

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., Thursday, September 14, 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. There were no announcements to be made following the closed session.

2. 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

Caitlin O'Halloran, Member—present

Guy Garcia, Member—present

Staff

Steve Arozena, Library Director—present

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

8. Director's Report

■ Budget discussion

- Gina Dupell, the library's accountant/payroll technician came to answer the Board's questions about the year-end budget and related matters. Mr. Garcia asked if the library has \$881,000 in cash in the account. Ms. Dupell stated that that is true. Ms. Maseda said that she understood that we were under budget on some line items from the last year and asked if that money could be spent on other things later on. Ms. Dupell stated that the unused funds roll over into the funds available balance. Mr. Garcia asked if we were plus \$119,000 for the past year and Ms. Dupell confirmed that was the case. Ms. Dupell said that it is a good fiscal policy to have 3 to 6 months of cash available on hand. Last year we had a budget of \$1.2 million and have \$881,000 on hand, so we are more than the recommended level of cash on hand. She stated that Mr. Arozena has been managing the funds great within the budget. Mr. Garcia asked why there are two different funds with two different figures. Ms. Dupell stated that there are two different funds: 426 for operations and 428 for building improvements. Mr. Garcia asked if the assets reflected the current appraised value of library properties. Discussion confirmed that the appraisal was as of a date in the past. Ms. Maseda asked if the budget report reflected money that would be used for a library expansion. Mr. Gabby said yes the figures are in fund 428. Ms. Dupell said that there are some funds listed as construction-in-progress that are still left over from the previous effort to expand the library. Mr. Garcia said that when the audit is presented that the construction-in-progress should be questioned at that time. Ms. Maseda asked about the figure attached to the land and Mr. Gabby said that the figure probably represents the value of the land and not the building on the land. Ms. O'Halloran said that the value of the land is probably not accurate as of today, but that it represents what it was worth at one time. Mr. Garcia asked about the \$79,000 listed as construction-in-progress in fund 428. Ms. Dupell said that it all represents things done in the past. Mr. Arozena said that he expects the auditing process to address those funds. Ms. O'Halloran asked what the library's monthly budget was in reference to the previous statement that we should have at least 3 months cash on hand. Ms. Dupell said the monthly budget is around \$100,000 per month. Ms. O'Halloran said that she thought we should look at the budget surplus and make sure that we aren't missing items or personnel costs that we should be spending money on. Ms. Dupell said that she believes, as does Mr. Arozena, that the Board should wait to hear the results of the audits. Ms. Maseda said that we should remember that it is taxpayers' money and that we get it to spend it

on improvements and services. Ms. Maseda said she would like to Board to get a list of ways we could spend the money. Mr. Garcia said that we should spent at least \$119,000 of it. He stated that this would be a perfect item for the Library Advisory Committee to look at. Mr. Gabby said that the surplus makes you ask whether the employees are being paid enough. Mr. Garcia said that he believes we had an extremely robust revenue year. Ms. Dupell affirmed that we did very well on the sales tax. Ms. Maseda said that perhaps it should be a topic at the next library staff meeting. Mr. Gabby cautioned that we should wait for the report from the auditor. Ms. Maseda asked Mr. Arozena when the auditor's report would be ready. He said that he is trying to confirm him for the October meeting, but hasn't been able to nail him down for that. Ms. Maseda asked if he had been paid in full. Mr. Arozena said that he has not. Mr. Garcia asked if the library gets a monthly payment from the sales tax. Ms. Dupell confirmed that that is true. Ms. Garcia, looking at the August balance report, noted that for this fiscal year, the library has only received about \$80,000 per month in sales tax. Ms. Dupell said that there are other income sources besides that and to base it on sales tax alone would be a false assumption. Mr. Garcia said that since the property tax and other income comes in less regularly that it is hard to judge how the revenues are coming in. Ms. Dupell agreed and said that the sales tax will vary from month to month as well. The group had no further questions and thanked Ms. Dupell for her attendance.

■ **Library activities**

- Mr. Arozena said that he put together a survey at the Board's request in both English and Spanish. He said that they will be available on the library's website, Facebook, Dixon 411 and in print form at the library. The survey is through SurveyMonkey and will be available through October 31. He said that a press release will be sent to the local papers and that they will go out tomorrow unless the Board has corrections or suggestions.
- Mr. Arozena said that the library now offers wireless printing. Patrons can send print jobs with their home computer, phone or lap top and pick them up at the library.
- Mr. Arozena said that the library is now part of Link+ and that the Board has an FAQ about the service. It allows borrowing from library's throughout the state and includes some academic libraries, so it should fulfill patron's needs. The only caveats are that the books need to be returned to Dixon and that the replacement fees and fines are very expensive. Mr. Garcia asked if there was training on this system. Mr. Arozena said the training is as needed and that the publicity is just now going out about the service. Mr. Foster also asked if there was an extra charge for the wireless printing. Mr. Arozena said there are no additional costs

and that the print jobs go to an electronic queue which is purged at the end of the day. Mr. Foster asked if people need to ask for assistance to get their prints when they come in to the library. Mr. Arozena said it was the same process as picking up in-house print jobs. They will need to enter their pin and pay for the prints at the print release station. They can ask for help, or if they know how to do it, pick it up themselves.

- Mr. Arozena said that he dropped off the bound volumes of the Dixon Tribune at the microfilming office in Sacramento. This includes the entire year of 1886, and other scattered issues from the 1880s. He said that he plans trips to the State Library and UC Davis to see if he can fill in any other missing issues. He thanked the Historical Society for going through the entire run of the Tribune and listing all the issues we are lacking.
- Mr. Arozena said that the Friends of the Library are having a big book sale October 19-21 to be held inside the Miller Building and that the Historical Society will have a book sale there simultaneously.
- Mr. Arozena said that the maintenance man has repainted the trim on the Carnegie and that he is looking into renting a crane to reach higher on the building.
- Mr. Arozena says that he found plans from the 1990 renovation in the basement and that he has passed them on to our architect to see if they are detailed enough to meet his needs.
- Mr. Arozena stated that he is going to be taking courses on finance and accounting and grant writing in the near future.
- Mr. Arozena said that the audits for the years 2012, 13, and 14 are now complete and that he is waiting for the auditor to commit to making a presentation to the Board. He said that he is looking for another auditor to do the next series of three years to bring the library up to date. He said that he interviewed a potential auditor that morning and is awaiting her proposal.
- Mr. Arozena said that he signed the library up for the Student Success Initiative and that the library was accepted as a pilot site. The grant-funded proposal is designed to get library cards into the hand of children at their schools. Mr. Arozena said that he is waiting for an upcoming webinar to find out the details of how it works. He presented the Board with a copy of last year's proposal and participants. Mr. Arozena said that the results of going to Anderson to try and get applications out to parents weren't as responsive as Gretchen Higgins and that only a few took them home. Jim is trying to set up a date with Tremont to do the same thing there. Mr. Foster suggested that perhaps another visit to Anderson should be planned. Ms. O'Halloran said that perhaps the Student Success Initiative will address the best way to do this. Mr.

Foster asked for a follow-up report about the Student Success Initiative after the webinar.

9. Ongoing Business

■ Ongoing Business

■ Discussion of Future Governance of Library

- Mr. Arozena said he had little to add to this segment, but that in the past, it had been the Board's request to keep this as an agenda item. Ms. Maseda asked if this item should appear on future agendas. Ms. O'Halloran stated that it should, until the Library Advisory Committee is in place.

■ Establishment of Library Advisory Committee

- Mr. Arozena stated that the Board voted to establish a Library Advisory Committee. The Library's attorney suggested that the Board approve an official resolution. A resolution was prepared by the legal staff. Mr. Arozena researched how other library advisory committees were set up and how their by-laws and rules read. He made a list of possible changes and then had a meeting with Mr. Foster and Ms. Maseda. They came up with a list of questions and proposed changes to the resolution. Mr. Arozena presented the Board with the original and updated resolutions. Changes included setting up a minimum age for membership, requiring that members be from Dixon, meetings be held in Dixon, stating that the members would not be compensated along with some other minor changes. The corrected resolution was not received in time to be posted for this meeting, so the vote to approve the resolution cannot take place until October. Ms. O'Halloran suggested that a high school student member be added to the committee. Mr. Foster suggested that language be added to that request with "if possible." Ms. Maseda asked about the section requiring a parent to be on the committee. Mr. Arozena read the attorney's response that it didn't need to be an official part of the resolution, but that the Board could take it into consideration when appointing members. Ms. Maseda asked that things be ready to go as far as seeking members for the committee by the next meeting. Mr. Garcia asked for a copy of the resolution prior to the meeting. Mr. Arozena said that copies will be sent out with the board agenda. Ms. O'Halloran asked if we could put out something about seeking members in the near future.

10. New Business

- **New Business**
- **Revision of Policy Manual**
- Mr. Arozena stated that the current policy manual needs to be revised. The manual was created in 2006. Only the personnel section has been revised. That took place in 2014. Mr. Arozena said that he approached CPS HR Consulting and that they gave him an estimate of \$7900 to rewrite the manual. They have attorneys on staff that check to make sure policies are accurate and up-to-date. He said that the money could come out of the contracted services budget. For comparison, one small segment of the policy dealing with FMLA/Paid Family Leave cost \$5500 for the attorney to revise. It would be cost prohibitive to have them do it. He pointed out that the manual would be available online and be able to be easily edited. Currently updates consist of added pages and sometimes handwritten notes. Mr. Gabby said that if the manual dates from 2006 that he would fully support it being redone. Mr. Foster said that it would be a good project for the committee to work on. Ms. O'Halloran suggested that the approval of the revisions take place in small portions at a time. Mr. Foster asked if the company can supply updates as changes in law take place. Mr. Arozena said he would ask.
- **Approval of Minutes of August 10, 2017**
- Mr. Gabby moved approval. Ms. O'Halloran asked that the minutes be amended to show that she was there and then seconded the motion. The minutes were approved 5-0.
- **Meeting adjourned.**

Melissa Maseda, President

Luke Foster, Clerk
