

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, April 14, 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

**Guy Garcia, Vice President**—present

**John Gabby, Clerk**—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**

## **8. Guests & Presentations**

### **9. Director's Report**

Mr. Arozena stated that with 75% of the fiscal year over, 73% of the personnel budget has been spent. 61% of the services and supplies budget has been spent. The Board approved moving \$35,000 of the services and supplies budget to personnel to cover previously approved employee raises and increased family medical coverage.

Mr. Arozena also said that he is working on next year's budget, which includes an upgrade to the library's wireless and firewall and is hoping to include a project that will digitize the Dixon Tribune and allow people to search the newspaper back to 1874. Some coverage of the early years of the paper is missing, but it is the most complete available. The Dixon Historical Society has expressed interest in the project and may potentially help support the library financially in this venture.

Mr. Arozena said that he served as a judge at Gretchen Higgins' Battle of the Books earlier in the week. He said that Jim Tinder, the Youth Services Librarian, was hosting a family reading night at Anderson and that was part of a kickoff to Summer Reading Club activities. Planning is underway for the Summer Reading Club and performers are being booked.

## **10. Ongoing Business**

### **Addition to Policy 4001 Rules of Conduct**

The addition to the policy is intended to establish a method of dealing with repeat juvenile offenders who are disruptive to the library. Mr. Gabby asked if any parents had contacted the Library Director. Mr. Arozena said he heard from one parent who requested her son be allowed in the library for tutoring purposes only which he agreed to. Mr. Arozena pointed out the language suggested by the attorney to the policy. Mr. Garcia suggested that the Board refrain from voting on the policy change until Mr. Dipaola returns. The other Board members agreed to table the item until the following month.

## **11. New Business**

### **Amendment of 2015/16 Moreno Contract**

Mr. Arozena explained that the current contract set a limit of \$18,000 for compensation of Mr. Moreno for maintenance of the library and that his charges will exceed that this fiscal year. The contract amendment sets a new limit of \$30,000. The amendment

was prepared by the library's attorney who advised that a maintenance contract can go up to \$84,000 annually without going out for a bid. Mr. Gabby asked if there was one big project being worked on or a series of small projects. Mr. Arozena said that it is a series of small projects and that currently he is working on repainting the shelves in the Carnegie section of the library. Mr. Garcia moved to accept the amendment. Mr. Gabby seconded. The Board voted to approve 3-0.

**Extension of Moreno Contract for 2016/17**

Mr. Arozena stated that this item was to extend Mr. Moreno's contract with the library for another year with the limit of \$30,000 with the option to change that amount if necessary. Mr. Garcia asked for clarification. Mr. Arozena said that the amendment just passed takes the contract until the end of the fiscal year and the contract under consideration covers the next fiscal year, 2016-17. Mr. Garcia moved to accept the contract extension. Mr. Gabby seconded. The Board voted to approve 3-0.

**Approval of Minutes of March 10, 2016 Meeting**

Mr. Garcia moved to accept the minutes. Mr. Gabby seconded. The motion was approved 3-0.

**Meeting adjourned**

Caitlin O'Halloran, Board President

John Gabby, Clerk

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**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.**

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Caitlin O'Halloran  
Board President

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John Gabby  
Clerk

