

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**MINUTES: REGULAR MEETING**

5:00 P.M., Thursday, December 9, 2021

Zoom Virtual Meeting

**1. CALL TO ORDER:** The meeting was called to order by Jewel Fink at 5:02 p.m.

**2. ESTABLISH QUORUM/ROLL CALL**

2a. Pledge of Allegiance

2b. Roll Call of Trustees:

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

Staff: Suzanne Olawski, Director of Library Services, Solano County Library

Other Present: Cathy Sheldon, Office Assistant III, Solano County Library, Malissa Knapp, Branch Manager, Solano County Library

**3. Adopt Resolution 2021-01 of the Dixon Library District Board of Trustees Authorizing Remote Teleconference Meetings Pursuant to Assembly Bill 361 and Make Findings and Determinations Regarding the Same**

Motion made by Member McCabe

Second Member O'Halloran

Ayes   5   Noes   0  

Yes Caitlin O'Halloran

Yes Melissa Maseda

Yes Lloyd McCabe

Yes David Bowen

Yes Jewel Fink

**4. APPROVAL OF AGENDA**

**4a. Approval of the December 9, 2021 Agenda**

Motion made by Member O'Halloran

Second Clerk Bowen

Ayes   5   Noes   0  

Yes Caitlin O'Halloran

Yes Melissa Maseda

Yes Lloyd McCabe

Yes David Bowen

Yes Jewel Fink

**5. APPROVAL OF MINUTES**

**5a. Approval of the September 9, 2021 Meeting Minutes**

Motion made by Clerk Bowen

Second Vice President Maseda

Ayes 5 Noes 0

Yes Caitlin O'Halloran

Yes Melissa Maseda

Yes Lloyd McCabe

Yes David Bowen

Yes Jewel Fink

**5b. Approval of the October 28, 2021 Special Meeting Minutes**

Motion made by Member O'Halloran

Second Member McCabe

Ayes 5 Noes 0

Yes Caitlin O'Halloran

Yes Melissa Maseda

Yes Lloyd McCabe

Yes David Bowen

Yes Jewel Fink

**6. PUBLIC COMMENT: None**

**7. INFORMATION ITEMS**

**7a. Information Report - Suzanne Olawski, Director of Library Services**

- 2022 Annual Reading Program: **Solano Reads:** an all-ages, community-wide year-round reading program, celebrating of all kinds of reading. Encourages reading just twenty minutes per day; setting personal goals; and, receiving commemorative milestone pins as reward incentives.
- Amy Tan author event is scheduled for March 20, 2022 at the Vacaville Performing Arts Center. For admittance, 2022 tickets are required. 2020 ticket holders will be able to exchange their tickets during the month of January. Remaining tickets will be released in February. Masks will be required and other safety protocols may be required pending pandemic conditions at time of event.
- 2023-2027 strategic planning process will begin winter/spring 2022.
- Facility key card access and roof repairs will occur in 2022.
- Dixon staff have been participating in a California Librarian Association yearlong program focusing on equity-based summer programming.
- Staff continues to attend the monthly project meetings with the Dixon Women's Improvement Club to discuss social services in Dixon and how to distribute this information to those in need.
- The Teen Advisory Board (TAB) is going very well and meetings are well attended. This group is a mix of the Dixon High School Book Club and other High School students, as well as John Knight Middle School students. They discuss books and volunteer opportunities/projects they could do at the library.

- The SCL launched ArtistWorks, which offers high-quality video instruction for a variety of musical instruments, in early November. Users will access ArtistWorks through the Libby app or via browser from a link on our website. In the Libby app, ArtistWorks will be listed under Extras. People who already use Libby will not need to re-register to access the service. Users who are new to the ever-expanding universe of Libby offerings will need to register with their library card.
- At the start of the pandemic, ProQuest permitted libraries to offer access to Ancestry away from the library. Beginning January 1<sup>st</sup>, in-library use only will resume.
- During heavy rain at the end of October many leaks in the Miller Building in addition to the Carnegie/Archives area were discovered. These were addressed with a temporary fix and, in the future will be addressed by a roofing company.

**8. OLD BUSINESS: None**

**9. NEW BUSINESS**

- 9a. Approve the first amendment to the Agreement between Solano County Library and the Board of Trustees of the Dixon Library District modifying the language of the Agreement to reflect a year-to-year term, which automatically renews, absent notice of termination**

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

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

**9b. Election of Officers - Elect a president, vice president, and clerk from its members**

1. President: Melissa Maseda  
 Motion made by Member McCabe  
 Second President Fink  
 Ayes 5 Noes 0

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

Vice-President: David Bowen  
 Motion made by Member McCabe  
 Second President Fink  
 Ayes 5 Noes 0

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

Clerk : Lloyd McCabe

Motion made by Member O'Halloran

Second President Fink

Ayes \_\_\_5\_\_\_ Noes \_\_\_0\_\_\_

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

2. Appoint the Solano County Director of Library Services as secretary to the Board

Motion made by Vice President Maseda

Second Clerk Bowen

Ayes \_\_\_5\_\_\_ Noes \_\_\_0\_\_\_

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

#### **9c. Establish Quarterly Library Board Meetings**

Education Code Section 18380 requires library trustees to meet at least quarterly. This action enables the Library Board to schedule quarterly meetings.

Motion made by Member O'Halloran

Second Member McCabe

Ayes \_\_\_5\_\_\_ Noes \_\_\_0\_\_\_

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

#### **9d. Establish Library Board Meeting Dates for 2022**

The following calendar dates are recommended for the regularly scheduled Library Board meetings for 2022: March 10, June 9, September 8, and December 8 (second Thursday of the month).

The Board approve the recommended Library Board meeting dates for 2022, as presented.

Motion made by Clerk Bowen  
Second Member O'Halloran  
Ayes 5 Noes 0

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

#### 10. ANNOUNCEMENTS/MEMBER REPORTS

Ms. Fink reported Jake Ritschel, Teacher on Special Assignment, Dixon Unified School District (DUSD), is working with the library on the student access card program and he distributed bookmarks at Main Prairie High School and talked to teachers about the library. Mr. Ritschel will be distributing the bookmarks to all DUSD schools. Member McCabe suggested the Board receive a presentation about the Dixon Library at a future DUSD board meeting.

#### 11. ADJOURNMENT

Motion made by Member O'Halloran  
Second Clerk Bowen  
Ayes 5 Noes 0  
Time: 6:05 p.m.



3-11-22

Suzanne Olawski, Director of Library Services

Date

**RESOLUTION NO. DLD-2021-01**

**A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS  
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, all meetings of the Dixon Library District Board of Trustees are held pursuant to the Ralph M. Brown Act, ensuring that any member of the public may participate in local government meetings; and

WHEREAS, on February 27, 2020, Solano County declared a local health emergency throughout Solano County related to the novel coronavirus COVID-19; and

WHEREAS, on March 3, 2020, the Solano County Board of Supervisors ratified and extended this declaration of a local health emergency;

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19 and ordered all residents to obey orders and guidance issued by state and local health officials, including but not limited to, the imposition of social distancing measures to control the spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, the Governor signed AB 361 (2021) into law, which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the legislative bodies make specific findings; and

WHEREAS, the Governor has declared a State of Emergency pursuant to Government Code section 8625; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Solano County; and

WHEREAS, the California Department of Public Health currently recommends that all individuals, regardless of vaccination status, wear a mask while indoors in public spaces; and

WHEREAS, the CDC continues to recommend physical distancing of at least 6 feet from others outside of the household; and

WHEREAS, California Code of Regulations Title 8, section 3205 "COVID-19 Prevention," subparagraph (c)(5) states: "Training and instruction. The employer shall provide effective training and instruction to employees that includes the following: . . . (D) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination"; and

WHEREAS, because state or local health officials have imposed or are recommending measures to promote social distancing, the Dixon Library District Board of Trustees finds it prudent to and desires to continue holding meetings via teleconference; and

WHEREAS, the Dixon Library District Board of Trustees shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, the Dixon Library District Board of Trustees does resolve as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.

2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the requirements of Government Code section 54953(b)(3) of the Brown Act, the Dixon Library District Board of Trustees makes the following findings:

- a) The Dixon Library District Board of Trustees has considered the circumstances of the state of emergency; and
- b) The state of emergency, as declared by the Governor and Solano County, continues to exist; and
- c) The state of emergency due to the presence of COVID-19 in the community continues to directly impact the ability of the members of the Dixon Library District Board of Trustees to meet safely in person; and
- d) State and local officials continue to impose or recommend measures to promote social distancing.

3. The Dixon Library District Board of Trustees may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The Dixon Library District Board of Trustees will revisit the need to conduct meetings remotely no later than 30 days after teleconferencing for the first time, or at its next meeting.

5. This resolution shall take effect immediately upon its adoption.

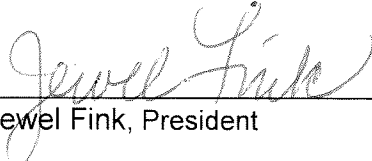
PASSED AND ADOPTED by the Dixon Library District Board of Trustees, State of California, this 9<sup>th</sup> day of December 2021, by the following vote:

AYES:5

NOES:0

ABSENT:0

ABSTAIN:0

  
\_\_\_\_\_  
Jewel Fink, President