

Minutes—Approved
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., Thursday, March 10, 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. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

Caitlin O'Halloran, President--present

Guy Garcia, Vice President—present

John Gabby, Clerk—present

Andrew Bloom, Member—absent

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

■ Library Activities

- Mr. Arozena presented to the Board a list of visits to and from the local schools made by the Children's Librarian, Jim Tinder. He made the following visits to preschools: four to Gretchen Higgins, four to World Changers Academy, three to Bert and Ernie's, and eight to Anderson. He also made two visits to Gretchen Higgins where he spoke to the entire student body (approximately 400 students), eighteen visits to the Anderson kindergarten and six visits to grades 1-3. He also visited Tremont three times. He is planning on going to all the schools to promote the Summer Reading Program in May and is meeting weekly with the new head of the Teen Center. The library will be having a bike repair day on March 19 and having a family reading night at Anderson on April 14th. The Friends of the Library have generously funded the performers for the Summer Reading Club. The Library is planning ten performers, one for each week the club runs.

9. Ongoing Business

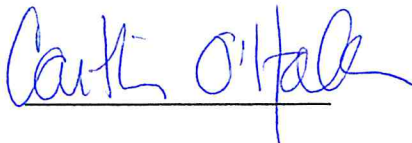
- **Addition to Vacation Policy 3020.3**
- It was noted at the last meeting that there was no policy requiring employees to submit requests for vacation time. Mr. Arozena stated that the policy he would like to see implemented would state that "Employees must submit their requests to take vacation time to the Library Director in advance." He said that he would prefer that policy rather than one that states how many days in advance the request must be made to avoid situations where a person has a family emergency and has used all of his/her sick leave. This would allow the director to approve vacation leave immediately. Mr. Dipaola stated that the policy change was discussed at the last meeting. Ms. O'Halloran asked if there were any questions. The motion was made by Mr. Dipaola with Mr. Garcia seconding. The item was approved by a 4-0 vote.
- **Update on Miller Building**
- Mr. Arozena said that a meeting with the architect and structural engineer led to the suspicion that the building is unreinforced masonry. The architect and engineer plan a visit this month to confirm or deny this. Mr. Arozena stated that unreinforced masonry is subject to extreme earthquake damage and that this style of construction is not currently used in earthquake-prone areas. Mr. Dipaola stated that if it is found to be unreinforced masonry that it would be

inconsistent with a report made on the building in 2013. If it is true, it may lead to the abandonment of the renovation project as it is not safe.

- **New business**
- **Addition to Policy 4001 Rules of Conduct**
- Mr. Arozena stated that the item in question could not be voted on as the proposed language from the attorney was not received until after the agenda and supporting materials were posted. Mr. Dipaola stated that he thinks that the policy is a different situation if the students are on a school-related function as opposed to a visit to the library away from school. The school cannot discipline a student who is not on a school-related visit. The school should not notify the library when students are disciplined and vice versa. To have otherwise would be a violation of the student and parents' privacy. Mr. Dipaola suggested the following sentence be added to the proposed policy after the end of the second sentence: "...if the minor was at the library in connection with a school-related activity." Ms. O'Halloran stated that she thought it was appropriate to contact the school when the library had only the first names of offending students to try to contact the minor's family. Mr. Dipaola said that if you are just trying to identify students that that is a different situation, but that if you are stating that the students have violated policies that that would be considered a violation of privacy. Mr. Arozena stated that the attorney also cited Ed Code 48900 (s) to say that the school has the discretion to discipline students when going to or from school or a school-related activity. He said that the statute is silent as to the time frame, but he has advised a 30-minute window going to or from the school. Mr. Dipaola said that he does not believe that is correct and that an incident at the library is separate from a school-related function. Ms. O'Halloran stated that the library is a common place for students to meet after school and that it would be quite likely for them to congregate there within the 30 minute time frame suggested by the attorney. Mr. Dipaola maintained that it is his opinion that the students can't be disciplined by the school unless the function is school-related. Mr. Arozena gave an explanation of how this policy came to be. He stated that four students had been coming to the library every day after school and exhibited disruptive behaviors. The students in question had been asked to leave the library several times in November and December, but in January and February were being asked to leave the library every day. The

behaviors included a chair being thrown, racist and foul language directed at staff and other patrons/children. Mr. Dipaola asked if the parents were contacted. Mr. Arozena stated that the library had no last names, contacted the school for assistance and after speaking with the principal of the school sent letters to the school that were then forwarded to the children's parents. The letter stated that the parents needed to contact the Library Director for the children to be reinstated and that the children could be banned for up to a year if the parents did not respond. Mr. Dipaola said that he thought the situation was handled appropriately. Mr. Gabby asked if any of the children had come back to the library. Mr. Arozena stated that one child came back and apologized for his behavior to the children's librarian but that he was still banned until a parent contacts him. Ms. O'Halloran said that no action would be taken until the next meeting. Mr. Dipaola asked that requested language be added to the proposed policy change after asking the attorney for his opinion.

- **Approval of Minutes for February 11 meeting**
 - Mr. Gabby moved to approve. Ms. O'Halloran seconded. The item was approved 4-0.
 - **Resignation of Board member Andrew Bloom**
 - Ms. O'Halloran stated that she had sent Mr. Arozena a copy of Mr. Bloom's resignation from the school board and that that will be considered to be his resignation from the library board as well. Ms. O'Halloran moved to accept the resignation. Mr. Garcia seconded. Mr. Dipaola commented that he speaks for the Board to say that they are sorry to see Mr. Bloom go and that his daughter will have a full recovery. The motion passed 4-0.
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- **Meeting adjourned.**
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Caitlin O'Halloran, President



John Gabby, Clerk
