

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., Thursday, March 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. 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**

**John Gabby, President**—present

**Luke Foster, Vice President**—present

**Guy Garcia, Clerk**—present

**Caitlin O’Halloran, Member**—present

**Melissa Maseda, Member**—present

**Staff**

**Steve Arozena, Library Director**—present

**3. Notice to the Public**

None

**4. Correspondence**

Letters from Jennifer Springfield and Nancy Schrott were read. Copies of the letters are attached. In response to the Springfield letter, Mr. Gabby asked if a staff survey could be taken asking for ideas on how the library could be improved and what ideas they might have for a possible expansion. Mr. Foster said that that was the purpose of the proposed Library Advisory Committee. He noted that no interest was expressed in that proposal. Mr. Gabby said that we should solicit staff responses to things like the aging carpet mentioned in the letter. Mr. Arozena said that that was one of the areas that was addressed by the design proposals that had been solicited. After brief discussion, Nancy Schrott’s letter was read into the record. Ms.O’Halloran noted that she had advocated a separate library board for some time and that it was found that it would cost the taxpayers an enormous amount of money to have an election. She said would cost around \$30,000 to have such an election and noted that the proposal for the

Library Advisory Committee was met with no interest. She also said that it was difficult to get people to even run for the School Board. She thought that the idea that we should take an additional \$30,000 out of library funds to have an election when there is no public interest in serving on a library committee seems unreasonable. Ms. O'Halloran stated that they had looked into other options, such as Solano County running the library, but that the current set-up seems to be the most cost-effective. She also noted that the chambers are almost always empty and that the Board does the best they can with the limited public input, with the exception of the two letters that were read at the current meeting. Ms. Maseda stated that she does care about the library and has spent a great deal of time using the library and trying to make sure that patrons and staff are happy. Mr. Foster said that he was happy to have some input and that he thinks a staff survey would be a good thing, but that he would like to say that any library employees or community members are welcome to come to meetings and express their opinions.

**5. Consent Agenda**

None

**6. Public Comment**

None

**7. Guests & Presentations**

**8. Director's Report**

■ **Budget discussion**

- Mr. Arozena stated that Gina Dupell, the library's accountant, was attending the meeting as requested by the Board in February. Mr. Garcia asked Ms. Dupell if the library was on track to be significantly ahead of the proposed budget. Ms. Dupell stated that that was correct. Mr. Garcia said that it looked like the revenue would be around \$400,000 above and Ms. Dupell agreed. Ms. Maseda asked about the designer that had come in and asked if that expense was budgeted for. Mr. Arozena said that it hadn't been decided whether the library should be expanded or to renovate the existing building. Ms. Maseda asked if those options would all be different. Mr. Arozena said he would like to be able to present all the different options to the Board at an upcoming meeting. Ms. Maseda asked when that would happen. Mr. Arozena said that he had some updates coming later in the meeting. Ms. Dupell presented the Board with an analysis of the current year's revenue and the dates that monies are received, along with the past couple of fiscal years. She explained that Solano County has started giving us our revenue checks via journal entry rather than cutting checks, which results in much quicker payment times. Ms. Dupell also wanted to address how the budgets are arrived at. She stated that in the past that we have taken the prior year's budget and then increased it, rather than basing it all on the run rate. Mr.

Garcia asked if she had projected what the total surplus would be and Ms. Dupell answered 'no.' Mr. Garcia asked how far through the fiscal year we were. Mr. Arozena stated 67%. Mr. Garcia noted that we had almost reached 100% of our estimated revenue with only two-thirds of the fiscal year done. He asked about the difference between the two funds. Mr. Arozena stated that the top fund was for day-to-day operations and that the other fund was only to be used for building improvements and construction. Mr. Garcia asked for confirmation that the library has budgeted \$1.2 million for expenditures and that it will be significantly over in revenues. Ms. Dupell confirmed that. Mr. Garcia. Ms. Maseda asked if the library were up to date on books, equipment expenditures, etc. She asked if enough money was budgeted for books to keep us up to date with public demand and current titles. Mr. Arozena said that there were space constrictions on what can be purchased, but that we do keep up with public demand and that the collections are supplemented by our consortium and Link plus. Mr. Garcia said that he thinks that discussion of how we budget for next year should be on the agenda for a future meeting. Ms. Dupell said that we had also discussed increasing our reserves for six months of operations. Mr. Garcia said he is all for that. Ms. Dupell said that she would put together some bullet points to get the conversation going at next month's meeting.

■ **Library activities**

- Mr. Arozena said that in light of the previous discussion he would bring up a topic he was saving for a future meeting. He said that Gina had prepared a study comparing salaries between Dixon Public Library and libraries in Solano and Yolo Counties as one of the policies states that salaries should be comparable to those entities. He stated that salaries are comparable to Yolo, but that Dixon is lagging far behind Solano. He said that he would ask at a future meeting to consider giving staff a 15-20% raise across the Board to bring salaries in line with those offered at Solano. Mr. Garcia stated that we need to keep in mind that Solano has a different tax structure than us, but that we do need to look at the proposal. Ms. Maseda asked that Mr. Arozena bring along the studies that he looked at to the meeting when that is on the agenda.
- Mr. Arozena said that he received an estimate from the architect as to how much it would cost to remodel the Miller Building, but that he had a lot of questions for the architect and was waiting to hear back from him. He said that he hopes to have the figures from the architect and the proposals from the design firms to discuss what the best way to progress is. He said that he received a third design proposal from Group 4 Architecture in South San Francisco. He said that their proposal was more than twice what

the other firms had suggested and that he was waiting to hear back from them with answers to his questions.

- Mr. Arozena said that the audit is coming along. He said there are a few other figures that they need and that following that, he needs to write a Management's Discussion and Analysis of the audit. He said the audit should be done by the next meeting, or the subsequent one.
- Mr. Arozena said that he has provided the Board with the current fixed asset list and the old inventory list. He said that he is waiting to hear back from Solano on how to remove the items that the library no longer owns from the old inventory.
- Mr. Arozena said that the e-rate extension for internet services was approved for the coming fiscal year. He said that the library had maximized the e-rate discounts for phone service and that next year will be paying the full rate.
- Mr. Arozena said that he gave a presentation on the services the Dixon Public Library provides to a class at Solano Community College. He was asked to speak by a person who attends story times as her assignment was to find a community leader to address the class.

## **9. Ongoing Business**

### **■ Ongoing Business**

#### **■ Student Success Initiative**

- Mr. Arozena said that the Student Success Initiative was the program designed to get library cards into the hands of all students and that Mr. Foster had requested that we discuss this at the meeting. Mr. Foster recounted a story about a person that he overheard at the library couldn't get a card because the person didn't have an i.d. Mr. Foster suggested that an application for a library card be included in the school registration packet. Mr. Arozena said that some communities are taking that approach, but that others are taking the opposite, saying that if the parent doesn't object that a library card will be issued to the student. Mr. Foster said that that is a good idea, but he is concerned about what we do when a parent is not responsible and fails to return items. He asked Mr. Arozena if he knew how many items were not returned each year. Mr. Arozena said that he would look into it. Mr. Arozena said that other places were issuing a special type of card that would expire on the student's 18<sup>th</sup> birthday and have a set number of items (typically five) that can be checked out. Ms. O'Halloran suggested that we set aside some funds to replace lost materials. Mr. Foster asked that we look into libraries that use the opt in/opt out procedure.

Mr. Arozena said that some are doing it one way, some the other. Mr. Arozena asked whether we need to pursue a formal memo of understanding with the schools, or whether a simple verbal agreement should count. Ms. O'Halloran said that they could figure it out. There was a comment from the public by Superintendent Dolan that the school would do anything to facilitate getting library cards into the hands of students. He said that each student is issued a picture i.d. and that if there is a way to integrate that component into issuing a library card that he is all for it. Mr. Arozena asked if elementary school students are issued i.d.'s and Superintendent Dolan confirmed that they are. Ms. Maseda asked if the school district and library need to share address and phone number information in case items go missing.

## 10. New Business

- **New Business**
- **COLA Raise for Library Staff**
- Mr. Arozena stated that Social Security is recommending a 2% COLA raise this year and that last year's was only .3 with the year before that being zero. He asked that the Board consider a 2% COLA raise for all library employees. Mr. Garcia said he would like to see what had been done as far as raises for the prior two years and then tie this request to the prior salary comparison student showing the budgetary impact these raises would have. Ms. Maseda said that she didn't feel like they can approve the COLA raise without looking at the salary comparison proposal which would be substantially more. Mr. Garcia said that we are looking at a budget surplus and that it should be considered, but should be part of a bigger proposal.
- **Add "Extra-help" definition to Policy 3105 and Pertinent Personnel Policies**
- Mr. Arozena stated that he has provided the Board with a copy of the policy that lays out the definition of the different types of employees. He interjected that the letter read into the record said that all policies had come from the Atkins era, but that all the personnel policies had been updated in 2014. Ms. O'Halloran said that she noticed that the policy in question had been revised in 2014. Mr. Arozena said that the attorney had gone through the entire personnel policy section and made suggested revisions that were approved by the Board in that year. Ms. Maseda asked if these policies were

directly from the attorney, or if they came from other libraries. Mr. Arozena said that they probably came from other libraries, but were revised and approved by the attorney. Ms. O'Halloran said that she recalls viewing the handbook and that perhaps there is a misunderstanding with the staff. Ms. Dupell said that she believes the section of the manual done in 2014 was the personnel section and that there is a lot more to the manual. Mr. Arozena said that that was correct. Ms. Dupell asked how many sections there were. Mr. Arozena said that there are eight. Ms. Maseda said Mr. Arozena was looking into a company to help with the process. Mr. Arozena said that the company did provide some advice and that that is part of the handout. Mr. Arozena said that the policy manual only lists three kinds of employees: Regular, temporary and probationary. In practice, there are extra-help employees for payroll purposes, and they are not defined. The question arose when one of the employees asked for bereavement pay. He said he contacted an attorney at the California Chamber of Commerce who said that lacking a definition of extra-help employees, that any employee would have to be considered one of the three types defined by the policy. The attorney said that given the three choices, the employee would have to be considered regular as they were no longer temporary or probationary. Mr. Arozena proposed a definition of extra-help employee. He suggested that the benefits given to extra-help employees be expanded beyond the state-mandated sick leave to include jury duty, call to appear, military duty and bereavement. He said that they already receive longevity pay, but he would like that to be codified. Ms. O'Halloran asked what benefits they would not be getting. Mr. Arozena said they wouldn't get vacation, holiday pay or health benefits. Mr. Garcia asked what would be changed to the policy. Mr. Arozena listed the above suggested changes. Mr. Garcia said that he would like to see the suggested changes documented in the form of a new policy approved by the attorney. Ms. O'Halloran asked that a portion of the handbook be reviewed at each meeting. Mr. Arozena asked if the review would be before or after the attorney reviews it. Mr. Foster asked if the consultants will be handling the h.r. section. Mr. Arozena said that he has not been able to come to an agreement with them. They are prepared to create an entirely new manual, but he would like to have some input into its creation. Ms. O'Halloran said that she thinks that whatever goes into the manual should have some precedent. Ms. Dupell said that she thinks that is a good idea and that

the Board and Mr. Arozena should go over items in the handbook before bringing it to the attorney, as that is very costly. Mr. Garcia said that he thinks that we should redline the policies before bringing them to the Board. Ms. O'Halloran said that the items should be reviewed with staff input and input from other sources before the Board sees it and that the attorney approval should be the last step.

- **Approval of Minutes of February 8, 2018**
- Motion to approve by Mr. Garcia. Seconded by Ms. O'Halloran. Minutes approved 5-0.
- **Meeting adjourned.**

John Gabby, President

Guy Garcia, Clerk

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