

Minutes—Approved
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, November 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. 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—absent

Melissa Maseda, 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

None

8. Guests & Presentations

None

9. Director's Report

- **Continuing education**

Mr. Arozena stated that he and Jim Tinder were able to attend the California Library Association conference in Sacramento. Jim will be attending the Guadalajara Book Fair at the end of the month to try to expand his knowledge of Spanish-language children's book publishers and vendors. Mr. Arozena said that he attended a seminar on HR law in California.

- **Library events**

The library had a huge turnout for the DDBA Halloween event. Although the event started at 2:00, by 2:15 it was apparent that we needed more candy, and had to make another trip to Walmart.

The library will be doing a series of storytimes to coincide with the Christmas Tree lighting on December 1.

The library is doing its Food for Fines drive again from October 30 to November 17. People can receive one dollar off their fines up to a maximum of ten dollars by bringing in canned food items.

The library is also doing a Toys for Tots drive and asking people to bring in new unwrapped toys.

10. Ongoing Business

- **Approve extension of Library Director Contract/Approval of administrative leave for Library Director**

Mr. Arozena asked that his contract be extended until next April and that the Board consider approving retroactive administrative leave. His original contract called for 48 hours administrative leave per year which had not been used and was not allowed to be carried over. Ms. Maseda said that she would support Mr. Arozena getting administrative leave for the year 2016, but not for the years 2014 and 2015. The Board approved a new clause in Mr. Arozena's contract that allows for future administrative leave to be accrued and carried over to the next calendar year with a maximum accrual of 144 hours. The Board voted to extend the director's contract and approve the administrative leave, 3-0

- **Annual disclosure of Impact Fees for Library**

Mr. Arozena stated that the Board approves annual the impact fees to be submitted to the Solano County Board of Supervisors at their December meeting. This year saw the first impact of new, lower rates that went into effect following adoption of the Willdan Report last year. The new rate went into effect in February, but there was enough new construction that the income from the fees went up from 106,819 to 191,209. The impact fee report was approved by the Board , 3-0.

10. New Business

- **Calendar for 2017 Library Board meetings.**

Ms. O'Halloran asked if the calendar had been checked against the School Board calendar. Mr. Arozena stated that it had through July which was as

far as the School Board meetings had been posted. The Board voted 3-0 to approve the 2017 calendar for future Library Board meetings.

- **Approval of Minutes of October 13, 2016 Regular meeting**

The October meeting minutes were approved by the Board, 3-0.

Meeting adjourned.

Caitlin O'Halloran, Board President John Gabby, Clerk
