

GOVERNING BOARD OF LIBRARY TRUSTEES
AGENDA: REGULAR MEETING MINUTES

7:00 p.m., Thursday, December 13, 2018

Board Workshop

8:00 P.M., Thursday, December 13, 2018

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

Board Workshop

7:00 p.m. City of Dixon, Council Chambers

- Update of committee workshops 1 and 2
- Review Dixon Library demographics
- Discuss/confirm JKAE recommendations:
 - Plan for needs of 2018 and within a phased design; modernization; transformation and expansion
 - Address projected square footage needs based upon continued population growth as part of future expansion
- Review organizational expansion strategies
- Discuss/confirm committee recommendations: Strategy #4
- Next steps

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. Liability Claims [Govt. Code 54956.95]
Claimant: Steve Arozena
- D. Public Employee Performance Evaluation [Govt. Code 54957]
Acting Interim Library Director

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3. ANNOUNCEMENTS FROM CLOSED SESSION

The Board took action by unanimous vote in Closed Session to reject the Tort Claim of Steve Arozena.

4. BUSINESS MEETING

- A. Pledge of Allegiance *Completed*

B. Oath of Office

State law requires members of boards in the Department of Consumer Affairs to take an oath of office as provided in the California Constitution and the Government Code.

- Board members cannot begin their service or perform any official functions without first taking the oath of office.
- Every person who exercises any function of a public office without taking the oath of office, or without giving the required bond, is guilty of a misdemeanor.

- Unless otherwise provided, the oath may be taken before any officer authorized to administer oaths. The oath, certified by the officer administering the oath, must then be filed with the Secretary of State.

Oath:

"I, _____, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter serving on the Dixon Public Library Board of Trustees."

The Dixon Public Library Board of Trustees were sworn in at a regular Dixon Unified School District Meeting on December 6, 2018.

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| B. | Roll Call of Trustees:
John Gabby, President
Luke Foster, Vice President
Melissa Maseda, Member
Caitlin O'Halloran, Member
Jewel Fink, Member | <i>Present</i>
<i>Present</i>
<i>Present</i>
<i>Present</i>
<i>Present</i> |
| C. | Staff: Roxanne Brown, Acting Interim Library Director | <i>Absent</i> |

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.

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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.

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| 6. GUESTS AND PRESENTATIONS - | <i>None</i> |
| 7. CORRESPONDENCE - | <i>None</i> |
| 8. CONSENT AGENDA,
A. Approval of November 8, 2018 Agenda Minutes | Pages 6 - 10 |
| Motion made by <u>Member Maseda</u>
Second <u>Member O'Halloran</u>
Ayes <u>5</u> Noes <u>0</u> | |
| 9. INFORMATION ITEMS,
A. November Net Position of Funds 426 and 428, | Pages 11 - 24
Pages 11 - 12 |

- B. November Monthly Budget Status Funds 426 and 428, Pages 13 - 18
- C. Dixon Public Library Board Policy 3151, Supplemental Bilingual Pay, Pages 19-21
- D. Public Facilities Impact Fees (Information requested by the Library Board), Pages 22- 24

Impact fees are payments required by local governments of new development for the purpose of providing new or expanded public capital facilities required to serve that development. Many local communities have expanded the use of impact fees to finance a wide variety of public facilities. The most widespread use of these fees is for sewer and water facilities, parks, and roads. Impact fees are also being used for schools, libraries and public facilities.

The imposition of a fee must be rationally linked (the "rational nexus") to an impact created by a particular development and the demonstrated need for related capital improvements pursuant to a capital improvement plan and program.

- 1) Where are the funds placed when the DPL receives?
 - Solano County Public Facilities Fees Agencies Summary through June 30, 2017, attached
- 2) Are Impact Fees considered 'developer' fees?
 - Description of Solano County Public Facilities Fees, attached
 - County Assessment Roll Increases for the Sixth Year in a Row - document

Information Items 9.A., B., C., and D. were tabled until the Library Board of Trustees regular meeting January 10, 2019

Motion made by Member Foster
 Second Member Fink
 Ayes 5 Noes 0

- 10. DISCUSSION ITEMS** *None*
- 11. ACTION ITEMS,** **Pages 25 - 65**

A. Annual Organizational Meeting

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of Library Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Library Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

Within 15 days prior to the date of the annual meeting, the clerk of the Library Board, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members

President: Luke Foster

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

Vice-president: Caitlin O'Halloran

Motion made by Member Foster
Second Member Maseda
Ayes 5 Noes 0

Clerk: Jewel Fink
Motion made by Member Foster
Second Member O'Halloran
Ayes 5 Noes 0

2. Appoint the Library Director as secretary to the Board

Motion made by Member Foster
Second Member Maseda
Ayes 5 Noes 0

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3. Authorize signatures

Motion made by _____
Second _____
Ayes _____ Noes _____

No vote was taken

4. Establishment of the 2019 Library Board of Trustee Calendar – 2019 Calendar included in the Board Packet, Pages 25 - 26

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

- B. Second Reading of DPL Policies
 - 1) BP 1025 Core Principles for Provision of Library Services, Pages 27-37

Motion made by _____
Second _____
Ayes _____ Noes _____

- 2) BP 1020 Conflict of Interest, Pages 38 - 41

Motion made by _____

Second _____
Ayes _____ Noes _____

3) BP 3100 Vehicle Use and Cost Reimbursement – with changes,
requested by Library Trustees, Pages 42 - 43

Motion made by _____
Second _____
Ayes _____ Noes _____

4) BP 3150 Compensation, Pages 44 - 46

Motion made by _____
Second _____
Ayes _____ Noes _____

5) BP 8000 Governing Board of Library Trustees, Page 47

Motion made by _____
Second _____
Ayes _____ Noes _____

Motion by Member Foster to table Action Items B.1., 2., 3., 4., and 5. were tabled until the Library Board of Trustees regular meeting January 10, 2019

Motion made by Member Foster
Second Member Maseda
Ayes 5 Noes 0

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- C. January 14, 2018–9Professional Development Day. Library will be closed for Professional Development: CPR, Fire Drill, Active Shooter, and Evacuation procedures.
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Amend the year of 2018 to 2019

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

- D. Extension of Acting Interim Director's Contract - Amendment No. 2 to the Acting Interim Library Director Contract of Employment, Pages 49 - 61

Motion made by Member Fink
Second Member Foster
Ayes 5 Noes 0

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 December 21, 2018 and ending March 29, 2019. The salary to be paid shall remain at the rate of \$475.00 per day plus daily per diem stipend of \$100.00 per day worked, less all statutory deductions. The contract or amendment does not provide for any other compensation or benefits.

- E. Replacement of Security Gates, Bid \$33,703.84 plus an annual software renewal expense of \$99.00 per year: Tattle-Tape Clear Gate: The security gates at the library work sporadically at best (approximately 15 years old). The gates detect patrons entering and exiting the library as well as sound an alarm for materials that have not been checked out. The library staff voted on the design of the gates that would best serve the library and its patrons. Pages 62 - 65

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

12. ADJOURNEMENT

Time: _____

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.

December Library Calendar:

- 6: Dixon Christmas Stroll Library closed at 3:00 p.m.
- 7: CalPERS Information Meeting with Staff at 9:00 a.m.
- 13: Morning Book Club, Magpie Murders @ 11:00 a.m.
- 13: Evening Book Club, The Distance Between Us @ 6:15 p.m.
- 13: Board Workshop at 7:00 p.m. with JKAE Design
- 13: Library Board of Trustees Board Meeting @ 8:00 p.m.
- 14: Library Staff Meeting @ 9:30 a.m.
- 15: Bay Area Bike Mobile for children and teens from 11:00 a.m.-2:00 p.m.
- 23: Library Closes at 5:00 p.m.
- 24 & 25: Library Closed
- 31: Library Closed
- Tuesdays: Baby Storytime @ 10:00 a.m.; Preschool Storytime @ 10:30 a.m.



 Luke Foster, President

January 10, 2019

 Date