

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 PM, WEDNESDAY, MARCH 25, 2010

REGULAR MEETING

BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT
180 SOUTH 1ST STREET, DIXON, CA

1. Call to order

The meeting was called to order by Jim Ernst, President at 7:02 p.m..

2. Roll call

Trustees

Jim Ernst

John Gabby

Irina Okremtchouk

Herb Cross

Gildardo Piñon-absent

Staff

Gregg Atkins, District Librarian

Sandy Myers, Recorder

Library Commission

Greta Galindo, President

3. Communications

None

4. Approval of agenda

Herb Cross moved, Irina Okremtchouk seconded and the motion carried.

5. Public presentations to, or discussion with the Trustees

None

6. Approval of minutes

A. Regular Meeting of December 16, 2009

Herb Cross moved, Jim Ernst seconded and the motion carried to approve the agenda with the correction of Item 9, bullet 2 to include the communication that the Dixon Unified School District classified staff union has filed a grievance with possible litigation regarding the Dixon Public Library operating the Dixon High School Library as a branch of the public library. The Union has also stated that they will possibly withdraw their support in future elections.

7. Library Commission President's Report

Greta Galindo reported the following

- a. The development of the 10/11 budget has been delayed until June to allow a better picture of financial income to be received.*
- b. A Special Meeting of the Library Commission was held on March 12, 2010 to approve the expenditure of purchasing a new library lift. The old lift broke and could not be repaired. In compliance with ADA the Library must provide means for patron access to the Carnegie. A patron has submitted a complaint regarding the temporary access restriction. The complaint has been forwarded to County Counsel for a response. County Counsel has advised Mr. Atkins that as long as suitable action has been taken to replace the lift and alternative means for accessing materials has been provided the library is in compliance.*
- c. Greta reports that surrounding library's are taking big hits due to budget crisis. Yolo has gone to a reduction in hours. Woodland is looking at the possibility of closing the doors. The Dixon Library staff is concerned about the increased impact the reduction in hours and the closure of a library may have on them.*

Greta states that the Dixon Library should be thankful for the minimal impact it has incurred due to budget constraints.

8. District Librarian's Report

Mr. Atkins added the following items to the written report

Currently the County Board of Supervisors and the Librarians are having a showdown regarding budget issues. The County Board of Supervisors has recently changed their salary approach and now employees are paying a portion of PERS which was previously picked up by the employer, salary cuts have also been endured. If Vacaville Culture Center and Town Square Library's cut hours the Dixon Library will feel the impact of those cuts

The Library has worked very closely with County Counsel regarding the correct approach to take regarding the broken wheelchair lift. There is a patron who insists the Carnegie must be closed until a lift is provided. County Counsel advises that the Library must provide alternate service (i.e. retrieving the items for the patron). The lift has been ordered but it must be made to order and the process until completion could take 6 to 8 weeks. Once installed the lift must be CAL OSHA inspected and certified.

The report was unanimously accepted.

9. Financial Reports

Looking at the pattern so far for sales tax receipts it appears that the income may be \$23,000 more than anticipated. However the interest earned is at a minimum of 1/4 less than it was last year. Interest on the money is currently being earned at 1%. Expenditures at this time show that there may be a savings of \$13,000. By the end of the fiscal year if things stand as they are and there are no more unforeseen expenditures the budget should reflect approximately \$36,000 to the good.

The financial reports were unanimously accepted.

10. Usage Statistics

General circulation is up by 8% and in the door patrons is up by 11%.

The statistics reports were unanimously accepted.

11. Discussion Items:

A. New Library Facility

Mr. Atkins and Sandy Myers met with the Architectural firm today in South San Francisco. A timeline was discussed briefly and will be elaborated upon at a later date. Conversation has begun with a firm for the Environmental Impact Report (EIR). Gregg will be meeting tomorrow with the firm to discuss what will need to be included in the report and the cost of the services. Information about the City and the relationship with the library was provided to the Architects. Information about the Governing Board of Library Trustees, the Commission, and the New Library Building Committee was provided. A general conversation about how all parties involved will work together took place.

The next step in the process is for Gregg Atkins, District Librarian, Sandy Myers, Administrative Support Manager, Nancy Huston, City Manager, Jim Ernst, President Library Trustees, and Susan Ostergard, Library Commission to meet with the Architects and possibly a Public Relations firm.

The Architects have suggested having a booth at the May Fair with an informational kiosk. This would allow for visibility and inquiry by the community. Gregg will look into a booth.

Gregg met with the Dixon Fire Department regarding the old house on March 24, 2010. The Fire Department will use the house as a training site on May 31st and June 1st. They will conduct between 25 and 27 burns over the two day period. There is some work that must be done prior to the burn to insure the structural safety of the building. The cost will be approximately \$4000. That work will be completed by the end of April. The Fire Department will go in before the planned burn date to establish its training procedure.

The final contract between the Architectural firm and the Library is being put together. The Architectural firm will be contacting Wallace, Kubl Associates to gather information on the best procedure for filling in the basement of the old house once the burn has been completed.

12. New Business

A. Recommendation to Approve Mid-Year Budget Adjustment for Construction in Progress

John Gabby moved, Herb Cross seconded and the motion carried.

B. Recommendation to Approve Mid-Year Budget Adjustment for Replacement of Wheelchair Lift

Herb Cross moved, John Gabby seconded and the motion carried

C. Recommendation to Approve Fifth Fiscal Year Impact Fee Report

Herb Cross moved, John Gabby seconded and the motion carried

13. Board Comments

Mr. Atkins announced that the State has identified a program for state reimbursement for Agenda's developed under the Brown Act requirements. . Being a member of California Special Districts Association alerted the library to the Brown Act Reimbursement in its November/December 2009 issue. The papers have been in the process of being compiled since then. Sandy Myers has gone through four years of agendas for all the meetings and photo copied and completed all the required documentation to submit for the reimbursement. The completed package was presented to Mr. Atkins for signatures and the package was mailed off yesterday. The reimbursement will be upwards of \$26,000.

14. Announcements

None

15. Adjournment

Jim Ernst, President adjourned the meeting at 7:40 p.m.

Jim Ernst, President

Herb Cross, Secretary