

Minutes—Approved
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, February 8, 2018
REGULAR MEETING

MEETING LOCATION
DIXON CITY COUNCIL CHAMBERS
600 EAST A STREET, DIXON, CA 95620

1. Call to Order

Mr. Gabby called the meeting to order at 7 pm

2. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

John Gabby, President—present

Luke Foster, Vice President—present

Guy Garcia, Clerk—present

Melissa Maseda, 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 said that a second design team visited the library on January 29th. They presented a proposal covering the different areas to be considered for redesign. He said that the proposal will be presented to the Board after the architect gets done with his estimate as to what it will cost to remodel the Miller Building. Mr. Arozena said that he has received an estimate from the architect as to potential costs to build an addition to the children's department.

Mr. Arozena said that Mr. Foster has asked that we discuss the Student Success Initiative at our next meeting. Mr. Arozena said that the Youth Services Librarian is going to attend a meeting in Walnut Creek to discuss how best to get library cards into the hands of students.

Mr. Arozena said that he gave a presentation to the Dixon Rotary Club asking for their support in sponsoring an adult literacy program. He said that they will decide at their March meeting whether or not to fund the program.

Mr. Arozena said that the audit is in progress and that Gilbert Associates has made a couple of visits to the library. Their estimate is that the audit will be completed in the next month or two.

Mr. Arozena said that he and Mr. Tinder went to the Performers' Showcase in Fremont. He said that all of the performers have been booked for the Summer Reading Club. Performers include a father/son/dog act, a singer-songwriter, Python Ron, a singer from Trinidad and others. Mr. Gabby asked how the performers are advertised. Mr. Arozena said that we advertised last year in the newspaper, Facebook, the webpage, in the library and other spots. He said that we had 75 to 150 people for each performance. Ms. Maseda asked if we had considered expanding the concrete slab. Mr. Arozena said that we had looked into it last year and it was okayed by the city. He said that he was hesitant to have the work done until a decision is made about adding a program room. He said if that doesn't happen that he thinks we should improve the concrete slab.

Ms. O'Halloran asked if we had statistics on literacy in Dixon. Mr. Arozena said that he had found from the Census Bureau that 22% of the city had a high school education or less and that 13% of those had a ninth-grade education. That compares with 12% for the County and 18% for the state having a high-school education or less.

Ongoing Business

None

New Business

Request for increase in capitalization threshold for fixed assets

The auditor discussed this with Mr. Arozena and said that the figure of \$500 set in the 2006 policy was extremely low and that a figure of \$5000 would be much more reasonable. Mr. Arozena said that the fixed asset list dates from 2004. He said that the \$5000 figure was the same as approved by the Board in 2014 for computer hardware and software. Mr. Garcia asked if computer items less than \$5000 are considered to be fixed assets. Mr. Arozena said that they are not if their original price is less than \$5000. Ms. Maseda said that \$5000 would be a really expensive computer and that most of them are much less. Mr. Foster asked if those items under \$5000 would not have a fixed asset tag on them. Mr. Arozena said that everything over \$500 is now tagged and on an in-house inventory. Mr. Garcia asked if it would appear on an inventory list. Mr. Arozena said that in 2014 the Board approved the figure of \$5000 for computer items. Mr. Garcia asked if those items were not considered fixed assets. Mr. Arozena said that if the original purchase price was less than \$5000 they are not considered to be fixed assets. Mr. Foster asked if the current level for fixed assets is \$500. Mr. Arozena said that is true for non-computer items. For computer items, the figure is \$5000. Mr. Foster asked how items are kept track of. Mr. Arozena said that items are tagged, but for the auditor's purposes they would only look at a list of items over \$5000. Mr. Foster asked if the auditor said that \$5000 was a more normal standard. Mr. Arozena said that was what she said. Mr. Garcia asked if we could consider \$3000 as an in between figure. Mr. Arozena said that still wouldn't include most of the computer items and that that figure had been set in 2014 as \$5000. Mr. Foster said that iPads wouldn't appear on the list since they are less than \$5000. Mr. Arozena said that it includes heating units, the self-check machine, the security gates, property. Mr. Arozena said that during the last audit that lots of the items had not been able to be accounted for and that it was a negative mark. Mr. Foster asked if the furniture and other items would remain on an inventory list. Mr. Arozena said that they would. Mr. Foster moved to accept the figure of \$5000 for the purposes of the audit report. Ms. O'Halloran seconded. The motion passed 5-0. Mr. Garcia asked to see the internal inventory list. Mr. Arozena agreed.

Approval of minutes of January 11, 2018 Regular Board Meeting.

Mr. Garcia moved to approve. Mr. Foster seconded. The minutes were approved 5-0.

Ms. O'Halloran asked if we could go over the budget. Mr. Arozena said we could. Ms. Maseda asked if we could since it is not on the agenda. Mr. Arozena said that in the past, it had been discussed as part of the library activities. Mr. Garcia noted that the revenues are ahead again this year. Mr. Arozena said that it correct. Mr. Garcia asked if we could discuss it at the next meeting.

Meeting adjourned.

John Gabby, President



A handwritten signature in blue ink, appearing to read "John Gabby", written over a horizontal black line.

Guy Garcia, Clerk



A handwritten signature in blue ink, appearing to read "Guy Garcia", written over a horizontal black line.