

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
6:00 PM, WEDNESDAY, September 26, 2012**

**REGULAR MEETING**

**AGENDA**

**MEETING LOCATION:  
COUNCIL CHAMBER, CITY OF DIXON  
600 EAST A ST., DIXON, CA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Trustees

Irina Okhremtchouk, President  
Gildardo Piñon, Vice-President  
Herb Cross, Secretary  
Joe DiPaola  
Guy Garcia

Staff

Vanessa Christman, Library Director

**NOTICE TO THE PUBLIC**

**Public Comment**

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.

**4. CLOSED SESSION**

- a. Public comments regarding closed session items
- b. Public Employee Discipline/Dismissal/Release  
[Gov Code 54957]

**5. INTRODUCTORY ITEMS**

- a. Open Session Call to Order
  - b. Report out Closed Session
  - c. Approval of Agenda Action
  - d. Communications Receive
  - e. Approval of minutes Action
- (Regular Meeting of June 14, 2012; Special Meeting of July 11, 2012, Attachment)

- |     |   |                   |
|-----|---|-------------------|
| 9.  | <b>PUBLIC COMMENT</b>                       | Receive           |
| 10. | <b>LIBRARY DIRECTOR REPORT</b>              | Receive           |
| 11. | <b>OLD BUSINESS</b>                         |                   |
|     | a. Job Title Changes                        | Discussion/Action |
|     | b. Budget                                   | Discussion/Action |
| 12. | <b>NEW BUSINESS</b>                         |                   |
|     | Ratify Library Director Employment Contract | Discussion/Action |
| 13. | <b>BOARD COMMENTS/ANNOUNCEMENTS</b>         |                   |
| 14. | <b>ADJOURNMENT</b>                          |                   |

The Library Director legally posted this agenda in accordance with the Brown Act on: September 22, 2012. In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library Director's Office at (707) 678-1805. Notification of at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

Minutes-Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
6:00PM, THURSDAY, JUNE 14, 2012

## REGULAR MEETING

MEETING LOCATION:  
COUNCIL CHAMBER, CITY HALL, CITY OF DIXON  
600 EAST A STREET, DIXON, CA

1. Call to Order

*The meeting was called to order at 6:06p.m. by Irina Okhremtchouk, President.*

2. Pledge of Allegiance

*The Pledge of Allegiance was recited.*

3. Roll Call

Trustees

Irina Okhremtchouk-President  
Gildardo Piñon, Vice-President -excused  
Herb Cross, Secretary  
Joe DiPaola-excused  
Guy Garcia

Staff

Sandy Myers, Acting District Librarian

4. Communications

*None*

5. Approval of Agenda

*Ms. Okhremtchouk suggested modifying the agenda slightly, tabling Item 12. C. Authorize Independent Auditor as Mr. Piñon could not be in attendance. Herb Cross moved, Guy Garcia seconded and the motion carried to approve the agenda as amended.*

6. Approval of minutes

A. Special Meeting of September 8, 2011

*Herb Cross moved, Guy Garcia seconded and the motion carried.*

B. Regular Meeting of March 8, 2012

*Herb Cross moved, Guy Garcia seconded and the motion carried.*

7. Acting District Librarian Report

- Corrections have been made to the State Statistics, however the currently published figures cannot be corrected because they have already been published. The State Library does have the corrections on file. In addition the figure for FY 10/11 has been submitted and is in the process of being finalized. Correct figures will be 88072. In looking back to find what was used to obtain the incorrect figures the wrong report was used.*

*The Librarian's report was accepted.*

8. Financial Report

Ms. Myers reviewed the Measure B Revenue. Currently it is \$63,389.64 above last year at this time. One more check is still to be received. It may not get here before the end of June and would then have to be deposited into the July budget.

The remaining financial reports were reviewed. Expenditures still have some accounts outstanding. There are a few big expenses that have not cleared. The Atkinson, Andleson attorneys and Aim Consulting are still outstanding. The Library should still end at the end of the year with a small surplus.

- Member of the public inquired if the figures reporting now was prior to Measure L passing
- Mr. Dingler inquired into the status of the contracts for the New Library Project. Ms. Okhremtchouk stated that the Board will decide whether to move forward with the building project or whether to put a moratorium on the project at a Board meeting in the very near future.
- Mr. Dingler requested the item be put on the agenda as soon as possible to terminate the contracts in regards to the Building Project.  
The financial reports were accepted.

## 9. Usage Statistics

The usage statistics were reviewed. There will again be a Daily statistics report cumulated into a monthly report.

## 10. Public Comment

- Ms. Emerson inquired into Mr. Atkins membership in Rotary. She was informed that Rotary is paid through June and then expires. Ms. Emerson stated that there needs to be an emphasis put on healing after the last administration.
- Mr. Werrin inquired as to the status of the EIR report and would like to see the report that was paid for
- Ms. Emerson requested that both the original EIR report and the report as it stands now be obtained. Ms. Okhremtchouk directed Ms. Myers to check the status of the EIR.
- Mr. Dingler pointed out that there may be an additional cost to obtaining the EIR report
- Ms. Emerson stated the New Board must clean up the mess left behind.
- Ms. Schrott-the authorization of who reviewed was never disclosed. Mr. Garcia wants a chronicle of the process to date.
- Member of the public stated the new Board needs to take responsibility to clean up
- Ms. Perfecto stated that the EIR information should have already been out to the public

## 11. Discussion Item

### A. FY 2012-13 Budget Development Review Draft Budget

Ms. Myers presented the draft budget that was given to the Library Commission who passed on the responsibility of preparing the budget to move to the Library Board for approval. It is presented as a balance budget. Consulting fees were lowered; legal expenses are set at \$10,000, which is what it was prior to the New Library Building project.

Ms. Myers requested that mileage be added to the budget to cover delivery costs and cost of library business. State figures for mileage would be used. Ms. Okhremtchouk stated that this would be looked at.

A member of the public stated that she would like the Board to keep in mind that some of the people that were re implemented were part of the problem and needs to be addressed.

Ms. Perfecto asked what impact the Grand Jury report has on the budget. The Board will have to discuss the Building Project. Okbremtchouk stated that a forensic audit will be conducted at a cost to the new budget. What ever the auditor might find could impact the budget.

Mr. Cross asked if there was a time frame for the new budget to be adopted. Ms. Myers stated that the final budget must be approved by August 31, 2012.

## **B. Schedule of Meetings**

The schedule of meetings was discussed. Possible alternate dates and times was discussed.

## **12. New Business**

### **A. Carnegie Library Plaque**

Ms. Okbremtchouk inquired as to the process of putting the plaques up. Ms. Myers said there was no process set up. Ms. Schrott stated that two plaques have been commissioned. One is commemorating the Women's Improvement Clubs (WIC) involvement with the Carnegie Library and the other is a Dixon Carnegie Library Preservation plaque. She stated that the WIC would be willing to pay for the mounting of the WIC plaque to the Carnegie as she believes the Dixon Carnegie Preservation Society would probably pay for the mounting as well. Ms. Okbremtchouk asked Ms. Schrott to see where the WIC's and the Dixon Carnegie Library Preservation would like the plaques affixed.

At the suggestion of Ms. Okbremtchouk the Board directed Ms. Myers to work with Ms. Schrott and the Preservation Society to have the plaques mounted and have a ceremony to celebrate the placement.

Mr. Werrin asked if there was money in the budget to spruce up the Carnegie and if we have money in the budget to do maintenance.

Ms. Emerson stated that the plaques that are currently there are difficult to read. Would they be able to be cleaned up.

Ms. Okbremtchouk asked that a motion be made to receive the plaques and to affix the plaque to the Carnegie. Guy Garcia moved, Herb Cross seconded and the motion carried.

### **B. Grand Jury Report**

Ms. Myers stated some of the information for the report. Ms. Okbremtchouk summed up the report. Grand Jury found we spent over 2 million on the Building Project and have little to show for it.

The findings are as follows:

**Recommendation 1-** Governing Board of Library Trustees require that future audits be completed no less than 180 days following the end of the fiscal period.

Ms. Okbremtchouk stated that a forensic audit has been authorized and they are proceeding with moving forward with hiring a firm in the very near future.

**Recommendation 2-** Governing Board of Library Trustees develops a financial plan to address the decline in net assets and cash.

**Recommendation 2b-** Governing Board of Library Trustees coordinate with the County Director of Library Services to determine the economic benefit and viability of joining the Solano County Library System.

Ms. Okbremtchouk has been in contact with the director and is awaiting a proposal.

**Recommendation 3-** Governing Board of Library Trustees develop a plan of action to deal with the possibility that the 1/8 cent library sales tax will not be extended.

Measure L which will continue the 1/8 sales tax has passed.

Ms. Okbremtchouk is working with the attorney's to respond to the Grand Jury.

### **C. Authorize Independent Auditor: Fiscal Years 2010-11 and 2011-12 (to date)**

This item was tabled.

13. Board Comments / Announcements

*None*

14. Adjournment

*The meeting was adjourned at 7:42 p.m. by Board President Irina Okhremtchouk.*

---

Irina Okhremtchouk, President

---

Herb Cross, Secretary

**Minutes-Draft**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**6:00 PM, WEDNESDAY, JULY 11, 2012**

**SPECIAL MEETING**

**MEETING LOCATION:**  
**COUNCIL CHAMBER, CITY HALL, CITY OF DIXON**  
**600 EAST A STREET, DIXON, CA**

**1. Call to Order**

*The meeting was called to order at 6:10 p.m. by Irina Okhremtchouk, President.*

**2. Pledge of Allegiance**

*The Pledge of Allegiance was recited.*

**3. Roll Call**

**Trustees**

**Irina Okhremtchouk-President**

**Gildardo Piñon, Vice-President**

**Herb Cross, Secretary**

**Joe DiPaola**

**Guy Garcia**

**Staff**

**Sandy Myers, Acting District Librarian**

**4. Communications**

*None*

**5. Approval of Agenda**

*Herb Cross moved, Gildardo Piñon seconded and the motion carried.*

**6. Approval of minutes**

**A. Regular Meeting of June 14, 2012**

*Herb Cross moved, Joe DiPaola seconded and the motion carried.*

**7. Public Comment**

*None*

**8. Old Business**

**A. ADA Update**

*Ms. Myers reported that all the books were moved on Monday, July 9<sup>th</sup> to shift bookcases for A.D.A. compliance. Ten staff members worked from 9:00 to 7:15. Positive comments have been received. The shift makes the Carnegie area look larger. The railings have all been installed in the A.D.A. restroom. There are still some pieces missing from the book drop. The downstairs non-fiction area is continuing to be worked on. Rocks have been put in place. The web-site is being kept up to date with regards to the A.D.A. changes. The exit*

*from the Carnegie and the tables (width between legs) still remain to be addressed. The Children's room still needs to be addressed. The exit from the reference area and the children's area along with the entire outside back area still need to be addressed.*

*Mr. DiPaola recommends the carpets get shampooed and agrees the area look nicer. Mr. DiPaola recommended the Board approve construction of concrete ramps, concrete sidewalk/ landing, and metal rails for the two rear exits of the Library which meet the ADA requirements for use as emergency exits. In addition the Board approves an initial amount of \$7000 for such construction and directs the Acting Library Director solicit bids from contractors for such construction and negotiate and award the winning contract to the winning bidder as long as it is under \$7000. Ms. Okhremtchouk asked how much has been spent to date on the A.D.A. repairs. Ms. Myers was not sure of the exact figures but believes there is still \$5,500 left. The biggest cost so far is \$405.00 for the front piece replacement for the book drop. Mr. DiPaola inquired as to whether the book drops are now compliant. Mr. DiPaola amended his recommendation to approve \$5000 from the remaining funds already approved to begin the process. Ms. Myers stated that she feels more comfortable in bringing the bids back to the Board for approval to allow the Board the opportunity to view the exact specifics of the bids. Mr. DiPaola stated that he prefers the exits be prioritized first as they are important.*

*Public Comments:*

*a. Mr. Chapman agrees the exits are the most critical. With ramps it would allow for everyone to exit the building safely.*

*b. Mr. Arnold thanks the Board and the Acting Librarian for moving forward.*

*Mr. DiPaola moved to direct the Interim Librarian to solicit bids to complete the needed repairs, meeting fire code and A.D.A. requirements and to bring it back to the Board for approval on the 25<sup>th</sup> of July, Herb Cross seconded and the motion passed.*

## **B. New Library Building Project**

*Ms. Okhremtchouk presented two paths, one put a moratorium on the project or two to continue and go out for a bond. Mr. DiPaola agrees with putting a moratorium on the project. The question was asked as to why a moratorium was needed. Ms. Okhremtchouk explained there are still contracts open that need to be closed. All processes need to be stopped and placing a moratorium essentially does this. Mr. Cross moves to place a moratorium for 6 months, Mr. Piñon seconded.*

*Public Comment:*

- Mr. Ceremello says stakeholders were disregarded. He believes the Carnegie needs to be addressed as a stand alone. He does not support a 30,000 sq. ft. library but does see a need for a possible second location or alternative to a 30,000 sq. ft. library. He feels a hard look needs to be taken as to what needs to be done for the next five or ten years.*
- Mr. DiPaola stated that he believes the project needs to be reviewed to see if there is anything salvageable. He would like the moratorium be placed for 1 year.*
- Ms. Emerson agrees the moratorium should be placed.*
- Mr. Arnold agrees with the moratorium and believes the project really needs a hard look. Do you fix the Carnegie, leave it alone or how should it be approached.*



- Ms. Werrin is in favor of a longer moratorium closer to 5 years to allow focus on what is now and addressing some of those issues.
- Ms. Perfecto believes that if it is a shorter moratorium people will just push off addressing repairs needing to be made now.
- Mr. Dingler stated that pushing things off just pushes the problems to the next board. Mr. DiPaola stated that in a year from now the same board will be in affect, in two years it would be a different board. That is why he would like to take the year to visit the issues and then act before this board exits.
- Mr. DiPaola would like the chance to have the new Library Director review the project and to allow the Board time to review and ascertain if any part of the project can be saved. Once the project is reviewed, then there would be meetings with the public.
- Mr. Werrin would like the role of the Impact Fee be placed on the next agenda. Right now it is set up to be used only for new building project. He would like to see if it would be able to be used on the existing library, collection development.
- Mr. Dingler suggests that if it is placed for one year that it be a scheduled agenda item
- Mr. Ceremello questioned why a moratorium even needed to be placed.
- Mr. DiPaola stated that he specifically requested to see the AIM bill before it was paid
- Mr. Arnold stated that the only direction the Commission gave to Mr. Atkins was to not spend any money on a mediator for the Mission Statement.

Herb Cross moved to place a moratorium for one year on the New Library Building Project, Gildardo Piñon seconded and the motion carried. Mr. DiPaola also requested that the Board direct the interim Librarian go through the contracts and stop all that can be stopped.

### **C. EIR Report**

Ms. Myers contacted Laura Lafler of LSA associates to find out the status of the EIR. To date \$85,786.30 has been spent on the EIR with LSA. In June of 2011 LSA developed the Administrative Draft EIR report. June-August 2011 timeframe it went to Wallace, Kuhl and Associates and they reviewed the report at no cost and found it was thorough. They recommended it go to legal for review. In September of 2011, Gregg met with Addison Covert of Kronick, Moskovitz, Tiedemann and Girard. They reviewed the documents and have some recommendations. It is still with KMTG and has not gone back to LSA. Ms. Myers has contacted Addison Covert and Mr. Covert said the changes were sent to LSA. LSA said they have not received anything.

The Board directed the interim librarian to obtain any materials paid for so far and in addition no further expenses be incurred for this project. Ms. Myers asked how the Board would like to receive the EIR. Electronically is preferred if possible as the file is large.

- Mr. Ceremello stated that there is a legal process for releasing an EIR.
- Mr. Cross suggested legal advice is sought as to how to proceed with the EIR so as not to break any legal processes.
- Mr. Dingler asked if this Board was going to do the same as the previous Board and keep spending on a dead issue. The EIR has no value what so ever without a project