



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
AGENDA: REGULAR MEETING

7:00 P.M., Thursday, September 13, 2018

Council Chambers, City of Dixon  
600 East A St., Dixon, CA 95620

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**1. CALL TO ORDER**

**2. CLOSED SESSION**

- a. Public Employee Discipline/Dismissal/Release [Gov't Code 54957]
- b. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]
- c. Public Employee Performance Evaluation – Acting Interim Library Director [Gov't Code 54957]

**3. OPEN SESSION**

**4. BUSINESS MEETING**

a. Pledge of Allegiance

b. Roll Call:

Trustees:

John Gabby, President  
Luke Foster, Vice President  
Guy Garcia, Clerk  
Melissa Maseda, Member  
Caitlin O'Halloran, Member

Staff:

Roxanne Brown, Acting Interim Library Director

**4. NOTICE TO PUBLIC**

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

**5. CORRESPONDENCE, Page 9**

None

**6. CONSENT AGENDA, Page 10**

a. Resignation of three (3) employees. Job classification, Library Pages

Vidmar, Timothy – August 17, 2018

Alatorre, Jessica – August 10, 2018

Cararbajal, Beau – July 10, 2018

Wingard, Benjamin – August 10, 2016

Information only

Discussion

Action

b. Hiring of two (2) employees. Job classification, Library Pages

Hausman, Leonel – July 30, 2018

Miller, Gabriella – July 30, 2018

Information only

Discussion

Action

c. Approval of Board Minutes, August 9, 2018 Regular Meeting, p. 11-14

Information

Discussion

Action – Recommend approval

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**7. PUBLIC COMMENT, Page 10**

**8. GUESTS & PRESENTATIONS, Page 10**

a. Representatives of JK Architecture Engineering firm will be present to answer questions from the Library Board. The Contract for Library Board approval for services from JK Architecture Engineering is Agenda Item 8.b.

Information

Discussion

Action

b. JK Architecture Engineering Contract - Future of Library Facilities/Properties/Proposal from JK Architecture

p. 17-20

Information

Discussion

Action – recommend approval of JK Architecture Engineering Contract in the amount of twenty-seven thousand, nine-hundred, thirty dollars (\$27,930.00).

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- c. Adult Literacy Program / P. 21, 22  
X Information – written report from Pam Griffey  
Discussion  
Action

- d. Summer Reading Program, Jim Tinder, Children/Youth Services, P. 23-27  
X Information  
X Discussion  
Action

- e. Teen Program – Jim Tinder, Children/Youth Services, P. 25  
X Information  
X Discussion  
Action

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- f. Adult Services Librarian Report, Catherine Wesenfeld, P. 29-31  
X Information – written report by Catherine Wesenfeld  
X Discussion  
Action

**9. ACTING INTERIM DIRECTOR'S REPORT, Page 32**

- a. California Education Code 18408. Acting Interim Director's Contract, P. 33  
Article II. C. 9.j. reads, "Work with appropriate staff to file an annual report with the State Librarian pursuant to Education Code Section 18408."  
Email from Janet Coles, Assistant Bureau Chief, California State Library informed me via email Education Code Section 18408 is outdated and no longer needed. Replacing the State Report is a Public Library Survey.  
X Information – email attached  
X Discussion  
X Action – recommend approval for removing the Ed Code Section 18408 from Acting Interim Director duties. Acting Interim Director will complete the Public Library Survey.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- b. Measure L, Sales Tax Measure Meeting in September 17, 2018, at 6:00 P. 34  
p.m. at the Becker Balmer Room, Fairfield Civic Center, Fairfield, CA.  
X Information  
X Discussion  
X Action – Motion to approve one (1) of the following options;  
1) Increase the Acting Interim Director's Contract by one (1) day on September 17, 2018 to attend Measure L meeting

2) Work on September 17, 2018 in lieu of working October 31, 2018

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- c. Annual Measure L Expenditures Report to Solano County, P. 35-36  
X Information – email attached  
X Discussion  
X Action

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- d. Measure L provides funds to; prevent library closures; maintain collections of books, databases, and other materials; preserve library hours and children, teen, adult, senior programs, including computer training, homework help, adult/family literacy and children's story times, with all revenues staying in Solano County.  
X Information  
X Discussion  
X Action - recommend approval of an additional five (5) hours a week to the Library Personnel Payroll to fund a Spanish speaking Adult/Family Literacy Liaison with Measure L Funds.
- e. National Friends of Libraries Week, October 21 – 27  
X Information – National Friends of Libraries Week. Currently, there are 21 members of Friends of the Library and six (6) volunteers.  
X Discussion  
X Action – recommend commendation (thanks for the DPL Friends of the Library and volunteers at the October 11, 2018 Library Board of Trustees.
- f. Dixon Public Library Advisory Committee Application  
X Information – Called applicant twice, no return call  
Discussion  
Action

10. ONGOING BUSINESS, Pages 37-58

10.1 Budget Items:

- a. Fiscal Year (FY) 2018/19 Detail Budget Review – Gina Dupell, P. 38-48  
Accounting/Payroll Technician  
X Information  
X Discussion  
Action

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- b. Lease Contract (equipment) with CIT Bank in the amount of thirteen thousand, six-hundred, forty-four dollars and fifty-one cents, (\$13,644.51) P. 49-50
- X Information – Discussion
- X Action – recommend approval. Caltronics, vendor, provides current copier. Caltronics wrote DPL a check in the amount of twelve thousand, two-hundred, forty-dollars (\$12,240.00) in June in order to ‘buy-out’ the CIT Equipment Lease Contract.
- X Information
- X Discussion
- X Action – recommend approval

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

c. 2018/19 Budget Line item changes

1000	Salaries and FICA (approx.. costs)	\$
	Acting Interim Director Salary – approximately	20,000.00
	Liaison/Clerk for Adult Literacy Program/Spanish speaking	4,000.00
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2000	Services and Supplies	
	EdTech – 2018/19 Contract renewal (in packet)	5,000.00
	Employee Education Board Policy increase of	8,000.00
	Self-check machine budgeted Board Approved 06/08/18 amount of 17,500.00 – Board Minutes in packet	
	Arrived August 2018	18,500.00
	Gilbert Associates, Inc., invoice (in packet)	8,424.00

- X Information
- X Discussion
- X Action – recommend approval to reflect line item budget items

11. NEW BUSINESS, Policy and Procedure Review, Pages 58-89

- a. Policy 1000, Policy and Procedure Manual; Establishment and Purpose of Policies and Procedures P. 60-62
- X Information – *first reading*
- X Discussion
- X Action – recommend approval with additional language and to place a clean copy in the DPL Policy and Procedure Manual *if Board deems appropriate*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- b. Resolution to address language needed for "Above Allocated Hours" Pay Policy 3010 – Additional language for clarification of Above Allocated Hours P. 63
- Information
  - Discussion
  - Action – recommend approval

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- c. Policy 3010, Policy and Procedure Manual; Work Week, Work Hours, Overtime, and Above Allocated Hours P. 64-65
- Information – *first reading*
  - Discussion
  - Action – recommend approval. Above Allocated Hours are built in to the 2018/19 Budget. Recommend approval *if Board deems appropriate* ~~P. 64-65~~

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- d. Policy 3015 – Employee Status. Revision of Policy 3015 language was not added to reflect the Library Board's approval of the addition of language (approved on May 10, 2018). P. 66-68
- Information only – *final reading*
  - Library Board voted to approve new language for Policy 3015. Ayes – 3 and Noes – 0
  - Discussion
  - Action - Recommend approval *if Board deems appropriate.*

- e. Policy 3020 – Policy and Procedure Manual, Vacation Leave P. 69-71
- Information – *first reading*
  - Discussion
  - Action - Recommend approval *if Board deems appropriate*

- f. Policy 3030, Policy and Procedure Manual; Holidays 'and other Library Closure Days' P. 72-77
- Information – *first reading*
  - Discussion
  - Action - Recommend approval *if Board deems appropriate*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- g. Policy 3120, Policy and Procedure Manual; Title: Education Assistance Created an 'Education Reimbursement Form for employees' to fill out when asking to take class (es) related to their present work assignment and/or class (es) that are required as part of a degree or certificate. P. 78-80
- Information – form, first reading

- Discussion
- Action – recommend approval

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- h. Policy 3120.3.4, Policy and Procedure Manual: “The total amount that the Library District may reimburse an employee for educational assistance is limited to \$2,500.00 in any calendar year.”

Information

Discussion

Action – recommend to annually place \$10,000.00, in the budget to cover educational assistance reimbursement for regular full-time and regular part-time employees

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- i. Policy 4225, Policy and Procedure Manual; Title Internet Use and Access P. 81-86
- Information – *first reading*. Current policy language is out of date
  - Discussion – Need to address
  - Action – *if Board deems appropriate*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- j. Dixon Public Library Business Practices. P. 87-89

Information – Attached are three (3) pages located in the Dixon Public Library Policy Manual, Section ‘Personnel Policy Group: 3000’, approved by Library Board on September 1, 2017. The Dixon Public Library Policy and Procedure Manual does not reflect or support this document. Section ‘Personnel Policy Group: 3000’ was revised October 09, 2014, which does not reflect or include the use or implementation of ‘business practices’.

Discussion – The Dixon Public Library is governed by the Library Board. The Dixon Public Library Policy and Procedure Manual which serves as a resource for the Trustees, staff, and members of the public. It is to guide the manner in which matters of the Library business is to be conducted.

Action – recommend approval to direct Acting Interim Director implement the Dixon Public Library Procedure and Policy Manual and to cease any and all ‘business practices’ specifically ‘business practice/s’ dated September 1, 2017 which is in direct conflict with Policy 3030; That employees of the Dixon Public Library are to follow the Dixon Public Library Procedure and Policy Manual to present a cohesive and consistent library and work environment.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

Meeting adjourned at \_\_\_\_\_ p.m.

**The Library Board President legally posted this agenda in accordance with the Brown Act on: August 3, 2018. In compliance with the American's with Disabilities Act, if you need special assistance to access the Library Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library at 707-678-5447. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting.**