

DIXON PUBLIC LIBRARY

GOVERNING BOARD OF LIBRARY TRUSTEES

MINUTES: REGULAR MEETING

7:800 P.M., Thursday, October 11, 2018

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

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1. **CALL TO ORDER** 8:13 p.m.

 2. **BUSINESS MEETING**
 - A. Pledge of Allegiance

 - B. Roll Call of Trustees:

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

 - C. Staff:

Roxanne Brown, Acting Interim Library Director	P
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3. **PUBLIC COMMENT**

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Library Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

No public comment

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.

No one addressed the Library Board

4. **GUESTS AND PRESENTATIONS, Pages 4 - 5**

- A. Bonnie Katz, Solano County Director of Library Services
Ms. Katz, Solano Co., Director of Library Services presented to the Library Board the services that Solano County could provide for the Dixon Public Library.
There are three (3) Special Library Districts in the State of California.

- B. Recognition of Friends of the Dixon Public Library
 - 1) National Friends of the Library Week – October 21 – 27, 2018
The Library Board signed Certificate of Recognition for the Friends of the Dixon Public Library.

5. **CORRESPONDENCE, Pages 6 - 13**

- A. Special District Risk Management Authority (SDMRA)
 - 1) Re: Letter, No Paid Workers' Compensation Claims in 2017/18
 - 2) Re: Letter and certificate; President's Special Acknowledgement Award – Workers' Compensation Program
 - 3) Re: Letter and certificate; President's Special Acknowledgement Award – Property/Liability Program

The Library Board commended and thanked the Library staff.

6. CONSENT AGENDA, Pages 14 - 23
 A. Approval of September 13, 2018 Agenda

Motion made by Guy Garcia
 Second Melissa Maseda
 Ayes 5 Noes _____

- 7. INFORMATION ITEMS, Pages 24 - 30**
- A. Net Position of Funds 426 and 428
 - B. September Monthly Budget Status Funds 426 and 428

- 8. DISCUSSION ITEMS, Pages 31 - 52**
- A. First Reading of DPL Policies
 - 1) BP 3070 – Continuity of Service
 - 2) BP 3150 - Compensation
 - 3) BP 5001 – Financial Audits
 - 4) BP 5006 - Current Library District Funds
 - 5) BP 5007 - Categorization of Unspent Budget Funds at the End of the Fiscal Year
 - 6) BP 3100 - Vehicle Use and Cost Reimbursement

- 9. ACTION ITEMS, Pages 53 - 88**
- A. Second Reading of DPL Policies, (Pages 53-74)
 - 1) BP 1000 – Establishment and Purpose of Policies and Procedures
 - 2) BP 3010 – Work Week, Work Hours, Above Allocated Hours, and Overtime
 - 3) BP 3020 – Vacation Leave
 - 4) BP 3030 – Holidays
 - 5) BP 4225 – Internet Use and Suspension of Library Privileges Duration

Motion made by Caitlin O'Halloran
 Second Luke Foster
 Ayes 5 Noes _____

Acting Director Brown will make the changes amendments recommended by the Library Board, then replace the revisions in the Dixon Public Library Policy and Procedure Manual.

- B. 2017/18 Public Facilities Fee (PFF) Impact Report, (Pages 75-77)
 In accordance with Governmental Code Section 66006 (b)(1) and (2), the Dixon Public Library provides the Public Facilities Fee (PFF) Report to the Solano County Board of Supervisors to review and accept.
 Report attached for Library Board review

Motion made by Melissa Maseda
Second Caitlin O'Halloran
Ayes 5 Noes _____

The Library Board asked Acting Interim Director to find out if the Special Library District is able to raise developer fees.

- C. ~~Extension of Acting Interim Director's Contract Amendment No. 1 to the Acting Interim Library Director Contract of Employment, (Pages 78-88)~~

~~Board must state (read) in public:~~

~~Pursuit to Government Code Section 54953, Subdivision (e)(3). The Board provides this oral summary of the compensation for the part-time and temporary executive position of Acting Interim Library Director. The term of the contract will be extended, commencing November 1, 2018, and ending December 20, 2018. The salary to be paid shall remain at the rate of \$475.00 per day, less all statutory deductions. The contract or amendment does not provide for any other compensation or benefits.~~

Motion made by Caitlin O'Halloran to pull 9.C. from the Agenda
Second Luke Foster
Ayes 5 Noes _____
No vote, item was pulled from the agenda

10. CLOSED SESSION

9:00 p.m.

- 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]

11. ANNOUNCEMENTS FROM CLOSED SESSION

*By unanimous vote in Closed Session, passed RESOLUTION No. 2018-19/01,
"RESOLUTION OF THE BOARD OF TRUSTEES OF THE DIXON PUBLIC LIBRARY DISTRICT REGARDING NON-RENEWAL OF THE EMPLOYMENT OF LIBRARY DIRECTOR"*

*Motion made by Member Maseda
Second made by Caitlin O'Halloran
Ayes 5 Noes _____*

12. ADJOURNEMENT

Time: _____ *10:30 p.m.*

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should 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. Meetings are held in locations which are wheelchair accessible.



John Gabby, President

November 8, 2018

National Library Calendar

November:

- Month long; Picture Book Month – [facebook.com/picturebookmonth](https://www.facebook.com/picturebookmonth)
- 2 – 4; Young Adult Services Symposium (YALSA)
- 4 – 10; International Games Week – [games.ala.org](https://www.games.ala.org)