

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, April 13, 2017  
REGULAR MEETING

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

**1. Call to Order**

Ms. Maseda called the meeting to order at 7 pm

**2. Closed session**

3. There was nothing to report to the public out of the closed session.

**4. Business meeting**

**a. Pledge of Allegiance**

Pledge of Allegiance said

**b. Roll Call**

**Trustees**

**Melissa Maseda, President**—present

**John Gabby, Vice President**—present

**Luke Foster, Clerk**—present

**Guy Garcia, Member**—present

**Caitlin O'Halloran, Member**—absent

**Staff**

**Steve Arozena, Library Director**—present

**5. Notice to the Public**

None

**6. Correspondence**

None

**7. Consent Agenda**

None

**8. Public Comment**

None

**9. Guests & Presentations**

None

## **10. Director's Report**

Mr. Arozena stated that the historical society has received a large donation of books and the library has many deselected titles. He said that they would like to use the Miller Building as a place to store the books and to hold a one-time book sale. Mr. Arozena said that the architect involved in the project stated that there was no structural reason that the building couldn't be used for a short-term event of that nature. Mr. Arozena expressed concerns that the space might not be large enough. He asked the Board if they thought the event should take place there. Mr. Garcia said that he would leave it up to the Director's judgement. Ms. Maseda asked how long the books would be stored there. Mr. Arozena said that the timeline of a couple of months had been discussed. Mr. Garcia asked how long the event would be. Mr. Arozena said two to three days. He then expressed concern about the AC/Heating units and whether in June or July the building may be too warm. Mr. Garcia said to leave it to Mr. Arozena's discretion as to whether to hold the event. Ms. Maseda asked if it would incur costs to the library. Mr. Arozena stated that it would be run by the Friends of the Library, an all-volunteer organization and that the cost to the library should be negligent or minimal. Mr. Foster asked if there would need to be work done to the building before the event. Mr. Arozena said that he didn't think so.

### **Budget Report**

Mr. Arozena stated that with 75% of the budget year completed, that 69% of the personnel budget had been spent and only 55% of the services and supplies budget had been spent. He said that he thought that the budget should be under budget, but also stated that several large items were not accounted for in the current figures. These included \$17,000 for the Dixon Tribune microfilm conversion project, \$11,500 for the new AC/Heating unit, and \$26,000 for Moreno Construction for the maintenance bill for the year. The 2017/18 budget is being worked on. There should be a draft budget for the Board at the next meeting and a final budget in June. Some highlights of the next year's proposed budget would be a .3% COLA raise, a 10% raise for the accountant/payroll technician position, and a librarian to be 25 hours per week with benefits. The library hasn't replaced three librarians who have left with the hopes that this person would be able to work more hours and provide more consistency. Ms. Maseda asked if they would be able to see what the costs of the COLA would be. Mr. Arozena said yes and reiterated that it would only be .3%.

## **11, Ongoing Business**

### **Discussion of Future Governance of Library**

Mr. Garcia asked to table discussion until Ms. O'Halloran returns next month. Mr. Gabby seconded. The motion to table was approved 5-0.

### **Discussion of Miller Building/Other Properties**

Mr. Arozena stated that the architect involved in the project, A2R Architects has only spent \$5,250 of the \$52,000 approved by the Board to produce a conceptual plan for the Miller Building and an estimate of what it would cost to renovate the building in accordance with that plan. Mr. Arozena asked the Board to consider amending the contract to include not only an estimate for renovating Miller, but to provide a plan and estimate for a project extending from the current children's room into the former Lefever property. Mr. Arozena said that he would like to see a program room in that area and a separate computer lab for children with the proviso that it be visible from the children's desk and allow supervision. He stated that the current children's computer area is the biggest source of noise within the library. Ms. Maseda stated that her concern was that the content on the computers be regulated. Mr. Arozena stated that it was. Ms. Maseda asked if the internet and YouTube were accessible. Mr. Arozena stated that he didn't think so. (This is incorrect. A CIPA compliant filter controls access to the internet and YouTube on those computers.) Mr. Garcia asked if there would be an additional cost to get the additional plan and estimate. Mr. Arozena said no. He also said that following a visit to the Assessor's Office that he was able to determine that the easement between the existing building and the former Lefever property was owned by the library. Ms. Meseda asked what the Miller Building would be used for once it is renovated. Mr. Arozena stated that the main thing he would like to have come out of the proposed renovation is a program room for children's and adult events. Mr. Arozena also said that another possibility is just to expand the Friends of the Library bookstore into the current empty Miller space. He also explained that one of the issues with locating a program room in the Miller space was that increased usage would require an earthquake retrofit costing from \$250,000 to \$1.5 million. He said that another option was using that area for office space, but that in his opinion it would require adding an elevator for second floor access. That would be expensive, take up a lot of space and would also include the requirement of having an ADA accessible office on the first floor. Mr. Garcia said he supports the proposal if it doesn't cost additional funds. The Board agreed that since it has no fiscal impact that the directive is given to proceed and doesn't require a vote.

### **New Business**

#### **Approval of New Salary Schedule for Accountant/Payroll Technician**

Mr. Arozena asked the Board to approve a 10% raise in salary for the accountant/payroll technician. He said that she has done an excellent job on the budget and hasn't gotten a raise in recent years. It would represent an additional \$2,275 to the budget. Mr. Garcia asked if the salary schedule was comparable to others in the county. Mr. Arozena said that it was still a little less than comparable positions. Mr. Garcia motioned to approve. Mr. Foster seconded. The motion passed 4-0

#### **Approval of Minutes of March 9, 2017 Regular Meeting**

Mr. Garcia moved to approve. Mr. Foster seconded. The motion passed 4-0.

It was agreed that the item regarding future governance of the library should be on the agenda for the following month.

**Meeting adjourned.**

Melissa Maseda, Board President    Luke Foster, Clerk

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