy for fears of future litigation and suggested that it be adopted as an employee fringe benefit that can be tailored to current and future budgets. Mr. Gabby asked what local libraries were paying. Mr. Arozena stated that Solano pays 75%, Napa pays 87.5% and Yolo 90% of the cost. Mr. Gabby suggested that it start at 75%. Mr. Arozena asked if the Board would consider making the change retroactive to April. Mr. Dipaola and Ms. O'Halloran said that they were not comfortable making the change retroactive based on one person's circumstances. Ms. Dupell stated that the cost for one dependent was \$1000 per month and the cost for two \$2000 per month according to SDRMA. After further discussion, the figure of \$18,000 per year was agreed upon for 100% coverage of more than one dependent. Mr. Gabby made a motion to adopt the 75% medical coverage for spouses and dependents retroactive to July 1st. Ms. O'Halloran seconded. The Board passed the measure 4-0. Mr. Arozena asked if the Board would also consider life insurance for employees. The Board decided not to address the subject at this time and to wait until the financial ramifications of the health insurance coverage becomes clear. Ms. Werrin asked if the health insurance would cover part-time people. Mr. Dipaola said that the motion only covered full-time employees. Ms. Dupell asked if we should revisit the health insurance impact in 90 days and redistribute funding at that time. Mr. Dipaola said that he had asked that the life insurance subject be revisited in 90 days after seeing what ramifications the health insurance coverage has on the budget. Mr. Bloom clarified that Ms. Dupell was asking if money needed to be transferred to cover the health insurance and that the library should have a report ready for next meeting to clarify the amount.

Approval of Minutes from June 16, 2015 meeting

Mr. Bloom moved to approve the minutes. Ms. O'Halloran seconded. The Board approved the minutes 4-0.

Meeting adjourned.

John Gabby, Board President

Guy Garcia, Clerk