

**MINUTES-Draft**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**6:00 PM, THURSDAY, MARCH 12, 2009**

**REGULAR MEETING**

**BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT**  
**180 SOUTH 1<sup>ST</sup> STREET, DIXON, CA**

**1. Call to order**

*The meeting was called to order by Jim Ernst, Vice-President , at 6:03 p.m.*

**2. Roll call**

Trustees

Amy Proctor, President-excused  
Jim Ernst, Vice-President  
John Gabby, Secretary  
Shana Levine  
Alan Hodge-excused

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

Library Commission

Greta Galindo, President

**3. Communications**

*District Librarian Gregg Atkins presented a communication from Angelina McKinsey, president of Martin Pearl Publishing. Her company has offered to donate 10% of the retail price of "The Lincoln Secret", by John McKinsey for each book sold. In addition if the book sells one million copies Martin Pearl Publishing will donate an additional one million dollars.*

*Shana Levine requested that a letter be written on behalf of the Trustees thanking Mrs. McKinsey for her generous proposal.*

**4. Approval of agenda**

*Shana Levine moved, John Gabby seconded and the motion carried.*

**5. Public presentations to, or discussion with the Trustees**

*None*

**6. Approval of minutes**

**A. Regular Meeting of December 11, 2008**

*Shana Levine moved, John Gabby seconded and the motion carried.*

**7. Financial Reports**

**A. Presentation of 2006-07 / 2007-08 Audit Report by County of Solano (Melinda Ingram, Ian Goldberg)**

*Ian Goldberg explained the audit process to the Trustees. The Library has an Unqualified Opinion which is an A+. There are no items to report which need correcting. Melinda Ingram expressed her appreciation for the work the library does do keep its records in order. Mr. Atkins thanked Melinda and Ian for their dedication to working with the Library District to perfect its processes and keep things in the best procedural approach.*

*Shana Levine questioned whether there was a conflict of interest since the County also is contracted to do the Library's accounts payable. Ian Goldberg explained that the two departments are separate and that the library is in a contractual relationship with the County only to issue the checks, but the County does not in fact create the data on which the checks are paid. Solano County is just the Library's processing unit.*

*Shana Levine moved, John Gabby seconded and the motion carried*

#### **B. Financial Reports**

*The financial reports were reviewed and accepted.*

*Jim Ernst moved, John Gabby seconded and the motion carried*

#### **C. Annual Development Impact Fee Report**

*The annual development impact fees report was presented. Not much in fees was collected in the last year due to the economic downturn.*

*Jim Ernst moved, John Gabby seconded and the motion carried*

### **8. Library Commission President's Report**

*President Greta Galindo reported that if the Library had a vote as to what is important to remain in the curriculum for the schools, the library would vote to reopen the libraries. The library has seen the effects of the school libraries closing. More students are in daily for homework assignments and requesting items they could have gotten at the schools before.*

*The report was unanimously accepted.*

### **9. District Librarian's Report**

*Mr. Atkins demonstrated the new web site for the Dixon Public Library.*

*The report was unanimously accepted.*

### **10. Usage Statistics**

*All statistics are up from last year at this time, due to the closure of the school libraries as well as the effects of the economy.*

*The statistics reports were unanimously accepted.*

### **11. Discussion Items:**

#### **A. New Library Facility**

*Mr. Atkins suggested that due to the importance of the Ad-hoc meetings the Board of Trustees should meet in a joint meeting every month to keep apprised of the progress being made by the committee. The meeting could be held on the same Mondays as the Library Commission Meeting. Wednesdays were also offered as a possible meeting date. Shana Levine requested that the meetings be every other month, however Jim Ernst stated that the work being done is important and should be considered for monthly meetings. If no new information needs to be reported then the meeting would not need to be held. The Trustees would like to hear how the Commission feels about the need for monthly meetings.*

*The question as to whether community members should be added to the Ad-hoc meetings at this time was discussed. Jim Ernst would like to keep the committee small so it can function in an efficient manner, however the Board of Trustees would like to hear the opinion of the Commission on this matter.*

*Mr. Atkins reported that the Library has hired Linda Demmers as its Building Consultant. She has come highly recommended and has been in the business for a long time. On March 13<sup>th</sup> Mr. Atkins will fly to L.A. to meet with her and begin preparatory discussions.*

**B. Mid-Year Budget Reductions Due to Economic Factors**

*Mr. Atkins has made the necessary budget cuts requested by the Board due to the economic factors. Shana Levine suggested that since these cuts and freezes are now in place that the library make an additional 1% to 2% cut but not put it in to place unless it is necessary.*

**12. New Business**

**A. Recommendation to recommend acceptance of 2006-07 / 2007-08 audit**

*Shana Levine moved, John Gabby seconded and the motion carried.*

**13. Board Comments**

*Jim Ernst stated that the Library need at a minimum one and one half hours for the quarterly meetings with the Library Board of Trustees. He cautioned that the library should not be getting short changed any longer.*

**14. Announcements**

*None*

**15. Adjournment**

*Jim Ernst, Vice-President adjourned the meeting at 7:03 p.m.*

---

*Jim Ernst, Vice-President*

---

*John Gabby, Secretary*