

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., Thursday, October 12, 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—absent

Guy Garcia, Member—absent

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

Scott German, Fechter & Company

Mr. German stated that he performed audits for the years 2012, 13 and 14. He explained that management is responsible for the financial statements and that with the exception of two pages of opinions presented the audit is based on management's numbers. He said that the biggest difficulty was finding documents. He stated that the current management had the difficult task of locating documents and that the management started after the period in question. The largest adjustment was a \$960K write-off of construction in progress which was removed in the 2012 audit. This was due to a planned building project that never materialized. One of the biggest issues was that a completely accurate fixed assets list didn't exist. He said that it is a common problem and that many of the districts his firm works with are also disclaimed for fixed assets. He recommended that a current, accurate fixed asset list be completed. He also said that the Management's Discussion and Analysis was not included, but that they were okay with that. He said that the small difference in the reconciliation of assets was due to the lack of a current, auditable fixed asset list. He warned that the following year's audit will include the introduction of new GASB standards that will create a large liability on the books. Over the three years of the period audited, the cash reserve increased as no large purchases were made and basic operations accounting for almost all of the expenditures. There was a slight increase in revenues and expenditures decreased over the same period. He emphasized that the current management is not responsible for any problems from this time period and that issues had been fixed. They have made significant changes in accounting controls and have made an effort to build up reserves. Mr. Foster asked if there was a standard that we should be looking for as far as how much the library should keep in reserve. Mr. German said there are many rules of thumb, but he likes to see at least six months of reserves to cover basic operations. It also depends on if the library is planning on expanding. If so, they should try to build reserves to help pay for, if not completely pay for the planned project. Ms. Maseda asked what changes had been made since the period in question. Mr. Foster said that purchases hadn't been signed off and approved like they are today. Mr. Arozena said that purchases often were unsigned, that they were just tossed into boxes and not organized. Mr. German said that the first line of controls is the budget approved by the Board. If management is not exceeding the budget, they are doing their job. Ms. Maseda said that future audits should be easier, as everything is organized and filed properly. Mr. Arozena agreed. Mr. German said that the records became markedly better at the end of the 2014 fiscal year when Ms. Dupell and Mr. Arozena came on board. There were no further questions from the Board about the audits or the auditing process. Mr. Foster then thanked Mr. Arozena for the turnaround in the keeping of financial records and that it was apparent that in 2012 that the finances were in total disarray. Mr. Arozena said that Gina Dupell should get much of the credit as she started before he did. Ms. Maseda also wanted to recognize the hard work that took place to get existing controls in place.

8. Director's Report

- Mr. Arozena said that the Friends of the Library booksale would take place October 19-21 with a bag sale the following weekend. He said that it will take place inside the Miller Building and that the Dixon Historical Society will be having a sale at the same time inside the same building, but completely separated. Ms. Maseda asked how they would be separated. Mr. Arozena said that there would be two separate rooms and that sales would take place at two different spots.
- Mr. Arozena said that the library would be participating in the DDBA Halloween event by having tables outside. He said that the library would give free candy to the kids and have information about library events and activities available.
- Mr. Arozena said that the annual Food for Fines starts next week. People can bring in canned goods for the Solano County Food Bank and receive one dollar per item off their fines up to a total of ten dollars.
- Mr. Arozena stated that he has an upcoming meeting in Sacramento to discuss the updating of the library policy manual. He also said that they did not offer an updating service, but that that was a good idea. This was in response to a question posed by Mr. Foster at the September meeting.
- Mr. Arozena said that he completed and submitted the annual report to the State Library. He explained that the report is quite time consuming and requires researching six pages of statistical information.
- Mr. Arozena said that he had contacted the Rotary Club and that they were trying to arrange a meeting to talk about ways that the Club might be able to assist the library.
- Mr. Arozena said that there had been a discussion about ways to cut down on older children using bad language and misbehaving at the children's computers. He said that the library will be replacing the MACs with AWE computers, which are designed to help younger children achieve literacy and basic math skills. If problems persist at the remaining PCs, those computers may be moved to the adult section and replaced with AWE computers designed for older kids that will only have educational games available on them.
- Mr. Arozena said that the Student Success Initiative webinars were under way. He said that we had been assigned a mentor library (Woodland) that participated in the program last year. He also said that this program's goal is to get library cards in the hands of all K-12 students and doesn't just emphasize the youngest children as we were previously doing. Ms. Maseda asked if there would be visits to all the schools in the future. Mr. Arozena said that the elementary schools had all been visited. Ms. Maseda asked

about CA Jacobs and the high school. Mr. Arozena said that he thought they would probably be included, but that the issue hadn't yet been addressed in the webinars. Ms. Maseda said she didn't think Jacobs had a functioning library and that it would be a good opportunity to visit.

- Mr. Arozena said that he had spoken to the architect who is helping with the planning of a possible expansion and that it should take them around two months to come up with a conceptual design, plans and cost estimates for the proposed expansion.
- A member of the public asked for clarification on how the food for fines program worked. Mr. Foster asked if there was a reason that there was a limit of \$10 that people could get off their fines. Mr. Arozena said that there was not a reason for the limit beyond the precedent set in the past. Mr. Arozena clarified that the food for fines program only applied to late fees, not replacement fees.

9. Ongoing Business

■ Ongoing Business

■ Discussion of Future Governance of Library

- Mr. Arozena said he didn't have anything to add to this item, just that it had been requested at the last meeting to keep this item on the agenda. Ms. Maseda stated to the public that the Board is going to create a committee to look into things at the library.

■ Approval of Resolution to create Library Advisory Committee (Resolution 10.1)

Mr. Arozena said that the only change that had been made from last month's resolution was the addition to section 2.1 stating that "the Board may also allow one (1) high school student to serve as an additional member of the LAC." Mr. Foster clarified that this would be in addition to the original five members. Mr. Arozena affirmed that was the case. Discussion ensued and it was decided that as the committee is an advisory committee that the high school representative would be able to vote. Mr. Gabby moved to accept the resolution. Mr. Foster seconded. All three members voted to approve.

■ Discussion of Application for Library Advisory Committee

- Mr. Arozena said that he created an application for the committee with an additional explanatory page. Mr. Foster moved to accept the application. Mr. Gabby seconded. The motion was passed unanimously.

10. New Business

- **New Business**
- **Approval of 2012-13, 2013-14 and 2014-15 Audits**
- Ms. Maseda stated that she appreciated the work done to get the audits completed and that she hopes that the rest can be done soon to get us up to date. Mr. Foster stated that it looked like the library had done an excellent job getting the finances moving again in the right direction. Mr. Foster moved to accept the audits. Mr. Gabby seconded. The audits were approved 3-0.
- **Approval of 2016-7 Impact Fee Certification of Acceptance**
- Mr. Arozena stated that the impact fee report is submitted each year to the Solano County Board of Supervisors. The report lays out how much money was collected from building fees for the 428 fund. Mr. Gabby moved to accept the report. Mr. Foster seconded. The impact fee certification was approved 3-0.
- **Oral Report and Action to Approve Library Director Contract [Gov't Code section 54956 (b)]**
- Ms. Maseda stated that the contract involves a six-month extension. Ms. Foster moved to approve the contract. Mr. Gabby seconded. The contract was approved 3-0.
- **Approval of 2018 Library Board meeting calendar**
- Mr. Arozena stated that the dates were all on the second Thursday of each month as had been past tradition. Mr. Gabby moved to accept the dates. Mr. Foster seconded. The motion passed 3-0.
- **Approval of Minutes of September 14, 2017 Regular Meeting**
- Mr. Foster moved to accept the minutes. Mr. Gabby seconded. The minutes were accepted 3-0.
- **Meeting adjourned.**

Melissa Maseda, President

Luke Foster, Clerk
