



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**AGENDA: REGULAR MEETING**

Wednesday, June 26th  
6:00 PM

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

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**1. CALL TO ORDER**

**2. CLOSED SESSION**

- a. Public Employee Performance Evaluation: Library Director (Gov. Code 54957)
- b. Public Employee Performance Evaluation: Library Assistant (Gov. Code 54957)
- c. Public Employee Performance Evaluation: Library Clerk (Gov. Code 54957)
- d. Public Employee Performance Evaluation: Librarian I (Gov. Code 54957)

**3. BUSINESS MEETING**

- a. Pledge of Allegiance
- b. Roll Call:

Trustees:

Gil Piñon, President  
Irina Okhremtchouk, Vice President  
Guy Garcia, Clerk  
Herb Cross, Member  
Joe DiPaola, Member

Staff:

Vanessa Christman, Library Director

**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**

**6. CONSENT AGENDA**

- a. Approval of Agenda
- b. Approval of Minutes: May 30, 2013 Special Meeting
- c. Approval of Account Transfer Request into Fixed Asset Account

Action

**7. PUBLIC COMMENT**

Receive

**8. GUESTS & PRESENTATIONS**



**9. DIRECTOR'S REPORT**

Receive

**10. OLD BUSINESS**

- |   |                   |
|---|-------------------|
| a. Voting on Governance Options for Presentation at Future Public Forum | Discussion/Action |
| b. ADA Improvement: Selection of Construction Plan                      | Discussion/Action |
| c. Setting Meeting Schedule for FY 13/14                                | Discussion/Action |

**11. NEW BUSINESS**

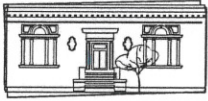
- |   |                   |
|---|-------------------|
| a. New Staffing Model: Study and Proposal Presentation    | Discussion/Action |
| b. New Staffing Policies: Study and Proposal Presentation | Discussion/Action |

**12. BOARD ANNOUNCEMENTS**

**13. ADJOURNMENT**

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.

In accordance with the Brown Act, this agenda was posted on: Saturday, June 22 2013



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
REGULAR MEETING: JUNE 26, 2013

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Action Sheet

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**Agenda Item: 6 (Consent Agenda)**

**Presented for:**

Consent: ✓

Public Hearing:

Action/Information/Discussion:

Action:

Information:

Submitted By: Vanessa Christman

Presented By: Vanessa Christman

**DISCUSSION/NOTES:**

**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**MEETING MINUTES**  
(Special Meeting)

Thursday, May 30, 2013  
6:00 PM

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

**1. CALL TO ORDER**

**2. BUSINESS MEETING**

a. Pledge of Allegiance

b. Roll Call:

Trustees:

Gil Piñon, President

Irina Okhremtchouk, Vice President

Guy Garcia, Clerk

Herb Cross, Member

Joe DiPaola, Member

Staff:

Vanessa Christman, Library Director

*All Board Members and Staff were present.*

**3. NOTICE TO PUBLIC**

**4. CORRESPONDENCE**

*Library Director Vanessa Christman stated that there was no correspondence to report.*

**5. CONSENT AGENDA**

Action

a. Approval of Agenda

b. Approval of Fund Balance Account Transfer Requests: \$15,000 into Subcategory 2236 (Consulting Services), \$4500 into Category 4304 (Computer Equipment), \$6000 into Category 2203 (Computer Components)

*Board President Gil Pinon stated that he would like to make a change to the consent agenda to approve an amended agenda that corrected item b. Mr. Guy Garcia asked for clarification on the corrections, and Library Director Vanessa Christman stated that in the original agenda she had made a mistake and included the wrong numbers for the fund category numbers.*

*Mr. Garcia motioned to approve items on the consent agenda, including the amended agenda and Ms. Okhremtchouk seconded.*

*Ayes: All Present*

*Motion Passes*

## 6. PUBLIC COMMENT

None

## 7. GUESTS & PRESENTATIONS

### a. Katrina Bergen, DPL's Children's & Young Adult Services Librarian

*Ms. Bergen presented a report on all of the activities that are going on in the summer months at the library and reported on donations to the library's children's program.*

## 8. LIBRARY DIRECTOR'S REPORT

*Ms. Christman presented the Library Director's report. She stated that the library had been cited by the City of Dixon for noncompliance with weed abatement policies, and that the library had fixed the issue within the allotted time frame for compliance. She also reported on the status of the ADA repairs, the dissolution of the SNAP consortium, as well as mentioned that the library had been approved for grant funding from the California State Library for technology updates.*

## 9. OLD BUSINESS

### a. Retaining Audit Services for FY 11/12

Action/Discussion

*The Board discussed retaining the services of Habbas Nassar, CPA for an audit of the library's 11/12 FY. Ms. Christman discussed a price quote she had received from Mr. Nassar, and Ms. Okhremtchouk mentioned that the price was similar to the one she had originally been quoted for the 10/11 FY audit and stated that she had negotiated the price downward with Mr. Nassar. Mr. Garcia suggested that Ms. Christman check into the audit services provided by the County Auditor's office. Ms. Christman stated that she will check into these audit services and report back to the Board.*

## 10. NEW BUSINESS

### a. Approval of New Internet Use and Safety Policies

Action/Discussion

*Ms. Christman stated that she had held a public forum to discuss changes to the Library's Internet use policies in order to bring the library into compliance with the Children's Internet Protection Act, a Federal Law that will enable the library to seek funding for its technology infrastructure in order to receive grant funding for technology improvements. Ms. Christman stated that she would like the Board to approve or amend and then approve the new policies. Mr. Cross suggested an amendment to the policy's wording.*

*Member of the public Susan Werrin asked about how this new policy would impact the library's support of the ALA's Patron Bill of Rights and Ms. Christman stated that this new policy would be incompatible with parts of the Patron Bill of Rights. Ms. Werrin said that it was unfortunate that the library needed to compromise on this issue in order to receive grant funding.*

*Mr. DiPaola presented a motion to approve the policy with Mr. Cross's amendment. Motion was seconded by Mr. Cross.*

*Ayes: All Present. Motion passes.*

**b. Clarification RE Longevity Pay & Step Increase Policies      Action/Discussion**

*Ms. Christman stated that staff members had approached her regarding their eligibility for longevity pay under the library's current policies. She continued by stating that the current policies are vague and have been applied inconsistently in the past and she asked the Board for Direction in determining staff eligibility.*

*Mr. Pinon suggested that the personnel pay specifics be decided in a closed session. Mr. Garcia suggested that Ms. Christman find policies from similar libraries and report back to the board. Mr. Cross suggested that this may also be a good time for examining the salary schedule of all library employees in conjunction with longevity pay.*

**c. Board Meeting Schedule for FY 13/14      Discussion**

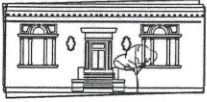
*Ms. Christman asked the Board to decide on their preferred meeting schedule for the upcoming year. Mr. Pinon discusses his decision to keep meetings that aligned with School Board meetings and stated that he will bring prospective meeting dates back to the Board.*

**II. BOARD ANNOUNCEMENTS**

*None*

**12. ADJOURNMENT**

*The meeting was adjourned at 7:46 pm.*



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
REGULAR MEETING: JUNE 26, 2013

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Action Sheet

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**Agenda Item:** IOa (Old Business)

**Presented for:**

Consent:

Public Hearing:

Action/Information/Discussion:

Action: ✓

Information:

Discussion: ✓

**Submitted By:** Vanessa Christman

**Presented By:** Vanessa Christman

**DISCUSSION/NOTES:**

Continuation of Voting on List of Governance Options for Presentation at Future Public Forum

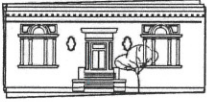
***(Draft)* List of Governance Options Previously Discussed by the  
Governing Board of Library Trustees**

1. Continue with Current Structure of Library Governing Board

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2. Create an Advisory Library Governing Board Sub-Committee
3. Pursue Legislation to Enable an Independently Elected Library Governing Board
4. Return to the Library Commission System of Governance
5. Pursue Contracting with the Solano County Library System for Library Governance/Management
6. Other Alternatives





**GOVERNING BOARD OF LIBRARY TRUSTEES**  
REGULAR MEETING: JUNE 26, 2013

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Action Sheet

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**Agenda Item:** 10b (Old Business)

**Presented for:**

Consent:

Public Hearing:

Action/Information/Discussion:

Action: ✓

Information:

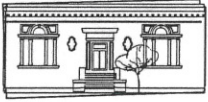
Discussion: ✓

**Submitted By:** Vanessa Christman

**Presented By:** Vanessa Christman

**DISCUSSION/NOTES:**

Pending proposal from Hozapple Construction of Vacaville, CA regarding ADA repair of egress ramp.



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
REGULAR MEETING: JUNE 26, 2013

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Action Sheet

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**Agenda Item:** 10c (Old Business)

**Presented for:**

Consent:

Public Hearing:

Action/Information/Discussion:

Action: ✓

Information:

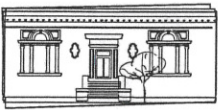
Discussion: ✓

**Submitted By:** Gil Pinon, Board President

**Presented By:** Vanessa Christman

**DISCUSSION/NOTES:**

Proposed schedule of Governing Board meetings for the upcoming year. List is adapted from School Board meeting schedule.



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**13/14 SCHEDULE OF MEETINGS**

Fourth Wednesday of Each Month  
6:00 PM

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

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**2013:**

- Wednesday, July 24th
- Wednesday, August 21st
- Wednesday, September 25th
- Wednesday, October 23rd
- Wednesday, November 13th\*
- Wednesday, December 11th\*

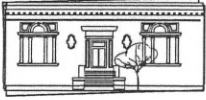
**2014:**

- Wednesday, January 22nd
- Wednesday, February 26th
- Wednesday, March 26th
- Wednesday, April 23rd
- Wednesday, May 21st
- Wednesday, June 25th

*Corresponding School Board Meetings  
(Thursdays)*

*July 25th  
August 22nd  
September 26th  
October 24th  
November 14th  
December 12th  
January 23rd  
February 27th  
March 27th  
April 24th  
May 22nd  
June 26th*

\*Adjustments for Holiday Breaks



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
REGULAR MEETING: JUNE 26, 2013

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Action Sheet

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**Agenda Item:** IIa (New Business)

**Presented for:**

Consent:

Public Hearing:

Action/Information/Discussion:

Action: ✓

Information:

Discussion: ✓

**Submitted By:** Vanessa Christman

**Presented By:** Vanessa Christman

**DISCUSSION/NOTES:**

I am attaching a proposal for a new staffing model, one that will allow us to adjust staff salaries to be consistent with area salaries, better divide tasks in the library, reduce personnel costs, as well as address staff concerns that they have been asked to work out of class.

## DPL New Staffing Model Proposal

### CURRENT POSITIONS

<u>Title</u>	<u>Notes</u>	<u>Salary Schedule</u>
Library Director		
Library Admin. Clerk	<i>unfilled</i>	17.00, 17.71, 18.45, 19.23, 20.04
Librarian II	<i>unfilled</i>	25.40, 26.66, 27.99, 29.40, 30.87
Librarian I		22.30, 23.38, 24.58, 25.83, 27.11
Library Assistant I		16.72, 17.54, 18.42, 19.35, 20.31
Library Tech Asst.	<i>unfilled</i>	16.72, 17.54, 18.42, 19.35, 20.31
Library Clerk		12.99, 13.64, 14.30, 15.05, 15.79
Library Aide		9.27, 9.75, 10.22, 10.74, 11.29

### PROPOSED CHANGES

Notes RE Salary Schedule

<u>Title</u>	<u>Notes</u>	<u>Salary Schedule</u>
Library Director		N/A
Supervising Librarian		25.70, 26.60, 27.53, 28.50, 29.49
Circulation Supervisor		21.81, 22.57, 23.36, 24.18, 25.03
Librarian		22.30, 23.38, 24.58, 25.83, 27.11
Library Assistant	<i>Admin, Local History</i>	17.40, 18.09, 18.63, 19.29, 19.96
Library Assistant II	<i>Tech Svc, Youth/Ref</i>	19.51, 20.19, 20.89, 21.63, 22.38
Library Clerk		15.65, 16.19, 16.76, 17.35, 17.95
Library Page		10.00, 10.35, 10.71, 11.08, 11.47

**Changes Explained:** The proposed new/reclassified titles and salary schedules have a number of changes. (1) An administrative class of employees has been added, Supervising Librarian and Circulation Supervisor. (2) The Library Administrative Clerk and the Library Tech. Assistant have been merged into the Library Assistant position. (3) The Library Assistant II class has been added, and the higher pay reflects the more specialized job duties. (4) Library Aide has been renamed Library Page to reflect common library naming conventions. (5) Most of the existing salary schedules have been adjusted upward to align with Solano County's salary schedule- however step increases now reflect a 3.5% increase in salary as opposed to a nearly 5% increase in salary.

Salary Schedule ComparisonsCURRENT POSITIONS

Title	DPL Salary Schedule	Solano	Benicia	Yolo	Woodland
Library Director	31.25	58.6-71.2	52.97-64.38	56.08-68.16	42.50
Librarian II	25.40, 26.66, 27.99, 29.40, 30.87	25.51, 26.79, 28.13, 29.54, 31.01	25.76-31.31	25.41-30.89	27.90-33.91
Librarian I	22.30, 23.38, 24.58, 25.83, 27.11	22.08, 23.19, 24.35, 25.57, 26.85	23.42-28.47	20.62-25.06	25.83-29.90
Library Assistant I	16.72, 17.54, 18.42, 19.35, 20.31	19.68, 20.72, 21.81, 22.96, 24.17	17.69-21.50	17.40-21.14	16.19-17.83
Library Clerk	12.99, 13.64, 14.30, 15.05, 15.79	16.71, 17.59, 18.51, 19.49, 20.51	15.77-19.17	15.61-18.98	14.67-17.83
Library Aide	9.27, 9.75, 10.22, 10.74, 11.29	9.34*, 14.40, 15.20, 16.01, 16.85, 17.73	8.12-9.87	N/A	N/A

**New Position Details**

**Duties**

**Salary Schedule**

<b>Supervising Librarian</b>	<i>Manage Youth &amp; Adult Services, schedule librarians and reference staff, evaluate librarians and reference staff, apply for and manage grants, oversee library materials budget</i>	\$25.7 - 29.49
<b>Circulation Supervisor</b>	<i>Manage Circulation &amp; Acquisitions, schedule circulation staff, evaluate circulation and acquisitions staff, oversee AP &amp; AR, track circ and acq budgets.</i>	\$21.81-25.03
<b>Library Assistant: Administrative Support</b>	<i>Perform clerical work for Library Director and Department Admins, Complete Marketing tasks for library departments, Board Liaison</i>	\$17.40-19.96
<b>Library Assistant: Local History</b>	<i>Community Local History resource, manage archives, take weekly shifts on the reference desk, create local history displays in the library and online</i>	\$17.40-19.96
<b>Library Assistant II: Technical Services</b>	<i>Process and repair library materials, perform regular website maintenance, undergo training on library circulation systems, take weekly circulation desk shifts</i>	\$19.51-22.38
<b>Library Assistant II: Youth and Reference Services</b>	<i>Perform storytimes, assist in planning events and ordering children's materials, take reference shift, visit schools and organizations for community outreach</i>	\$19.51-22.38

NEW PERSONNEL COSTS PROJECTION

	Hours/wk	Hourly 2013-2014	Base Salary	PERS	PERS-2	FICA	MEDICAL	DENTAL	WC
Library Director	40	\$31.25	\$65,000	\$15,498		\$4,973	\$7,140	\$920	\$813
LA (Admin)	20	\$17.40	\$22,620	\$5,393		\$1,730	\$3,570	\$575	\$283
Supervising Librarian	40	\$26.60	\$55,328	\$13,192		\$4,233	\$7,140	\$920	\$692
Librarian I	40	\$25.83	\$53,726	\$12,190		\$3,772	\$1,800	\$920	\$672
Circ. Supervisor	40	\$21.81	\$45,364	\$10,816		\$3,470	\$7,140	\$920	\$567
LA (Tech Serv)	40	\$19.51	\$40,580	\$9,675		\$3,104	\$7,140	\$920	\$507
LA (Children's Svcs)	25	\$19.51	\$25,363	\$6,047		\$1,940	\$4,462	\$575	\$317
Library Clerk	25	\$15.65	\$20,345	\$4,851		\$1,556	\$4,462	\$575	\$254

"Extra Help" Employees

Librarian I	8	\$27.11	\$10,573	\$0	\$364	\$809	\$0	\$0	\$0
Librarian I	2	\$27.11	\$2,819	\$0	\$97	\$216	\$0	\$0	\$0
Librarian I	10	\$27.11	\$14,097	\$0	\$485	\$1,078	\$0	\$0	\$0
Librarian I	5	\$27.11	\$7,049	\$0	\$243	\$539	\$0	\$0	\$0
Librarian I	5	\$22.30	\$5,798	\$0	\$200	\$444	\$0	\$0	\$0
Library Page	12	\$11.47	\$7,157	\$0	\$246	\$548	\$0	\$0	\$0
Library Page	12	\$10.71	\$6,683	\$0	\$230	\$511	\$0	\$0	\$0
Library Page	12	\$10.71	\$6,683	\$0	\$230	\$511	\$0	\$0	\$0
Library Page	12	\$10.71	\$6,683	\$0	\$230	\$511	\$0	\$0	\$0
Library Clerk	18	\$15.65	\$14,648	\$0	\$504	\$1,121	\$0	\$0	\$0
LA (Local Hist)	15	\$17.40	\$13,572	\$0	\$467	\$1,038	\$0	\$0	\$0

TOTALS \$424,088 \$77,663 \$3,297 \$32,105 \$42,854 \$6,325 \$4,104

Perm Empl Salary \$328,326  
 Perm Empl Salary + Benefits \$479,947  
 Extra Help Empl Salary \$95,762  
 Extra Help Empl Salary+Benefits \$106,385  
 GRAND TOTAL \$586,332  
 Salaries and Benefits



DPL Staffing Expenditures

Fiscal Year	Personnel Expenditures	Income	% of Income
2009-2010	\$666,712	\$978,306	68%
2010-2011	\$696,255	\$989,641	70%
2011-2012	\$586,996	\$1,110,162	53%
2012-2013 (budgeted)	\$598,082	\$953,733	63%
2013-2014 (projected)	\$586,332	\$998,050	58%



**GOVERNING BOARD OF LIBRARY TRUSTEES**  
REGULAR MEETING: JUNE 26, 2013

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Action Sheet

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**Agenda Item:** IIb (New Business)

**Presented for:**

Consent:

Public Hearing:

Action/Information/Discussion:

Action: ✓

Information:

Discussion: ✓

**Submitted By:** Vanessa Christman

**Presented By:** Vanessa Christman

**DISCUSSION/NOTES:**

I am attaching a proposal for changing some personnel policies to make them more consistent with libraries in the region.

Proposed Changes In DPL Personnel Policies

6/22/2013

Policy

Change

Proposed Change

Supporting Info

<p><b>Employment Status</b></p>	<p>Yes</p>	<p>Permanent Full Time &amp; Part Time on contract, Temporary workers will still remain at will</p>	<p>Status change, as well as policy changes, need to be reviewed by Legal Counsel</p>
<p><b>Longevity Pay</b></p>	<p>Yes</p>	<p>Only permanent employees eligible for longevity pay, pro-rated for hours worked, 2.5% salary bump after 10 years of continuous employment , and additional 2.5% after 15 years</p>	<p>Solano County Local 39, Yolo County, City of Benicia (Every 10 Years)</p>
<p><b>Step Increases</b></p>	<p>Yes</p>	<p>Merit-Based, recommended at yearly evaluation by Lib. Director or Supervisor and approved by Board, pro-rated for hours worked, salary schedule changed to reflect a 3.5% salary step increase instead of a 5% increase. New temporary employees will only be able to advance to Step 2.</p>	<p>Solano, Palos Verdes Library District, Yolo, Benicia, Placer</p>
<p><b>COLA</b></p>	<p>No</p>	<p>COLA should not be offered in FY 2013-2014 due to concerns with declining property tax revenue and uncertainty with redevelopment pass-through funds. The Board should consider a resolution to reinstate COLA in FY 14-15 if tax revenues increase</p>	<p>Early projections show a decrease in property taxes for 12-13 but Solano County is projecting a slight increase for 13-14</p>