

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, May 10, 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. He noted that the scheduled closed session had been cancelled.

**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**—absent

**Melissa Maseda, Member**—present

**Caitlin O’Halloran, 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**

None

## 8. Director's Report

Mr. Arozena introduced Pam Griffey to the Board. She is a library volunteer who works for the Friends of the Library bookstore and has been instrumental in trying to get a literacy program established in Dixon. So far they have 11 students and have a training session scheduled for later in the month. Following the training, they will try to match up students with tutors. Mr. Arozena said that the Rotary Club wanted to be notified once we have both students and tutors lined up and that they will then consider whether to help fund the project. Ms. Griffey approached the Board and provided them with handouts detailing some of the background of the project. She explained that the handouts were the same as provided to the library staff and that, at this point, the tutors have not yet been trained. Mr. Arozena said that Ms. Griffey has done a great job getting the project started.

Mr. Arozena said that Summer Reading Club is starting at the end of the month. The first day is May 29th and it runs through August 3<sup>rd</sup>. He said that the Board was provided fliers for the SRC and that future fliers will publicize each of the special events individually. The Youth Services Librarian is doing a tour of the local schools to promote the Summer Reading Club. The library is also doing an adult summer reading club and an employee reading club at the same time. Online registration for the SRC begins a week before the club starts. There are a number of events scheduled for the summer to coincide with the SRC including a toastmasters event, an altered books event, a visit from the Drone Federation, a workshop on making jewelry out of old maps and a talk about one of the librarian's recent trip to Cuba. Various prizes will be awarded to the children as incentives for reading. Ms. Maseda asked about the teen summer reading club. Mr. Arozena said that the library is doing a teen SRC with prizes, but that we don't have teen programs lined up as of yet. Mr. Arozena said that the concrete pad for SRC programs has been expanded. The project to add DG cost \$2500. He said that the staff was disappointed that the pad wasn't bigger, so he had a tree expert come by from Davis to give his opinion. The tree person thought that the pad shouldn't be extended any further toward the large historic oak tree, but that it could be extended further into the park at the top of the circle without damaging either of the trees. He said that he has asked the city for permission to expand the circle, but hasn't gotten a decision back from them yet. He said that the tree expert is also preparing a report for the city on how to properly mulch and trim the tree.

Mr. Arozena said that the library is doing Lunch at the Library again this year from June 4-July 27<sup>th</sup>.

Mr. Arozena said that he does not have any updates on progress made by Solano County to make the database ready to accept student ids as part of the SSI program.

Mr. Arozena said that the library is presenting a resume workshop once a month and that the job search pathway is continuing every other week.

Mr. Arozena said that the new photocopier from Caltronics arrived last week and that it is much faster than the old one. He said that the library is awaiting installation of a large capacity feeder tray for 8.5 x 11 paper.

Mr. Arozena said that the library is ready to launch Kanopy, a new streaming service with increased offerings of educational and classic films.

Mr. Arozena said that the library will be closed this coming weekend as there were scheduling issues with both the May Fair and Mother's Day. He said that in the past that the library closed for May Fair only.

## **ONGOING BUSINESS**

### **Discussion of Future of Library Facilities/Properties**

Mr. Arozena said that he has received an estimate from the architect as to what it would cost to convert the second floor of the Miller Building to a staff-only area. He said that the estimate is much lower than the possible expansion costs raised last month and that it would cost approximately \$260,000. The figure doesn't include an elevator. The architect thought that adding an elevator would take up too much space and make the project impractical. He did think that a dumbwaiter to move books and other materials would be doable and that the cost would be an additional \$30-35,000.

At the last meeting, we decided that none of the proposals submitted by the design firms were a perfect fit. Mr. Arozena said that JK Architecture visited the library the prior week and might be a good choice. They have significant experience working with libraries and designed the Davis, Winters, Red Bluff and Lincoln libraries. Those projects are available to view on the firm's website. Two representatives came and did a thorough look at the library and surrounding properties. They will prepare a master plan on how best to proceed with renovations and in what order. The firm suggested that the library look at making the basement a public space. Ms. Maseda asked if that would increase the public space of the library. Mr. Arozena said that the basement is as large as the Carnegie section of the library. It is currently a storage space for books and other materials. Ms. Maseda asked if study rooms could be feasible in that area. Mr. Arozena said that he thought it could be feasible, but it would require a staff presence assigned to that floor. The firm thought that renovating the current building would be the logical first step, then consider redoing the basement and from there, expand into the Miller Building. Mr. Arozena said that he has no price quotes at this point as to what the development of a masterplan would cost. They are waiting to receive past reports/inspections, etc. before proceeding. Mr. Arozena said with the caveat of not knowing their price that they may be the best candidate so far.

Mr. Arozena said that he contacted several realtors about finding out the potential worth of the Pereira properties. The person suggested by our architect was going

on vacation for a month, but said he may be able to help upon return. Chuck Krouse said that his particular area of expertise is the I-80 corridor and not the downtown core, but that if no one else will help, to contact him again. Mr. Arozena said that he has talked to Gary Archer and is still waiting to set up a date and time for further discussion.

Mr. Arozena said that staff would like to be informed as to what plans are made to move the middle school closer to the library and what impact it may have. Ms. Maseda suggested that it be put on an upcoming agenda. Mr. Foster said that it would require an update, but that a general discussion of goals and timeframe is possible. Mr. Foster said that after the middle school kids are moved that Anderson kids may move to CA Jacobs and that may impact the library as well. Mr. Arozena asked if the rumor that the Teen Center may be closing was true. Mr. Foster said that the school board would support the Teen Center, but wasn't sure what their current finances were and if they might relocate. Ms. Maseda said that it should probably be added to the agenda before discussing. Mr. Gabby said that he knows the pastor who would be able to talk to the subject.

### **Revision of Policy 3015**

Mr. Arozena said that this is the update to the employee status which defines extra-help and temporary employees. He said that last month the vote was delayed as we were looking for an explanation from the attorney as to why he changed the temporary status from six months to three. Mr. Arozena read the following from the attorney's explanation: "I revised the temporary to three months to be consistent with the new extra help status 999 limit, and my recommendation that moving forward the temporary classification is actually used for temporary positions, e.g., backfilling for person out our short term assignments. The extra help 999 limit equates to approximately 4 months so makes sense to treat temporary as a shorter time frame, i.e., three months. Keeping temporary at 6 months would also exceed the 999 hour limit." Mr. Gabby asked if that was for information only. Mr. Arozena said that no, there should be a vote on the policy revision. He pointed out that the old policy is on top and the new policy as revised by the attorney is on the bottom. Mr. Foster made a motion. Ms. Maseda seconded. The Board passed the policy revision, 3-0.

### **Revision of Policy Manual Sections 1000-1035**

Mr. Arozena said that this section of the policy manual and suggested revisions had been tabled at the last meeting so that people would have additional time to look over the policies before voting on them. Mr. Arozena stated that he had redlined suggested changes and went over them with staff. He said that most of the changes to this section involved changing the term library commission to library board, changing the words district librarian to library director and updating some of the ALA statements on library service. Mr. Foster pointed out on policy #1000 that language should be consistent throughout. Either use the term Library

Board or Governing Board of Library Trustees. Mr. Arozena agreed. He asked if one term was preferable. Mr. Foster said he didn't think that it mattered as long as it was consistent. Mr. Arozena said that he thought it may be defined in policy section 8000. Ms. Maseda said she didn't think that the formal language was necessary. Mr. Foster moved on to policy 1020.2.1 and said that he thought the wording should be changed to "The above designated positions must comply with FPPC form 700 obligations, as required by law, including disclosures as required. (Filing of Form 700 with Dixon Unified School District is intended to provide compliance for those sitting as Library Trustees." Mr. Gabby asked if rental properties have to be declared. Discussion ensued and it was decided that it would only apply to properties that would be rented to the district, or if personal gain were to be made. Mr. Foster also asked if 1030.1.1 guaranteed the privacy of written materials as is does visual materials. Mr. Arozena said he didn't know, but that it would probably be covered in the 1030 proclamation somewhere. He did point out that the entire segment could be eliminated if so desired. Mr. Foster said he was ok with the section, but that he felt the privacy of individuals as far as written materials should be espoused. Ms Maseda had asked if we needed to revise the sections before voting on them. Mr. Foster said that he believed so. Mr. Arozena said that it was his understanding that the staff and then the Library Board would make their revisions, then pass them on to Scott and vote after a finalized policy was arrived at.

## **New Business**

### **Library Internet Access Policies (4225-4230)**

Mr. Arozena said that the next segment of policies that numerically would be covered would be those starting with 1140, but that he would like the Board to consider the Internet access policies next. He said that there was an incident at the library that caused some discussion. A new patron came in and asked if unfiltered access to the internet was available. He has been coming in every day, but so far has not asked for the filters to be turned off. He made other odd comments to the effect of asking why we couldn't be like Fairfield so he could see 'the good stuff.'" Mr. Arozena said that staff have been monitoring him, but haven't seen anything objectionable. Mr. Gabby asked if staff can watch what he is viewing. Mr. Arozena said that you can stand behind the computer and see what is on the screen. Mr. Gabby clarified by asking if the Director can log in and see what he has been watching. Mr. Arozena said that he couldn't, but perhaps the IT people can. Ms. Maseda said that if the computers are networked, you should be able to look it up. Mr. Arozena said that at a former place of employment had it set up where you could toggle from screen to screen to see what a person was watching. Mr. Arozena said that he checked with the Solano County library to see if they had had problems with him, as his library card gives a Fairfield address. They had not. He said he also checked the sex offender list and the patron was not on it. Ms. Maseda asked if the filtering system wouldn't keep him from looking at anything objectionable. Mr. Arozena said that yes, it should. He pointed out that there is a

conflict in the current policies. He asked that the Board consider repealing policy 4230 as it is inaccurate. It states that the library is opposed to internet filtering, when in fact the library is required to use filtering by CIPA, the children's internet protection act, in order to receive government funding and e-rate discounts. He said he would like the Board to repeal that policy tonight. He also pointed out the 2013 policy established when Vanessa Christman was director and the SNAP policy. He directed the Board to the section in the SNAP policy that states "sending, receiving, or displaying text or graphics which contain extremes of sex or violence..." He said that he would like to see the Board come up with different wording as the word "extreme" is vague and hard to define in a way that gives staff direction as to how to handle situations. Mr. Foster and Ms. Maseda both agreed that the word "extreme" should be changed. Mr. Arozena suggested alternate language based on the policies of the Sacramento Public Library. Their policy states: "The library's workstations are in public areas. Since others may be involuntarily exposed to what is viewed, the library asks that each user exercise good judgment and consideration of others. Please bear in mind that some materials, such as sexually graphic materials, may well be more appropriate for viewing in the privacy of your home, rather than in a Public Library setting. If Library staff become aware of subject matter that would interfere with the maintenance of a safe welcoming and comfortable environment for the public, the Internet user will be asked to end a search or change a screen." Mr. Foster agreed that the language was better. Mr. Arozena said that he wanted to speak in more detail on the subject at the next Board meeting.

### **Approval of New Legal Fees from Atkinson, Andelson, Loya, Ruud and Romo**

Mr. Arozena said that he had received notification of new rates from the library's legal firm. Mr. Foster moved to approve the new rates. Ms. Maseda seconded. The Board voted to approve the new fees, 3-0.

### **Extension of Moreno Construction Contract for 2018-19**

Mr. Arozena said that the contract is for the same amount as last year, \$30,000. He said that Moreno Construction continues to do an excellent job in maintaining the library and that his is on call for emergencies. Ms. Maseda moved to extend the contract. Mr. Foster seconded. The Board voted to approve the contract extension, 3-0.

### **Creation of New Library Staff Positions**

Mr. Arozena said that he would like the Board to consider creating several new library staff positions as several employees have reached the end of their salary ranges and have no possibility of upward mobility. He said there are two Librarian II positions that he would like to become Librarian III's, there are two Library Assistant II positions that he would like to become Library Circulation

Supervisors. He would also like to see the Accounting and Payroll Assistant become the Accounting Technician (Confidential). There would also be a Library Clerk II position created to reward experience. He said that full job descriptions will be available at the June meeting. He also said that the positions will start as Step 3 in the new salary schedules so that the new positions won't represent an additional cost to the library in addition to the proposed salary increases.

Ms. Maseda asked if the other positions would be eliminated. Mr. Arozena said no, they would remain for future staff. Ms. Maseda asked how long they had been at the top of their positions. He said he would also like the Board to consider creating the position of Teen Services Librarian. It would be 20 hours per week (non-benefitted) and largely fill in on evenings and weekends when the Youth Services Librarian is not at the library. There would be some overlap time so the two of them could work together during the week. It would be a Librarian II, step 3 position to start. The projected cost to add the position would be \$44,000 per year. Ms. Maseda asked that the position be one that one create and oversee a teen program. Mr. Arozena said that that would be part of the position and that it would also include development of the teen collection and filling in at the Reference Desk. Ms. Maseda acknowledged that she missed the last Board meeting, but that she was surprised that a 15 to 20% raise had been suggested. Mr. Arozena said that it was based on the survey of salaries between Solano, Yolo and Dixon.

### **Approval of Staff Raises in Line with Solano/Yolo Salary Survey**

Mr. Arozena said that the salary survey was based on policy 3150.1.1 which states "Salary schedules should ensure that the Library Director's salaries are competitive with salary schedules of adjacent library jurisdictions in Solano and Yolo counties.

Mr. Arozena pointed out the packet showing each of the library's positions and the salary comparisons between Solano and Yolo counties. Mr. Foster said that he

notices that we are behind Solano, but generally ahead of Yolo. Mr. Arozena said that that is true for some positions, but not all. The accounting technician position is behind both Solano and Yolo, the Librarian I and II positions are slightly behind Yolo. Ms. Maseda asked if all other Solano County libraries were run by the County. Mr. Arozena said yes, except for Dixon and Benicia. Ms. Maseda said she would like to see comparison costs for Benicia. Ms. Maseda also said that she values the hard work our employees do, but that 20% is a lot. Mr. Gabby said that most of the positions don't warrant a 20% raise. Mr. Arozena said that figures for 15 and 20% were part of the study. Ms. Dupell said that the salary study doesn't necessarily make recommendations of 15 or 20%, that it just presents a clear comparison between comparable positions. She said that there is a great deal of variance between positions. Mr. Gabby pointed out the Library Assistant II position and that it has a 40% difference in pay between Solano and Yolo. Ms. Dupell stated that the two staff members in question both have supervisory positions and neither are being compensated for that. Mr. Arozena agreed. Ms. Maseda stated that that is the sort of information that she needs to approve any new job titles and that it should

be detailed in the new job description. Mr. Gabby asked if Dixon's benefits were equal to Solano and Yolo counties. Ms. Dupell said that was not part of the study. Ms. Maseda said to keep in mind that CalPERS costs are going up. Ms. Dupell said that was not part of the study, but that it would be an eventual cost for the library. Ms. Maseda said that we need to keep the total benefits package in mind if we are considering changing things. Ms. Dupell said that she suspected that Solano gets more benefits than Dixon, but that the hourly wage discrepancy should be the top priority to address. She pointed out that the page salaries are the same as Solano and that the California Labor Law drove that. Mr. Gabby asked when Mr. Arozena would like to see a vote. Mr. Arozena said that he would not mind a vote tonight, but that if the Board is more comfortable waiting another month, that that would be ok. The Board all said that they would be comfortable waiting another month and that the entire Board should be available. Ms. Maseda said she would like to know what the increased cost of the raises would be. Mr. Arozena said that it is included in the budget. Ms. Maseda asked for costs for 5 and 10 percent raises in addition to the 15 and 20 presented. Mr. Gabby asked how hard that would be. Ms. Dupell approached the podium and explained how to arrive at the 5 and 10 percent figures if the 15 and 20 percent figures were known. Mr. Arozena pointed out that the Board was concerned at the last meeting by the fact that the library has a large surplus. He said that he thought that rewarding the staff with raises would be the top priority of ways to spend the surplus. Ms. Maseda said that she thinks that rewarding the staff would be a positive thing, but that she has been on the Board for two years and with new homes coming into Dixon that more of a library will be required and that some of the expansion should be funded by the surplus. Mr. Arozena agreed. Ms. Maseda said that that would also make for better working conditions for the staff. Mr. Foster agreed. He stated that salaries should be in line and that each position should be examined. Ms. Maseda said that she agrees and that since the library pages are compensated at the same rate as Solano that if we gave them a raise, we would be ahead of them. Ms. Maseda asked if there was something different about the county running a library. Mr. Foster said that Woodland was also part of a county system (Yolo) and that Dixon is in many ways its own little island. Mr. Arozena agreed. Ms. Maseda said that we are small and don't have to deal with as many issues as some of the bigger cities i.e. homelessness.

### **Approval of 2018/19 Budget**

Mr. Arozena stated that the personnel budget is a large part of the budget. Since the budget is supposed to be approved at the May meeting, he suggested that the Board consider passing the budget at the existing salary rates and then adjusting them as they see fit at an upcoming meeting. He asked Ms. Dupell for her opinion. She said that it could wait for an upcoming meeting and that if the Board voted to keep the salaries as is that it wouldn't have a big impact. Mr. Arozena asked if it would mess up the budget schedule as it wouldn't become official until the following month when the minutes are signed. Ms. Dupell said that we have an extra month to work with and that one year we didn't submit the budget until August. Ms. Maseda asked

that the new levels of salaries be included. Mr. Foster asked if Solano and Yolo have Librarian III positions. Ms. Dupell said yes, and she believes that they also have fours and fives. Mr. Foster said that he wants to see what the duties and pay would be for a Librarian III position to set it aside from a Librarian II position. Ms. Maseda said that those position, if given a 10% boost in addition to the proposed 15 or 20% could be getting a 20 to 25% raise. Ms. Dupell said that was not the case because the 10% was built into the 20% figure. She said that Mr. Arozena had planned on them starting at a different equivalent step. Mr. Foster said that they gives them room to improve to the next level. He said that he would like the Board to look at each individual position rather than do a flat rate across the board increase in salaries. Ms. Dupell said that there isn't always an exact match-up of job titles and responsibilities across the different library systems. Mr. Arozena pointed out that Yolo had a wide range of different library titles. Ms. Dupell said that trying to figure out the equivalent positions was one of the main challenges of the project. Mr. Arozena asked if they were going to table the budget until the next meeting. Mr. Foster asked if they were going to vote on the 100% as is personnel part of the budget. Ms. Maseda asked if they could wait. Ms. Dupell said that it is acceptable to have it done in June with the signed minutes coming in July. Ms. Maseda stated that they would look at the raises on a position by position basis. Mr. Foster asked to have job descriptions for each of the positions. Ms. Dupell said that the trend was to reward individuals who ran entire programs in addition to those positions with supervisory responsibilities. Mr. Foster asked if there was any sort of bonus system in place to reward outstanding employees. Ms. Dupell said that there is no bonus system or employee recognition and that she was planning on talking to the director in the future about a peer-to-peer recognition program, but that currently there is nothing. Ms. Maseda said that she thought that you can't give bonuses when dealing with tax dollars, but that a stipend for completing a particular project might be possible. Mr. Foster said that perhaps we could look into something like that. Ms. Maseda said that we need to do some sort of recognition for the employees and asked if there was longevity pay. Mr. Arozena said that there is already longevity pay. Ms. Maseda said that she thought a staff luncheon would be amazing. Ms. Dupell said she didn't think that was possible. Mr. Arozena said that he had heard of an ice cream party thrown by a County department that the supervisor had to pay out of pocket for. Mr. Gabby and Ms. Maseda said that the school district often does ice cream parties for the whole staff and that they also do a welcome-back breakfast. Ms. Dupell said she thought that seemed like an acceptable use of taxpayer money to boost staff morale. Ms. Maseda asked if we could see if other places did that sort of thing and if we could add a line-item to the budget. Ms. Dupell brought up the peer-to-peer program she had in mind. It would be a quarterly program where employees were nominated by their peers. The Director would not be part of it and a person could receive \$100 to recognize their contribution. Mr. Foster said that perhaps this could be a separate item for discussion at a future meeting after research was done. Ms. Dupell gave further examples of the sorts of positive contributions that could be rewarded. Ms. Maseda said that since the school district has a budget for employee breakfasts and luncheons that the library could do that too. Mr. Gabby said that the school district is a little different as serving

food is part of their function and the costs is cheaper for them to throw a party including food. Mr. Foster asked Mr. Arozena to ask the attorney if there are legal impediments to doing something along these lines. Ms. Maseda suggested a biannual breakfast or lunch. Ms. Dupell said that there is no guidance from Solano as to how to do that. Mr. Arozena said that it isn't addressed in the policies. He also said the first year he was at the library that there was money budgeted for a Christmas party and then he heard that Solano was cracking down on those types of events. Ms. Maseda asked if the library is allowed to do those sorts of events. Ms. Gabby said that the budget is tabled until next month.

### **Approval of Minutes of April 12, 2018 Regular Meeting**

Ms. Maseda moved to approve the minutes. Mr. Foster seconded. The minutes were approved, 3-0.

**Meeting adjourned.**

John Gabby, President  
President

Guy Garcia, Vice

