

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, January 7, 2016

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—absent

Guy Garcia, Clerk—absent

Caitlin O’Halloran, Member—present

Joe DiPaola, Member—absent

Staff

Steve Arozena, **Library Director**—present

4. Notice to the Public

None

5. Correspondence

None

6. Consent Agenda

None

7. Public Comment

Sue Avery of the Economy Driving School approached the podium and introduced herself. She stated that she plans on closing the driving school on August 31, 2016 and will retire at that time. She also stated that she would like to remain at the same location until then (200 S. First Street) as moving would be a hardship.

8. Guests & Presentations

9. Director's Report

Mr. Arozena stated that the Food for Fines program finished with the Library donating 171 pounds of food to the Solano County Food Bank. The Library closed early for the Christmas Tree Lighting and offered three storytimes to the public that had attendance of 16, 22 and 25 people.

The Willdan Report was adopted by the Solano County Board of Supervisors on December 8, 2015. The new facilities fees rates will go into effect on February 8, 2016. Mr. Dipaola stated that the report can be revised if and when the Miller Building renovation project is approved.

10. Old Business

Mr. Arozena asked the Board to consider revising policy 3020.2.1 regarding vacation accrual for employees with 15 years experience at other libraries. The current policy only allows for a higher rate of accrual for people with experience at one libraries. Mr. Arozena asked the Board to approve a revision that would make the policy read "library or libraries" which would allow for experience gained at more than one place of work apply toward the higher rate. Mr. Dipaola asked what employees were affected by this policy. Mr. Arozena stated that only the children's librarian would be affected at this point in time. Ms. O'Halloran stated that she appreciates changing the policy rather than the exemption Mr. Arozena asked for at the last Board meeting. Mr. Dipaola stated that it is accepted practice to wait for policy changes to become effective over two meetings and moved that the policy be on the agenda on the February meeting. Ms. O'Halloran seconded. The Board voted 3-0.

Mr. Arozena stated the the Board President asked to discuss the dates of the upcoming Library Board meetings. Mr. Gabby said he wanted to see if there were any conflicts between School and Library Board meeting dates. The dates had not been compared. The Board President asked for the item to be tabled until the next meeting upon comparison of the calendars.

Mr. Arozena said that the next item was the extension of the Economy Driving School contract. Mr. Dipaola asked that the item be tabled in favor of continuing the month-to-month contract that currently exists. He stated that the original contract was signed by a former director after being advised that no further contracts should be negotiated and signed. He had concerns over the library's ability to lease property for non-library purposes. Mr. Dipaola said that concerns over insurance and the suitability of the building for continued occupation have been satisfied, but that he thinks that the original contract was never opened up to the public. Mr. Gabby clarified that the thought is that we should retain the driving school contract on a month-to-month basis unless there is a question from the public concerning the fact that the contract was not opened up to other possible tenants. Mr. Dipaola confirmed the above and stated that we should honor the current contract on a month-to-month basis. Mr. Gabby asked Mr. Arozena to confirm that the recent inspections found no environmental or safety issues with the space. Mr. Arozena confirmed that that was the case. Mr. Dipaola asked Ms. Avery to approach the podium for questions. Mr. Dipaola stated that the Board had not made firm plans regarding the future of the Miller Building and that as a consequence would not be making improvements and repairs to the building at this point. Mr. Dipaola expressed concern that the students of the school stay in their designated section and asked if it was possible that they not even use the restroom in the building due to code concerns. Ms. Avery affirmed that she is aware that repairs probably won't be made between now and August and that she will inform her instructors to keep students from using the restroom and encourage them to go elsewhere.

Response of architect to Board proposal of 11/12/15

Mr. Arozena read the response of the architect to the Board proposal of 11/12/15 which asked if as-built drawings could be presented to the public for comment before starting on the project. The architect stated that a conceptual design is what is needed for public input and that the as-builts would not give enough information to let them make an informed decision. He also stated that he thinks that the next step should be to hire a structural engineer as their opinion may differ from that of a building inspector.

Mr. Dipaola asked how much the conceptual plan drawings would cost. Mr. Arozena said he thought that the estimate was around \$20,000, but that he didn't have the document with him. Mr. Dipaola wanted to know if Mr. Arozena was asking for additional money for the project. Mr. Arozena said that the money was already approved, but that he was asking for direction as to how to proceed. Mr. Dipaola said that he thinks we should proceed with the structural engineer before then developing a conceptual plan.

11. New Business

Adoption of New Pay Schedule for Pages to Reflect New Minimum Wage Law

Mr. Arozena stated that the state's new minimum wage became law on January 1, 2016. He said that the only people affected at the library were the pages. He asked the Board to approve a 4.49% raise for the pages based on the difference between the library page starting salary and \$10.00, which is the amount of the new minimum wage. He said that the cost to the library for this raise would be \$1,043 over the next six months. He also said that the library may hire a new page and that he would also be affected by the new law. Ms. O'Halloran voted to approve the measure. Mr. Dipaola seconded. The Board voted 3-0 to approve.

Approval of Minutes of November 12, 2015 meeting

Mr. Gabby asked if there was a motion to approve the minutes. Ms. O'Halloran moved to approve the measure. Mr. Dipaola seconded. The Board voted 3-0 to approve the minutes.

Ratification of New Agreement with Attorney

Mr. Arozena said that there is a new proposed agreement with the library's legal firm. The main difference from the old agreement was that prices had increased. Mr. Dipaola asked if the prices had gone up. Mr. Arozena confirmed that they had. Ms. O'Halloran moved to approve the agreement. Mr. Dipaola seconded. The Board voted 3-0 to approve.

Election of New Library Board Officers

Mr. Gabby made a motion that Ms. O'Halloran become the new Board President. Mr. Dipaola seconded. The Board voted 3-0 to approve. Mr. Dipaola moved that Guy Garcia become Vice President. Ms. O'Halloran seconded. The Board voted 3-0 to approve. Ms. O'Halloran moved that Mr. Gabby become clerk. Mr. Dipaola seconded. The Board voted 3-0 to approve.

Meeting adjourned.

Caitlin O'Halloran
Board President

John Gabby
Clerk

