

Minutes—Approved  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, November 9, 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. 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—absent**

**Caitlin O’Halloran, 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**

None

## 8. Director's Report

Mr. Arozena stated that he is in the process of looking for a new auditor. He has received three proposals and that there are two more potentially coming. The three proposals vary in price and he is trying to decide on the best one. He said he hopes to have a recommendation to present to the Board at the next meeting. Mr. Foster asked what the prior auditor cost. Mr. Arozena stated that it cost us \$6500 per year. Mr. Foster then asked how these auditors were found. Mr. Arozena said that he started with recommendations from goodaccountants.com. He also said that the cost for an auditor will be more expensive as GASB 68 regulations on pensions requiring more in-depth auditing procedures.

Mr. Arozena said that the public survey had now been completed. The survey was out for six weeks and ended on Halloween. 113 people responded. 96% of responders said they have a library card. 90% said they visited the library once a month. The top reason people said they didn't use the library was that they had no need for library services. 75% of those responding said that they thought the library was doing a good or excellent job in customer service. The top three answers for what people would like to see if the library was to expand were a program room for story times and other events, more adult books and study rooms. Most comments were positive, but areas cited for improvement included a couple of people who thought that the children's room was too noisy and needed more supervision and another who said the library was dumpy and needed a major overhaul. Others said that if we did renovate the building to be sure to maintain the integrity of the Carnegie.

Mr. Arozena said that the library participated in the Halloween festivities. Based on the number of candies distributed, he estimates that around 2,100 children came by the library's booth. He said that the library will take part in the Christmas tree lighting and that we will be having story times at 5:15 and 6:15.

Mr. Arozena said that he met with an HR consulting group in Sacramento about revising the library policy manual and that he was waiting for a proposal from them. He said that they also gave him some advice on selecting an auditor and recommended some of the top firms in Sacramento.

Mr. Arozena said that the three bound volumes of the Dixon Tribune that were donated to the Dixon Historical Society by the Yolo County Archives have been added to the library database. The scanning of the newspapers required that they be unbound and the volumes are being rebound by a binder in Vallejo.

Mr. Arozena said that he has been in touch with the Dixon Rotary about possibly working together to create an adult literacy program in the city. He said that he was working with a volunteer for the Friends on a proposal, but was waiting to hear back from Rotary on how to proceed.

Mr. Arozena said that he is continuing to work with the architect about cost estimates for a possible expansion and that he has an upcoming meeting.

Mr. Arozena said that there was a second webinar about the Student Success Initiative (an effort to get library cards into the hands of students in public schools.) Other libraries shared their stories and we are in contact with our mentor library, Woodland.

Mr. Arozena said that Mr. Tinder went to the California Library Association conference in Riverside and that he has taken some classes to help improve his knowledge of recent developments in youth literature.

Mr. Arozena said that the early literacy computers are up and running in the children's department and that they have been advertised on Facebook.

## **9. Ongoing Business**

### **Library Advisory Committee update**

Mr. Arozena said that the descriptive matter and applications for the committee are available at the library, on Facebook and the library website. He said that it was the top story in the Dixon Tribune the week before, but that so far there have been no applications submitted. Ms. Maseda said that she had received an e-mail from a staff member asking if staff could take turns being on the committee as it was not a paid position. Mr. Gabby said that he was ok with that, but that it was not a duty, rather that it was voluntary. Mr. Foster said that he wondered about the consistency of knowledge if staff rotated. Ms. O'Halloran said that in the past that staff had come to Board meetings and that this would be a good opportunity for further staff involvement. Ms. Maseda said that we should wait and see who applies. Mr. Foster said that the issue can be examined further if there are enough applicants to seat a committee. Mr. Gabby said that all such committees will have the potential for frequent changes in membership.

### **Ongoing Friends of the Library Booksale**

Mr. Arozena said that the Friends of the Library had their booksale in October and made over \$800. He said that much effort went into making the room in the Miller Building functional for that purpose. There were bookshelves added, signage created, etc. He said that the Friends would like to keep the books there and have periodic booksales in the future. Mr. Arozena said that he supports the idea up to the point that actual renovation of the building occurs in the future. Ms. O'Halloran said that she supports the idea. Mr. Gabby concurred. It was decided that a vote didn't need to be taken as nothing was changing.

## 10. New Business

### **Revision of Policy 3040.9.1 (Parental Leave)**

Mr. Arozena said that there was a bill passed by the state that lowered the limit of businesses affected by parental leave from 50 to 20. The library has 21 employees and is now covered by the law. The attorney went through and updated the policy to reflect the new law, which goes into effect on January 1, 2018. Ms. Maseda stated that the FMLA/CFRA still only applies to those businesses with 50 or more. Mr. Arozena affirmed. Mr. Foster asked if the policy had been rewritten by the attorney. Mr. Arozena affirmed. Mr. Foster moved to accept the policy revision. Ms. O'Halloran seconded. The motion passed 4-0.

### **Approval of Minutes of October 12, 2017 Regular Meeting.**

Mr. Gabby moved to accept the minutes. Ms. O'Halloran seconded. The minutes were approved 4-0.

**Meeting adjourned.**

Melissa Maseda, Board President      Luke Foster, Clerk

melissa maseda

Luke A. Foster