

GOVERNING BOARD OF LIBRARY TRUSTEES
AGENDA: REGULAR MEETING

7:00 P.M., Thursday, November 8, 2018

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

1. CALL TO ORDER –

- *Meeting called to order by Vice-President Foster at 7:00 p.m.*

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. ANNOUNCEMENTS FROM CLOSED SESSION

- *No announcements from Closed Session*

4. BUSINESS MEETING

- A. Pledge of Allegiance
All stood for Pledge

- 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**

5. 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.

None

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.

6. GUESTS AND PRESENTATIONS

- *On behalf of the Library staff, Acting Interim Director, Roxanne Brown presented Member Garcia with a 'thank you' card and plant*

7. CORRESPONDENCE – none

- *None*

8. CONSENT AGENDA, Pages 4 - 8

A. Approval of October 11, 2018 Agenda Minutes

Motion made by Member Garcia

Second Member Maseda

Ayes 4 Noes 0

President Gabby was not present during this Agenda Item

9. INFORMATION ITEMS, Pages 9 - 31

- A. October Net Position of Funds 426 and 428, Page 10
- B. October Monthly Budget Status Funds 426 and 428, Pages 11 - 15
- C. Library Literacy Assistant Job Description, posted internally, October 15 – 26, 2018, Pages 16 - 18
- D. Library Movie Club: Beginning January 2019, the second Thursday of each month from 6:30 p.m. – 7:30 p.m., Pages 19 - 22
- E. HVAC repair: Blake’s Heating and Air Conditioning Proposal
1) Recommends to replace ignition module due to no spark and brittle gas flex – in danger of cracking \$380.30, Pages 23 and 24
- F. Application for, “How to MacGyver Your Library” Grant, Pages 25 - 31

10. DISCUSSION ITEMS, Pages

- A. First Reading of DPL Policies, Pages 32 - 75
- 1) BP 1025 Core Principles for Provision of Library Services, Pages 32-53
 - 2) BP 1020 Conflict of Interest, Pages 54 - 59
 - 3) BP 3100 Vehicle Use and Cost Reimbursement – with changes, requested by Library Trustees, Pages 60 - 64
 - 4) BP 3150 Compensation, Pages 65 - 70
 - 5) BP 4225 Banned/Barred Appeal Form; English/Spanish, Pages 70 - 73
 - 6) BP 8000 Governing Board of Library Trustees, Pages 74 - 75
- B. Library Director Search, Pages 76 – 79
- 1) Pamphlet from Benicia
 - 2) Staff input
- C. JK Architecture Engineering, Pages 80 - 98
- 1) Met with staff on October 25, 2018
 - 2) Set-up a one-hour Board Workshop on December 13, 2018 (prior to regular Board Mtg.) to:
 - a) Review artifacts from JK Architecture Engineering

- b) Ask questions
- c) Receive staff input
- *Acting Interim Director, Brown directed to set up a Board Workshop with JKAE for December 13, 2018 at 7:00 p.m.*

11. ACTION ITEMS, Pages 99 - 132

A. Second Reading of DPL Policies

- 1) BP 3070 Continuity of Service, Pages 99 - 101

Motion made by Member O'Halloran
 Second Member Maseda
 Ayes 5 Noes 0

- 2) BP 5001 Financial Audits, Pages 102 and 103

Motion made by Member Maseda
 Second Member O'Halloran
 Ayes 5 Noes 0

- 3) BP 5006 Current Library District Funds, Pages 104 - 107

Motion made by Member Garcia
 Second Member O'Halloran
 Ayes 5 Noes 0

- 4) BP 5007 Categorization of Unspent Budget Funds at the End of the Fiscal Year, Pages 108 and 109

Motion made by Member O'Halloran
 Second Member Garcia
 Ayes 5 Noes 0

B. 2017/18 State of California, Annual Library Survey submitted to the State of California in lieu of Education Code Section 18408, Pages 110 - 121

Motion made by _____
 Second _____
 Ayes _____ Noes _____

- No motion was taken

C. Extension of Acting Interim Director's Contract - Amendment No. 1 to the Acting Interim Library Director Contract of Employment, Pages 122 - 132

Board must state/read in public:

Pursuant to Government Code Section 54953, Subdivision (c)(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 Member Maseda

Second Member O'Halloran

Ayes 5 Noes 0

- *Governmental Code Section 54953, Subdivision (c)(3) was read by Vice-President Foster prior to the Library Board of Trustees voting on extension of Acting Interim Director, Brown's Contract.*

12. ADJOURNEMENT

Time: 8:20 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.

November Library Calendar:

- 1-15: Foods (canned/boxed) for Fines!
- 1: Evening Book Club, Funny in Farsi @ 6:15 p.m.
- 2: California State Library Report (Survey) Due – submitted on Oct. 29th
- 2 & 3: Friends of the Library Used Book Sale
- 8: Morning Book Club, The Ministry of Utmost Happiness @ 11:00 a.m.
- 8: Library Board of Trustees Board Meeting
- 9: Library Staff Meeting
- 11 & 12: Veteran's Day Closure
- 16: Anderson TK Storytime @ 10:00 a.m.
- 21: Library Closes at 5:00 p.m.
- 22 & 23: Thanksgiving Day Closure
- 28: "How to MacGyver Your Library" Grant due
- 28: Library Director's Meeting, Solano County, 3:-5:00 p.m.
- Tuesdays: Baby Storytime @ 10:00 a.m.; Preschool Storytime @ 10:30 a.m.



John Gabby, President

December 13, 2018