

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, January 11, 2018
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—absent

Luke Foster, Clerk—present

Guy Garcia, Member—present

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 there has only been one applicant to the Library Advisory Committee. That applicant is a high school student. Mr. Foster asked if there had been any adult applicants. Mr. Arozena said that there had not been. Ms. Maseda asked if any staff members had shown interest. Mr. Arozena said that the issue had been discussed at several staff meetings, but that no one from the staff had made a formal application.

Mr. Arozena said that the plans for the 1990 remodeling of the library had been located in the basement archives along with some historical maps. He said that the plans have been delivered to the architect and that that will help him speed up cost estimates for the possible expansion of the library.

Mr. Arozena said that he invited a design consultant to come out to the library in mid-December to look at the cost of possibly redoing the lighting, acoustics, space management, tile, furniture, carpeting, paint and shelving. A proposal indicated that it would cost \$22,500 for her firm to make recommendations in all of those areas. A second designer is coming on the 29th of January to look at the building and possibly submit a proposal for the same areas.

Mr. Arozena said that Jim is going to attend a mandatory meeting in Walnut Creek regarding the Student Success Initiative.

Mr. Arozena said that he is still working with the Rotary Club to come up with a date for us to discuss a possible cooperative venture to help fund an adult literacy program in Dixon.

Mr. Arozena said that he subscribed to a legislative update service from the California Chamber of Commerce. There is also a component that will help update the policy and procedures manual.

Mr. Arozena said that Sgt. Harms from Dixon Police Department, Sandy Rose from the Solano County Social Services and Phil Lockwood from the Living Word Church came to talk with library staff about ways to assist the homeless. He said that short-term issues can be dealt with by the police department, but that Solano County Social Services will help people get counseling, provide transportation to get services and help the library try to figure out how best to get help for people. He said that in the past it was hard to know where to send people due to the lack of services in Dixon and lack of transportation to other places. Mr. Foster asked if the library had problems with the homeless or mentally ill. Mr. Arozena said there was one person before Mr. Foster joined the Board who had body odor that led to complaints by other patrons and that the Board worked with him to develop a new policy to deal with that issue. Mr. Arozena said that he didn't feel it was a large issue, but it is nice to have options for staff if the situation arises. He added that Mr. Lockwood said the churches in Dixon are trying to coordinate efforts to have food days for each day of the week where the needy can receive free food. He said that

Sgt. Harms is planning on coming back for a future staff meeting once he has a resource flyer available for the library detailing who to contact in different situations.

9. Ongoing Business

10. New Business

a. Approval of Auditor Proposal

Mr. Arozena directed the Board to look at the proposal submitted by Gilbert Associates of Sacramento to perform a three-year audit to bring the library up-to-date. Mr. Arozena said that Gilbert Associates was his choice of the four firms that submitted proposals. The other firms were Stroub, Thompson and Noble, Elder Accountancy, and Mann, Urritia and Nelson. He said that Gilbert was competitively priced with the others and had a lot of experience working with non-profit organizations. He said that they were willing to help the library with GASB 68 requirements for no extra charge, but that the second place firm was going to charge extra for that service. He also said that Gilbert was recommended by the Yolo County Financial Officer and the state CPA organization (along with four others). He said that Elder and Stroub were both smaller and less experienced than the other two. Ms. O'Halloran moved to accept the proposal. Mr. Foster seconded. The motion passed 4-0.

b. New Photocopier Proposal

Mr. Arozena stated that he would like to change photocopier companies. He said that the library has worked with Inland for many years, but that their service has deteriorated since being bought out by Xerox. He said that the other company, Caltronics, is willing to give us a check to buy out the lease from CIT and work the payments into a new lease agreement. He said that the new machine would be much better than the old one. The proposed machine does 55 sheets per minute as opposed to 25. He also said the current machine has mechanical issues with paper jams and false error messages that take staff time to deal with. Caltronics also doesn't have a minimum service charge per month as opposed to \$63 a month from Inland. They only charge on a sheet by sheet basis and their per sheet cost is 45% cheaper than Inland. The library's accountant estimated that we would save \$525 per month on copies alone. Ms. Maseda asked about mobile printing. Mr. Arozena said that he thinks that is possible with the new copier, but that the library already has that set up at their other printer that is attached to the public computers. Mr. Foster asked if there were times when the copier was not functioning. Mr. Arozena said that the customer service as far as copier repair was good, but that he had run into problems with the billing and account management departments in that they failed to respond to multiple requests for copies of the current contract, questions about charges on bills, etc. Ms. Maseda asked if we were planning on adding some of the other options. Mr. Arozena said that the library wasn't

planning on getting the extra feeder that had stapling, three-hole punch and booklet maker or to replace the current fax machine. Mr. Foster moved to approve the new copier contract. Ms. O'Halloran seconded. The motion passed 4-0.

c. Election of 2018 Officers of Library Board

Ms. O'Halloran nominated Mr. Foster as Board President. Mr. Foster nominated Mr. Gabby. Mr. Garcia seconded Mr. Gabby's nomination. Mr. Gabby's nomination passed in a 4-0 vote. Mr. Garcia nominated Mr. Foster as Vice President. Ms. O'Halloran seconded. Mr. Foster was elected 4-0. Ms. O'Halloran nominated Mr. Garcia as Clerk. Mr. Foster seconded. Mr. Garcia was elected Clerk in a 4-0 vote.

d. Approval of Minutes of November 9, 2017 Regular Meeting

Ms. O'Halloran moved to accept the minutes. Mr. Foster seconded. The vote was 3-0 to approve the minutes, with Mr. Garcia abstaining as he was not present at the November meeting.

Mr. Foster asked what we were doing to get library cards in the hands of all students. Ms. O'Halloran and Ms. Maseda said that they would like to see if we can expand our efforts to do so. Mr. Arozena stated that that was the purpose of the Student Success Initiative. It was agreed to revisit the topic once the mandatory meeting happens.

Meeting Adjourned.

John Gabby, Board President

Guy Garcia, Clerk

Melissa Maseda, Board President Luke Foster, Clerk
