

DIXON PUBLIC LIBRARY

GOVERNING BOARD OF LIBRARY TRUSTEES

MINUTES: REGULAR MEETING

5:00 P.M., Thursday, January 14, 2021

Zoom Virtual Meeting

1. CALL TO ORDER: The meeting was called to order by President O'Halloran at 5:05 p.m.

2. ESTABLISH QUORUM/ROLL CALL

2.a. Roll Call of Trustees:

Caitlin O'Halloran, President	P
Jewel Fink, Vice President	P
Melissa Maseda, Clerk	P
Lloyd McCabe, Member	P
David Bowen, Member	P

Staff: Bonnie Katz, Director Library Services, Solano County Library P

3. APPROVAL OF AGENDA

3a. Approval of January 14, 2021 Agenda

Motion made by Member McCabe

Second Member Bowen

Ayes 3 Noes 0

Yes David Bowen

Yes Lloyd McCabe

Yes Caitlin O'Halloran

4. APPROVAL OF MINUTES

4. a. Approval of the November 12, 2020 Meeting Minutes

After the correct spelling of Lloyd McCabe's last name under 4b and the correct title of Day of the Dead program in the Director's Information Report, the meeting minutes of November 12, 2020 were approved.

Motion made by Member McCabe

Second Member Bowen

Ayes 3 Noes 0

Yes Lloyd McCabe

Yes Caitlin O'Halloran

Yes David Bowen

4.b. Approval of the November 19, 2020 Special Meeting Minutes

Motion made by Member McCabe

Second Member Bowen

Ayes 3 Noes 0

Yes Lloyd McCabe

Yes Caitlin O'Halloran

Yes David Bowen

5. **PUBLIC COMMENT**-None

6. **INFORMATION ITEMS**

6.a. Information Report-Director of Library Services

Ms. Katz reported it has been one year since Solano County Library started operating the Dixon Public Library.

Ms. Katz gave a brief overview of what the library has accomplished over the year. The library closed March 2020 and reopened by appointment in June. Then the library closed again in December 2020 for in-person appointments. The library implemented curbside service in March. The library will most likely continue curbside service when the library opens again. From March to December 2020, there were 2,100 curbside pick-ups and 1,850 in-person visits to the Dixon library.

All the materials for Dixon are now ordered and processed through SCL Technical Services department. Some of the collection projects at the library include: grouping DVDs by genre, interfiling the Blu Ray dvds, reclassifying the CD collection, added video games, RFID tagging project, collections have been relocated throughout the library for easy access/use, and a Diversity Audit of the collection is being conducted. The library received four monetary donations for in-memoriam purchases, three from the Dixon Women's Improvement Club.

Staff:

-Catherine Wesenfeld, Supervising Librarian

-Miguel Loeza, Circulation Supervisor

-Kevin Lowe, Library Associate

-Corinne Leles, Youth Librarian

-Natividad Magallon, Library Assistant resigned in August.

-Daniel Palma is representing Dixon branch as part of the Visual Merchandising Taskforce - developing guidelines for all branches

-Heather Florent is member of the Social Media committee and started a Throwback Thursday series on Facebook

-Kevin Lowe continues to aid two Dixon Historical Society members who are putting together a coffee table book about Dixon

-Staff have commented they have been enjoying working rotating Saturdays at the Vacaville Cultural Center Library

-Staff continue to complete County training and have been assigned to complete the Niche Academy Anti-Racist training

Projects:

- Dixon Unified School District: the library continues to work with the school district to implement a Student Access Card program
- Lunch at the Library-Dixon participated in both the summer and fall grant opportunity which provided a free activity and books to students
- The Friends offered Take and Make kits to children in the community

Technology:

- Cenic project has been completed (better connectivity to the network)
- E-Rate: The District was fully funded for the upcoming year
- RFID gate installation
- Implemented reservation software and texting service
- Loaded screen sharing software
- Updated public computers
- Laptop computers for Librarians and Associates
- Payment solution software installed
- Currently working on replacing Dixon phones with County phones

Building

- 2 soap dispensers installed
- Fans installed in bathrooms
- Gender neutral signs installed
- Pedro will be checking outside lighting
- Roof estimates for repairs

Public Facility Fees were passed by the Board of Supervisors.

Ms. Halloran inquired about the the Student Access program for all schools in Dixon; Ms. Katz stated it's a process and right now the library is working with the Dixon Unified School District. Other schools will be added later.

Mr. Bowen inquired if the library offers free tutoring. Ms. Katz explained the library offers Tutor.com.

Ms. Katz reported the Facility Master plan should be finalized by the end of March. The library is working on a new website and new branding. Ms. Katz stated with the new branding, the library would like all libraries to have the city and library name and drop public, so Dixon Public Library would become Dixon Library. Ms. Katz will add this as an action item on the March agenda.

7. NEW BUSINESS

7a. Election of Officers-Elect a president, clerk, and vice president from its members

1. President: Approve the election of Jewel Fink as President of the Dixon Public Library Governing Board of Library Trustees.

Motion made by__Melissa Maseda_____

Second_____Member Bowen_____

Ayes_____5_____ Noes_____0_____

Yes Lloyd McCabe

Yes Jewel Fink

Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

Vice-president: Approve the election of Melissa Maseda as Vice President of the Dixon Public Library Governing Board of Library Trustees.

Motion made by Member McCabe _____
Second _____ Member O'Halloran _____
Ayes ___ 5 ___ Noes ___ 0 ___

Yes Lloyd McCabe
Yes Jewel Fink
Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

Clerk: Approve the election of David Bowen as Clerk of the Dixon Public Library Governing Board of Library Trustees

Motion made by _____ Member McCabe _____
Second _____ Member O'Halloran _____
Ayes ___ 5 ___ Noes ___ 0 ___

Yes Lloyd McCabe
Yes Jewel Fink
Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

2. Appoint the Solano County Librarian as secretary to the Board

Motion made by _____ Member McCabe _____
Second _____ Member O'Halloran _____
Ayes ___ 5 ___ Noes ___ 0 ___

Yes Lloyd McCabe
Yes Jewel Fink
Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

7b. Establish quarterly Library Board meetings.

Education Code Section 18380 requires quarterly Library Board meetings. This action enables the Library Board to schedule quarterly meetings.

Motion made by _____ Member McCabe _____
Second _____ Member O'Halloran _____
Ayes ___ 5 ___ Noes ___ 0 ___

Yes Lloyd McCabe
Yes Jewel Fink
Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

7c. Establish Library Board Meeting Dates for 2021.

The following calendar dates are recommended for the regularly scheduled Library Board meetings for 2021: March 11, June 10, September 9, and December 9. (second Thursday of the month)

RECOMMENDED ACTION: It is requested that the Board approve the recommended Library Board meeting dates for 2021, as presented.

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

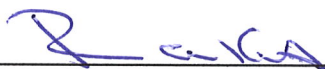
Yes Lloyd McCabe
Yes Jewel Fink
Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

8. ADJOURNMENT

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

Yes Lloyd McCabe
Yes Jewel Fink
Yes David Bowen
Yes Melissa Maseda
Yes Caitlin O'Halloran

Time: 5:35 p.m.



Bonnie A. Katz



Date