



GOVERNING BOARD OF LIBRARY TRUSTEES

MINUTES: REGULAR MEETING

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

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

1. CALL TO ORDER

7:00 p.m. – Meeting called 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]

No announcements from Closed Session

3. OPEN SESSION

4. BUSINESS MEETING

a. Pledge of Allegiance

b. Roll Call:

Trustees:

John Gabby, President	<i>Present</i>
Luke Foster, Vice President	<i>Present</i>
Guy Garcia, Clerk	<i>Absent</i>
Melissa Maseda, Member	<i>Present</i>
Caitlin O'Halloran, Member	<i>Present</i>

Staff:

Roxanne Brown, Acting Interim Library Director *Present*

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, Pages 10 - 14

- a. Resignation of three (3) employees. Job classification, Library Pages
Vidmar, Timothy – August 17, 2018
Alatorre, Jessica – August 10, 2018
Carabajal, Beau – July 10, 2018
Wingard, Benjamin – August 10, 2016

X Information only
Discussion
Action

No action

- b. Hiring of two (2) employees. Job classification, Library Pages
Hausman, Leonel – July 30, 2018
Miller, Gabriella – July 30, 2018

X Information only
Discussion
Action

No action

- c. Approval of Board Minutes, August 9, 2018 Regular Meeting
Information
Discussion

X Action – Recommend approval
Motion made by Member Madesa
Second motion by Member O'Halloran
Ayes 4 Noes 0

7. PUBLIC COMMENT, Page 15

No public comment

8. GUESTS & PRESENTATIONS, Page 16

- 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.

X Information
X Discussion
Action

Derek Labrecque, AIA, NCARB, AP, DBIA presented to the Board. No action

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

X Discussion

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

Motion made by Member Foster

Second motion made by Member O'Halloran

Ayes 4 Noes 0

- c. Adult Literacy Program

- X Information – written report from Pam Griffey

Discussion

Action

No action

- d. Summer Reading Program, Jim Tinder, Children/Youth Services

- X Information

- X Discussion

Action

No action

- e. Teen Program – Jim Tinder, Children/Youth Services

- X Information

- X Discussion

Action

No action

- f. Adult Services Librarian Report, Catherine Wesenfeld

- X Information – written report by Catherine Wesenfeld

- X Discussion

Action

No action

9. ACTING INTERIM DIRECTOR'S REPORT, Page 32- 36

- a. California Education Code 18408. Acting Interim Director's Contract, 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.

No action

Ayes _____ Noes _____

- b. Measure L, Sales Tax Measure Meeting in September 17, 2018, at 6:00 p.m. at the Becker Balmer Room, Fairfield Civic Center, Fairfield, CA.

Information

Discussion

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

No action

- c. Annual Measure L Expenditures Report to Solano County

Information – email attached

Discussion

Action

No action

- 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.

Information

Discussion

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.

Motion made by Member O’Halloran

Second motion made by Member Madesa

Ayes 4 _____ Noes 0 _____

- e. National Friends of Libraries Week, October 21 – 27

Information – National Friends of Libraries Week. Currently, there are 21 members of Friends of the Library and six (6) volunteers.

Discussion

Action – recommend commendation (thanks for the DPL Friends of the Library and volunteers at the October 11, 2018 Library Board of Trustees.

No action – information only

- f. Dixon Public Library Advisory Committee Application

Information – Called applicant twice, no return call
Discussion

Action

No action – information only

10. ONGOING BUSINESS, Pages 37- 58

10.1 Budget Items:

a. Fiscal Year (FY) 2018/19 Detail Budget Review – Gina Dupell, Accounting/Payroll Technician

X Information

X Discussion

Action

No action – information only

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)

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

Motion made by Member Madesa Member Foster made the

Second motion by Luke Foster

Ayes 4 Noes 0

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
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

Motion made by Member O'Halloran

Second motion made by Member Madesa

Motion

Ayes 4 Noes 0

11. NEW BUSINESS, Policy and Procedure Review, Pages 59 - 89

- a. Policy 1000, Policy and Procedure Manual; Establishment and Purpose of Policies and Procedures

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*

First Reading – no action taken

- b. Resolution to address language needed for “Above Allocated Hours” Pay Policy 3010 – Additional language for clarification of Above Allocated Hours

X Information

X Discussion

X Action – recommend approval

No action taken – Resolution is not appropriate in this setting

- c. Policy 3010, Policy and Procedure Manual; Work Week, Work Hours, Overtime, and Above Allocated Hours

X Information – *first reading*

X Discussion

X Action – recommend approval. Above Allocated Hours are built in to the 2018/19 Budget. Recommend approval *if Board deems appropriate*

First Reading – no action taken

- 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).

X Information only – *final reading*

Library Board voted to approve new language for Policy 3015. Ayes – 3 and Noes – 0

Discussion

X Action - Recommend approval *if Board deems appropriate.*

Board Policy 3015 will be inserted into the Library Policy and Procedure Manual.

Acting Interim Director will bring to the October 11, 2018 Board Meeting clarification of the description of ‘Extra Help’ employees

- e. Policy 3020 – Policy and Procedure Manual, Vacation Leave
X Information – *first reading*
X Discussion
X Action - Recommend approval *if Board deems appropriate*
First Reading – no action taken
- f. Policy 3030, Policy and Procedure Manual; Holidays ‘and other Library Closure Days’
X Information – *first reading*
X Discussion
X Action - Recommend approval *if Board deems appropriate*
First Reading – no action taken
- 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.
X Information – form, first reading
X Discussion
X Action – recommend approval
Approved.
Ayes 4 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.”
X Information
X Discussion
X 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
Approved under Agenda Item 10.1.c.
Ayes 4 Noes 0
- i. Policy 4225, Policy and Procedure Manual; Title Internet Use and Access
X Information –*first reading*. Current policy language is out of date
X Discussion – Need to address
X Action – *if Board deems appropriate*
First Reading – no action taken
- j. Dixon Public Library Business Practices.
X 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’.

X 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.

X 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.

No action necessary as the Library Board of Trustees had not approved Director’s to implement ‘business practices’. The Dixon Public Library is operated by the Dixon Public Library Policy and Procedure Manual.

Meeting adjourned at 9:21 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.



John Gabby, President

October 11, 2018
