

DIXON PUBLIC LIBRARY DRESS CODE

Public image plays an important role in developing and maintaining support for the library. Because all casual clothing is not suitable for the library, these guidelines will help you determine what is appropriate to wear to work. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment, when dealing with the public.

Staff shall be clean, well-groomed and demonstrate acceptable personal hygiene. They must wear clean and well-maintained attire and shoes appropriate for the type of work being done.

Clothing that works well for the beach, yard work, formal clubs or restaurants, exercise sessions and sports contests may not be appropriate for a professional appearance at work.

Guidelines for acceptable attire includes:

- Jeans, skirts, dresses or shorts that are appropriate for a work environment (i.e., must extend beyond fingertip length when standing with arms straight down at sides)
- Shirts or tops that do not expose undergarments
- Comfortable shoes appropriate for work in the library

The following types of clothing are not acceptable in the workplace:

- Except for religious or health reason or when necessary for a library program, caps, hats, hoodies, do-rags, beanies or sunglasses may not be worn
- Tattoos that are vulgar or intentionally offensive or demeaning
- Backless, strapless, spaghetti straps, low-cut or see-through shirts
- Bare shoulders, back or midriffs
- Visible undergarments (i.e., bra straps and/or underpants)
- Skirts and shorts that are excessively short
- Lounge wear, exercise wear or muscle shirts
- Attire that promotes political & religious causes, campaigns or offensive ads may not be worn. Obscenities, euphemisms or slang words for foul language and foreign phrases that could be interpreted inappropriately are also not permitted.
- Shower shoes or flip-flops

If clothing fails to meet these standards, as determined by the Director or Supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. An employee will not be paid for the time off the job for this purpose. Disciplinary action will be applied if dress code violations continue.

Minutes—Approved
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., WEDNESDAY, JULY 13, 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—absent

Melissa Maseda, Member--present

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

Library Activities

Mr. Arozena stated that the library has had four special events for the Summer Reading Club and that attendance for each of the programs has been good. 105 people came for the magic show, 148 people came to see Karen Quest and her cowgirl tricks, 155 for Xtreme Science and 76 for the puppet show. This year the library has 654 children signed up for the Summer Reading Program as opposed to 430 last year. By comparison, Vacaville has had 776 children sign up for their program.

10. Ongoing Business

Update on Miller Building

Mr. Arozena stated that he was given the direction to find the cost of x-raying the Miller Building to determine its exact structure. He said that he got three estimates as to what the cost would be. Mike Brown from GP Radar in Sacramento said that it would cost \$650 to scan the building and \$150 to produce a report and that the process would take about half an hour. CE-Labs of Oakland said that it would be an all-day process and would cost \$1650 to do a radar scan, check the building for iron content, do localized chipping and microdrilling. This organization was recommended by Coffman Engineers of Oakland. The third quote was from National GPR, also located in Oakland, who said it would cost \$2500 for testing and a report. Mr. Arozena said that an engineer from Coffman Engineering came out and looked at the building. Visually he thinks the building is concrete rather than unreinforced masonry. He has thirty years experience working with older buildings in the Bay Area going back to the 19th century. His estimate for a full retrofit of the building was \$250,000, which is significantly lower than ZFA's guess of over \$1 million. Mr. Dipaola said to make sure that samples are taken from both the original building and the renovation. Mr. Gabby asked if CE-Labs was the organization referred by Coffman and Mr. Arozena stated that that was the case. Mr. Gabby recommended that we use them for the job and Mr. Arozena said that was his feeling as well. Mr. Dipaola agreed that we don't want to base our decision for the building on a cursory analysis and that several tests should be done on the structure. Ms. O'Halloran reminded Mr. Arozena that it is within his purview to make a decision without Board approval. Mr. Dipaola said that the Board direction is to go with CE-Labs for the work. Mr. Dipaola also stated that he was not at the last meeting, but based on the

minutes would like to caution against ventures with the city or developing the vacant lots without legal confirmation that the library can appropriately spend money in that manner. He said that library funds can only be spent on library-related projects and to keep that in mind to avoid any repercussions such as a Grand Jury investigation like the one in 2011.

New Business

Approval of 2016/17 Budget and Transfer of Funds

Mr. Arozena stated that he is requesting \$256,141 to be transferred from the fund balance available to cover the cost of a new clerk position, continued payment of 75% of family health insurance, increased insurance costs, increased salaries due to the Minimum Wage Law, Mr. Dipaola pointed out that some of the items listed under services and supplies will be one-time costs. Mr. Arozena said that he would like to fix the Carnegie steps, paint the building, and look into the costs of new tile and carpeting for the library. He said that he would also like to purchase a new self-check machine for \$17,000 as the current one is over ten years old. He also wants to digitize the Dixon Tribune, but is having problems getting the copyright permission from the paper and its owners. He said that the option remains to only digitize the portion of the paper that is in the public domain (1874-1922) for \$5,000, but that he would much rather do the entire run for around \$15,000. Mr. Dipaola pointed out that items listed under the budget requests do not add up to \$256,000. Mr. Arozena said that those listed are representative, special requests on top of the regular budget. He said that one of the biggest costs last fiscal year was the i.t. support from Progent which was budgeted at \$22,000, but cost over \$57,000. He said that he is working with Progent, SPLASH and a consultant to try to reduce costs this coming fiscal year. He is trying to see if SPLASH can take over some of the technology functions from Progent and if that would be a cheaper option. Mr. Dipaola asked if we had seen significant savings from switching the phones to a VOIP system last year. Mr. Arozena said yes and no. The phone cost is now much cheaper, but it took a significant amount of time and money to get make the phones and computers work together and that much of the Progent costs were devoted to that initial effort. Ms. O'Halloran moved to adopt the 16/17 budget. Ms. Maseda seconded. The Board voted 4-0 to adopt the budget.

Revision of Holiday Policy 3030.5

Mr. Arozena stated that the problem with the policy is Easter. The policy reads that when a holiday falls on a Sunday, it will be observed on the following Monday. This policy was written before the library

opened on Sundays. The library closed on the Monday following Easter the first year that we had Sunday openings. It remained open on the Monday following Easter this year. Mr. Arozena stated that he would like to see the policy changed to read "except Easter Sunday." Mr. Dipaola asked if we wanted to close on Easter. Mr. Arozena said that we do close on Easter and that the problem was the Monday after Easter. Mr. Dipaola asked about Columbus Day. Mr. Arozena said that the holiday schedule we follow is tied to Solano County as they provide access to the library catalog and it creates access issues if we do not stick to their holiday schedule. Mr. Dipaola moved to accept the change. Ms. Maseda seconded. The Board voted to approve the policy change 4-0.

Institution of Dress Code Policy

Mr. Arozena stated that there currently is no written dress code policy and with many new employees there was discussion of creating a policy to follow. He said that there were no incidents leading to the creation of a policy, just that there was no policy and there was thought one should be established. He said that this would become policy 3016 if adopted. Mr. Dipaola stated that most policy changes take two meetings to approve. The first meeting the item is introduced and then voted on in a subsequent meeting. Mr. Arozena agreed that that was acceptable. Mr. Dipaola asked the source of the language for the policy. Mr. Arozena said that it was taken from other library dress codes. Ms. O'Halloran asked that the item be put on the agenda for the next meeting for approval.

Approval of minutes of June 13, 2016 meeting

Mr. Gabby moved to accept the minutes. Ms. Mesada seconded. The Board voted to approve the minutes 3-0 with Mr. Dipaola abstaining due to absence at the prior meeting.

Meeting adjourned.

Caitlin O'Halloran, Board President

John Gabby, Clerk
