

DIXON PUBLIC LIBRARY

GOVERNING BOARD OF LIBRARY TRUSTEES

MINUTES: REGULAR MEETING

5:00 P.M., Thursday, June 10, 2021

Zoom Virtual Meeting

1. CALL TO ORDER: The meeting was called to order by Clerk Bowen at 5:07 p.m.

2. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Govt. Code 54957]

B. Conference with legal counsel-existing litigation [Govt. Code 54956.9 (d) (2)] [Arozena vs. Dixon Public Library District]

RECONVENE TO OPEN SESSION

3. ANNOUNCEMENTS FROM CLOSED SESSION-None

4. ESTABLISH QUORUM/ROLL CALL

4.a. Roll Call of Trustees:

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

Staff: Suzanne Olawski, Interim Director Library Services, Solano County Library P

Other Present: Denny Cheuk, Deputy Auditor-Controller with Solano County
Lisa Lin, Admin Services Manager, Solano County Library
Andrea Mena, member of public
Cathy Sheldon, Office Assistant, Solano County Library

5. APPROVAL OF AGENDA

5.a. Approval of June 10, 2021 Agenda

Motion made by Member McCabe

Second Clerk Bowen

Ayes 5 Noes 0

Yes Caitlin O'Halloran

Yes Jewel Fink

Yes Melissa Maseda

Yes Lloyd McCabe

Yes David Bowen

6. APPROVAL OF MINUTES

6.a. Approval of the March 18, 2021 Meeting Minutes

Motion made by Member O'Halloran

Second Clerk Bowen

Ayes 5 Noes 0

Yes Caitlin O'Halloran

Yes Jewel Fink

Yes Melissa Maseda

Yes Lloyd McCabe

Yes David Bowen

7. PUBLIC COMMENT-None

8. INFORMATION ITEMS

8.a. Information Report-Interim Director of Library Services

Ms. Olawski reported the library continues to move forward with the library reopening plan. The library is not quarantining materials anymore, no appointments are needed to visit the library, curbside service continues, outdoor storytimes are being held and the furniture that was stored during the pandemic for social distancing is now being repopulated in the libraries. The library serves as a cooling center during the heat related events. Last year, the library was not able to serve as a cooling center because of COVID-19 pandemic restrictions. Ms. Olawski reported the Friends of the Library groups are now back in the libraries and resuming operations. Summer Reading Program for all ages started June 1 and ends July 31, 2021. Lunch at the Library is being offered at the Fairfield Civic Center and Rio Vista libraries. The Dixon library staff will do outreach in the community delivering free books for children 0-18 to existing lunch sites throughout the summer. The Literacy program continues to offer student/tutor sessions. Ms. Olawski stated the library has 200 WiFi hotspots for checkout. Ms. Olawski stated Tutor.com increased in May with essay writing as the most popular subject. Ms. Olawski reported the library is having a library card design contest to promote the Library's new branding.

9. ACTION ITEMS

9.a. District Audit - The Governing Board will receive a report for the Library District for the years ending June 30, 2018 and June 30, 2019 and it is requested that the Board accept the Library District's Audit Report for Fiscal Years ending June 30, 2018 and June 30, 2019.

Denny Cheuk, Deputy Auditor Controller, Solano County, presented the financial statements and independent audit report. He explained the audit report and explained the most important part is the audit opinion. This is a standard letter that the Auditor issues to the Board that indicates whether the District has accomplished their objectives from a financial standpoint. Mr. Cheuk thanked management and the Library District for their support in completing the report.

Motion made by Member McCabe to accept the audit

Second Member O'Halloran

Ayes 5 Noes 0

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

9.b. Proposed Budget FY 2021-2022 – the Governing Board will discuss the proposed budget for next year and may take action.

Motion made by Member O'Halloran to approve the proposed budget FY 2021-2022 as presented with \$85,000 reduction in contingencies.

Second Member McCabe
Ayes 5 Noes 0

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

Mr. McCabe questioned the increase cost for insurance and stressed the increase cost for insurance is unacceptable. He inquired if the insurance company is mandated, or can the library go out for a bid for another insurance company? Ms. Lin, Admin Services Manager, stated this is a new company that offered lower rates; however, the projected increase is attributed to the statewide wildfire disasters. Ms. Lin explained this is a projected budget and there will be a revised budget presented to the Board in September.

9.c. Grant the Director of Library Services signing authority for contracts related to the demolition of the "Perreira House" located at 235 North Second Street, Dixon, CA for a total amount not to exceed \$85,000; and authorize the Director of Library Services to approve the appropriation transfer request and any contract amendments not to exceed 10% of the contract amount.

Motion made by Clerk Bowen
Second Member McCabe
Ayes 5 Noes 0

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

9.d. Appoint a member to the Solano County Library Advisory Council

Mr. McCabe stated he has been attending the Solano County Library Advisory Council meetings until a member was appointed. He stated he will gladly continue.

Motion made by Clerk Bowen to appoint Mr. McCabe to the Solano County Library Advisory Council

Second Vice-President Maseda
Ayes 5 Noes 0

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

9.e. Appoint a member to the Independent Citizens Oversight Committee for Measure L

Ms. Olawski stated the members of the Independent Citizen's Oversight Committee for Measure L were appointed by the Board of Supervisors on August 8, 2017, to serve at four-year term expiring June 30, 2021. Ms. O'Halloran recommended Ms. Olawski to reach out to Ms. Ginger Emerson to see if she would like to be reappointed to the Independent Citizens Oversight Committee for Measure L.

The Board postponed appointing a member to the Independent Citizens Oversight Committee for Measure L until the September 9, 2021 meeting.

Motion made by _____
Second _____
Ayes _____ Noes _____

10. ADJOURNMENT

Motion made by Member O'Halloran
Second Clerk Bowen
Time: 6:35 p.m.

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