

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, February 11, 2016

REGULAR MEETING

MEETING LOCATION
DIXON CITY COUNCIL CHAMBERS
600 EAST A STREET, DIXON, CA 95620

1. Call to Order

Ms. O'Halloran 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

Caitlin O'Halloran, President—present

Andrew Bloom, Member—absent

Guy Garcia, Vice President—absent

John Gabby, Clerk—present

Joe Dipaola, Member—present

Staff

Steve Arozena, **Library Director**—present

4. Notice to the Public

None

5. Correspondence

None

6. Consent Agenda

None

7. Public Comment

None

8. Guests & Presentations

None

9. Director's Report

■ Books 24X7

- Mr. Arozena stated that the Safari online books has been replaced by Books 24X7. There had been some problems with Safari. Books 24X7 offers tech books and online videos that can be streamed to an iPhone or iPad. Ms. O'Halloran asked if it allowed for downloading of materials. Mr. Arozena stated that it only allows for streaming due to copyright law. Mr. Dipaola asked if the product was the same cost. Mr. Arozena said that the cost was similar, but came through the SNAP consortium

■ SNAP Consortium

- Mr. Arozena said that the SNAP consortium is in a state of flux and that the Napa County Library, Napa Community College and Solano Community College were withdrawing from the consortium. Mr. Dipaola asked if that meant that our share of the fees would increase. Mr. Arozena said that he had been assured the increase would be minimal and that Solano County would take most of the fiscal hit. Mr. Dipaola asked if we were committed to SNAP through the end of the fiscal year. Mr. Arozena replied in the affirmative. He stated that there is a contest to rename the consortium open to library staff and that the prize is a day at one of the local wineries. Mr. Dipaola said that he had heard that one of the reasons Napa was withdrawing from the consortium was that Solano had redirected funding from the group to pay for Solano items. Mr. Arozena said that he thought it was more of a personality/power thing for Napa and that the Director there felt she didn't have enough say in the consortium due to their smaller size. Mr. Dipaola asked if we should consider partnering with Napa. Mr. Arozena said that he believed that would be logistically unfeasible and that we would be better served staying with Solano. Mr. Dipaola said he was concerned about costs increasing. Mr. Arozena said that we should wait and see if that is the case and revisit the matter in the future if that were to happen.

■ Old Business

■ Agreement with architect regarding Miller Building project

- Mr. Arozena stated that the agreement was submitted at the November meeting and was postponed until the following meeting where there was talk of having a structural engineer look at the building. The attorney said that no work should be done until an agreement is signed. Mr. Dipaola said the attorney did a good job on the agreement. Mr. Dipaola moved to accept the agreement. Mr. Gabby seconded. The Board voted 3-0 to accept the agreement.

■ Revision of policy 3020.2.1 regarding vacation time accrual

- Mr. Arozena said that the policy had been accepted last month, but that as a policy change should be delayed another month before voting on it. Mr. Dipaola said he would like to see a policy in place that would require staff to get a written approval for vacation time ahead of time from the director. Ms. O'Halloran asked if the item needed approval from the Board. Mr. Arozena said it did and that the only change was adding the words "or libraries" after the word library in the policy giving those people whose experience was gained at more than one institution the same vacation accrual rate as those who only worked at one. Mr. Gabby moved to accept the change. Ms. O'Halloran seconded. The Board voted 3-0 to accept the motion.
- **Adoption of 2016 Calendar for Board meeting dates**
- Ms. O'Halloran asked if the dates had been cleared with the city to make sure there were no conflicts. Mr. Arozena said he ran it by Sue Johnston. Mr. Gabby moved to accept the dates. Mr. Dipaola seconded. The motion passed 3-0.
- **New business**
- **Creation of Library Assistant II position and approval of pay schedule**
- Mr. Arozena asked the Board to create a Library Assistant II position. He said that there is a precedent as the Librarian I and II positions are structured the same with and that the difference between the two are length of service and whether the person supervises others. Mr. Dipaola asked if this reclassification would affect current staff. Mr. Arozena said that there were two people who would be affected. He said that they had been defacto supervisors of the pages and clerks, but that nothing was officially in writing and that this reclassification would make them officially supervisors, which he thought should be rewarded with a pay raise. Mr. Dipaola asked how the step raises would be set for the position. Mr. Arozena said that there is a proposed salary schedule in the Board packet. He said that the schedule represents a 20% increase across the board. Mr. Gabby moved to adopt the new classification and pay schedule. Mr. Dipaola seconded. The motion passed 3-0
- **Approval of shifting of funds to cover Library Assistant raises**
- Mr. Arozena said that to cover the 20% raises would cost approximately \$5550 to the end of the fiscal year. He pointed out that the next thing on the agenda was to transfer money to cover the cost of previously okayed medical insurance. Mr. Dipaola asked what the combined cost would be. Mr. Arozena stated that the combined cost would be \$36,000, \$30,000 of which would cover the medical insurance. Mr. Dipaola asked which funds were being transferred. Mr. Arozena said the funds would be transferred from services and supplies to personnel and that with

50% of the fiscal year done that the budget for supplies was \$411,000 and that \$174,000 had been spent. The Board decided to vote on approval of both transfers in one vote. Mr. Gabby moved to accept. Mr. Dipaola seconded. The Board voted 3-0 to transfer \$36,000 to cover costs of Library Assistant raises and medical insurance costs.

Approval of excused absences for Board member Andrew Bloom

Ms. O'Halloran said there was no reason to vote on the item and asked Mr. Arozena to explain what he had found out in the policies. He stated that there is no policy for Board members excused absences, but that there is one for Commission members. He read the policy applying to Commission members and stated that the policy still stated that the Board would be meeting quarterly rather than the monthly meetings it now has. Mr. Dipaola stated that there is a Government Code that states that Board members may miss up to three meetings in a row before being considered to have vacated their office. Ms. O'Halloran said that she is comfortable not taking any action on this matter at the present time as there is no set policy defining Library Board absences.

Approval of minutes of January 7, 2016 Board meeting

Mr. Gabby moved to accept the minutes. Ms. O'Halloran seconded. The Board voted to accept the minutes 3-0.

■ **Adjournment**