

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, August 10, 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

Public Employee Evaluation—Library Director [Gov't Code section 54957]

There was nothing to report to the public following the closed session.

3. 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—absent

Guy Garcia, Member—present

Caitlin O'Halloran, 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

- Mr. Arozena stated that the numbers for the Lunch at the Library program had almost doubled from the prior year with a total of 1884 meals served compared to 950 with the highest single day count being 95. He stated that the Summer Reading Club special programs consisted of nine shows with a total attendance of 1100, an average of 122 per show. This compares to last year's count of 971. The last three shows were Jeremiah Johnson, a juggler who drew 100, Circus of Smiles, a humorous juggling acting, drew 70 and the final Marionette program had a total of 190 in attendance. The program had a total of 571 children sign-up which was down slightly from the year before. He pointed out that each of the Board members should have a copy of the report prepared by the Youth Services Librarian which gives more detail.
- Mr. Arozena stated that he is working with the Dixon Historical Society on a couple of projects. He said that they stored books in the Miller Building in preparation for their book sale at the end of July where they made \$1500 to go toward a planned museum. He said that the Friends of the Library will be having a book sale of their own from October 19 to 21 and that the Historical Society will be selling the remainders from the July book sale at that time. He is also working with the Society to identify missing copies of the Dixon Tribune and to add them to the digitized database that the Library has on its website. Recently the Society received a donation of bound volumes of the paper from the late 1800s that contain some of the missing issues. He said that once specific dates are pinpointed he will take the volumes to BMI's workshop in Sacramento to have them added.
- Mr. Arozena also stated that Sgt. Harms from the Dixon Police Department came to the library staff meeting last Friday to talk about safety, active shooter situations and when to call the police department.
- The Youth Services Librarian attended back to school night at Gretchen Higgins Thirty people signed up for library cards for their children and fifteen others took home applications. Ms. O'Halloran thanked the Librarian and was pleased with the good response at the school. Tremont and Anderson will be working with the library to host similar type events. Mr. Foster pointed out that the number of signups for the Summer Reading Club was down and asked why the signups were taking place at the library rather than the school. Mr. Arozena said he would discuss it with the Youth Services Librarian.
- Mr. Garcia asked some questions about specific figures from the year-end budget. Mr. Arozena clarified that the figures were accurate. Ms. Maseda asked if the accountant could possibly come to the next Board meeting and provide more detailed conversation. Ms. O'Halloran stated that the budget would be discussed in more detail in an upcoming segment of the meeting. Ms. O'Halloran stated that the school board budget usually has a

presentation and that more eyes are involved in the preparation of the budget.

10. Ongoing Business

- **Future Governance of Library**

Ms. O'Halloran said that the budget is a good example of the kinds of things that should probably have more people involved in the process. Mr. Garcia said that he supports the idea of having more people involved as long as the Board maintains its authority. He said that there are many options to consider as far as library governance; that the library could join Solano County or the library could go back to being governed by a Commission (but as Mr. Gabby pointed out, there is a stigma attached to that option). Ms. O'Halloran said that there is also the option of a separately elected Library Board, but that that would cost \$30K per election. Mr. Gabby pointed out that a committee could retain continuity, but that the elected Board could have turnover and newcomers would have to start from scratch. Mr. Foster pointed out that the library advisory committee would consist of people with an interest in the library, or they wouldn't sign up for it. Mr. Gabby said that he thought that in the past it had been a mistake when the Board gave up its authority to the Commission and that the Board make it clear that a subcommittee would report to the Board directly. Ms. O'Halloran said that, if approved, that the library should put out a notice that they are looking for x number of people to serve the library. Mr. Gabby suggested that the committee include a library employee. Mr. Garcia suggested that one of the existing Board be on the committee. Other members weren't sure if that was necessary. Ms. Maseda pointed out that the topic was spilling over into new business. Mr. Garcia stated that the Board would not be changing its form of governance, but would be assisted in its governance by a subcommittee.

10. New Business

- **Formation of Subcommittee to Report to Board on Library**

Ms. Maseda asked what the name of the subcommittee would be. The name "advisory committee" was proposed. Ms. O'Halloran asked if Mr. Arozena could e-mail the Board the comments from attorney Holbrook regarding the establishment of a subcommittee. Mr. Arozena said that he would. Ms. O'Halloran suggested that the committee consist of five people and include one person from the library staff. Ms. Maseda asked if these people would be appointed by the Board and Ms. O'Halloran replied in the affirmative. Ms. O'Halloran asked if Mr. Arozena could get the word out on the library webpage, the Tribune and the library Facebook page. Mr. Gabby moved to accept the formation of an advisory committee. Ms. O'Halloran seconded. The Board passed the measure 5-0. Ms. Maseda asked Mr. Arozena to contact attorney Holbrook and to see who might be interested in serving on

the committee. She also suggested Dixon 411 or Livin Dixon as places to put the word out.

Discussion of Future of Library Properties

Mr. Arozena said that this item was spurred on by the Mayor expressing interest to he and Melissa about purchasing the former Pereira property. Mr. Arozena said that he sees three main possibilities for the expansion of the library. He said that the library can renovate the Miller Building, connect the existing library with the Miller Building and/or expand the library onto the former Lefever property through the existing children's room. He said that the cost of the project will likely be the deciding factor as to what option will work. He said that he would like to see a program room for adult and children's programs. He said that the need is apparent from the large turnout that the library had for its summer programs and that two of the programs had to be relocated inside the library due to the extreme heat. Ms. Maseda asked if the Miller Building would be big enough for such a room. Mr. Arozena said that it would probably take the entire Miller Building space if a program room went there. Ms. O'Halloran said that limited future growth needed to be taken into consideration. Ms. Maseda also said that with the number of children the library serves that at least one parent should be part of the advisory committee. Mr. Garcia agreed. Mr. Gabby asked Mr. Arozena if a multi-purpose room was what he had in mind for the Miller Building. Mr. Arozena said that that was a possibility, but that also the expansion of the Friends' bookstore and the expansion of the library itself were possibilities. He said that the library is so full that when new books are purchased, that the older titles either need to be weeded or put into storage. Mr. Garcia said that the first job of the committee should be to examine this issue. Mr. Gabby suggested that if a multi-purpose room was built that it could be a venue that could be rented by members of the community as Dixon is short on those types of places. Mr. Arozena said that the library had looked into renting the Veterans building across the street and that it was \$1000 to rent for one event. Ms. Maseda asked if an architect had looked at the facility. Mr. Arozena said that the architect we are working with wanted him to find plans from the most recent renovation of the library and that he has not found detailed plans—only basic sketches and detailed electrical plans. He said that he has visited the assessor's office and that the city clerk is currently trying to locate relevant plans. Mr. Garcia said that he thinks that the subcommittee should look at the situation and come up with ideas. Mr. Gabby said he would like to see a plan for 5 and 10 years into the future. Ms. O'Halloran said she didn't think anyone was ready to sell any of the library properties. Mr. Garcia wanted to know why the city wanted to buy the property. Ms. Maseda explained that it was the Mayor as an individual who wanted to buy it. She then suggested that a short survey of five questions be sent to the public to see what kind of services the public would like to see offered. Mr. Garcia suggested a Survey Monkey. Ms. Maseda thought that a link could be advertised in the paper. She also talked

about using Google Forms. Ms. Maseda asked Mr. Arozena to come up with some questions for the survey. Mr. Arozena asked if this would be a good time to publicize the fact that the library's future is being discussed at future Board meetings and to encourage attendance. The Board agreed. Ms. Maseda asked if we might publicize the Board meetings through the newspaper pointing out that they are on the door of the library but are limited otherwise. Mr. Arozena said that every meeting's agenda is sent to the Reporter and Tribune, but that the agendas are never in the paper. Mr. Arozena also said that the Summer Reading Club and Lunch at the Library programs were advertised in the Tribune and on Facebook. He said that they did publish articles about the programs as well.

Approval of Minutes of July 13, 2017

Ms. O'Halloran moved that the minutes be approved. Mr. Foster seconded. The minutes were approved 5-0.

Mr. Garcia asked if the budget could be gone over in more detail at the next meeting. Mr. Arozena said that should be possible.

Meeting adjourned.

Melissa Maseda, Board President Luke Foster, Clerk
