

DIXON PUBLIC LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES
AGENDA: REGULAR MEETING

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

Zoom Virtual Meeting

1. CALL TO ORDER

2. ESTABLISH QUORUM/ROLL CALL

- 2.a. Roll Call of Trustees:
Caitlin O'Halloran, President
Jewel Fink, Vice President
Melissa Maseda, Clerk
Lloyd McCabe, Member
David Bowen, Member

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

3. APPROVAL OF AGENDA

- 3.a. Approval of January 14, 2021 Agenda

Motion made by _____
Second _____
Ayes _____ Noes _____

4. APPROVAL OF MINUTES

- 4a. Approval of the November 12, 2020 Meeting Minutes (attachment)

Motion made by _____
Second _____
Ayes _____ Noes _____

- 4b. Approval of the November 19, 2020 Special Meeting Minutes (attachment)

Motion made by _____
Second _____
Ayes _____ Noes _____

5. PUBLIC COMMENT

Consistent with Executive Order N-29-20 from the Executive Department of the State of California and the Shelter in Place Order, the Dixon Public Library Governing Board of Library Trustees is not physically open to the public, and the meeting is held via teleconference.

PUBLIC COMMENTS: To submit public comments, please see the option below.

Join Zoom Meeting
<https://us02web.zoom.us/j/86740128459>
Meeting ID: 867 4012 8459

One tap mobile
+16699006833, 86740128459# US (San Jose)

The moderator will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Governing Board after which the speaker will have five (5) minutes to speak.

NOTICE TO PUBLIC

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting.

6. INFORMATION ITEMS

6.a. Information Report-Bonnie A. Katz

7. ACTION ITEMS

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

1. President:

Motion made by _____
Second _____
Ayes _____ Noes _____

Vice-president:

Motion made by _____
Second _____
Ayes _____ Noes _____

Clerk:

Motion made by _____
Second _____
Ayes _____ Noes _____

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

Motion made by _____
Second _____
Ayes _____ Noes _____

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 _____
Second _____

Ayes _____ Noes _____

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 _____
Second _____
Ayes _____ Noes _____

8. ADJOURNMENT

Motion made by _____
Second _____
Ayes _____ Noes _____
Time _____

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-678-5447.

DIXON PUBLIC LIBRARY

GOVERNING BOARD OF LIBRARY TRUSTEES

MINUTES: REGULAR MEETING

5:00 P.M., Thursday, November 12, 2020

Zoom Virtual Meeting

1. CALL TO ORDER: The meeting was called to order by President O'Halloran at 5:07 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	A
Luke Foster, Member	P
Lloyd McCabe, Member	P

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

2.b. Pledge of Allegiance

3. APPROVAL OF AGENDA

Motion made by Member McCabe

Second Vice President Fink

Ayes 4 Noes 0

Yes Jewel Fink

Yes Lloyd McCabe

Yes Luke Foster

Yes Caitlin O'Halloran

4. APPROVAL OF MINUTES

4. a. Approval of the September 10, 2020 Meeting Minutes

Motion made by Member Foster

Second Vice President Fink

Ayes 4 Noes 0

Yes Jewel Fink

Yes Lloyd McCabe

Yes Luke Foster

Yes Caitlin O'Halloran

4.b. Approval of the October 29, 2020 Special Meeting Minutes

Motion made by Vice President Fink

Second Member McCabe

Ayes 4 Noes 0

Yes Jewel Fink

Yes Lloyd McCabe
Yes Luke Foster
Yes Caitlin O'Halloran

5. PUBLIC COMMENT-None

6. CORRESPONDENCE-None

7. INFORMATION ITEMS

7.a. Information Report-Director of Library Services

Ms. Katz reported the library's website has a new look; the library is working with the vendor to finalize the new website.

Ms. Katz reported the library is working with Solano County's Auditor's office on the Dixon's public facility fee audit for FY 18/19 and once finished then will work on the FY 19/20.

Ms. Katz reported there has been an increase in branch appointments, online appointment scheduling, hold pickups and computer usage for the month of October.

Dixon Library participated in the Dead of the Dead Altar community event; the event was very successful. Mr. Foster stated there was a lot of positive feedback on social media about this event.

Ms. Katz reported the Dixon Friends of the Library had their first Zoom meeting. The Summer Reading Program was online this year however it was not very successful as previous years since it was not in person. The Friends groups did not spend the money they normally do for Summer Reading Program events.

The circulation staff is working on relabeling juvenile CDs by categories; staff weeded the collection.

Dixon received money four monetary donations; three from the Dixon Women's Group.

Library IT is replacing desktop computers with laptops. The County is doing a telephone upgrade which will include Dixon.

Miguel Loeza, Library Associate, is transferring to Rio Vista Library; there will be a recruitment for a Library Associate in Dixon.

Solano County Library staff are rotating by cluster for Saturday shifts at JFK, VCC and FCC.

Dixon has installed more soap dispensers and gender-neutral signs for the restrooms. The City of Dixon power washed in front of the Carnegie due to some trees that make a mess in front. Some furniture/desks were moved for social distancing purposes.

Student Access Card project is moving forward and should be completed by January 15, 2021 for Dixon students. Ms. Fink inquired if school is not in session how will the children receive their library cards? Ms. Katz explained it is not a physical card, it's an online card associated with their school ID number. Ms. O'Halloran would like this program to include local charter schools. Ms. Katz agreed however, the library is still working on getting the

school districts on board. Vallejo and Rio Vista schools are still pending.

The Library received a second Lunch at the Library grant and the grant money will be used to distribute kits at popup libraries in schools.

8. NEW BUSINESS

8a. Approve Solano County Library Foundation to oversee the bequest made to Dixon Public Library.

Motion made by Member McCabe
Second Member Foster
Ayes 4 Noes 0

Yes Jewel Fink
Yes Lloyd Mccabe
Yes Luke Foster
Yes Caitlin O'Halloran

9. ANNOUNCEMENTS/MEMBERS REPORTS-None

10. ADJOURNMENT

Motion made by Member Foster
Second Vice President Fink
Ayes 4 Noes 0

Time: 5:26 p.m.

President O'Halloran

Date

**DIXON PUBLIC LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES
MINUTES: SPECIAL MEETING**

4:45 P.M, Thursday, November 19, 2020

Zoom Virtual Meeting

1. CALL TO ORDER: The meeting was called to order at 4:45 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
Luke Foster, Member	P
Lloyd McCabe, Member	P

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

3. APPROVAL OF AGENDA

3.a. Approval of November 19, 2020 Agenda

Motion made by Member McCabe
Second Member Foster
Ayes 3 Noes 0

Yes Luke Foster
Yes Lloyd McCabe
Yes Jewel Fink

4. PUBLIC COMMENT (Items on the agenda only)-None

5. NEW BUSINESS

5a. Receive and accept the 2019/20 Public Facilities Fee Impact Report

Motion made by Member McCabe
Second Vice President Fink
Ayes 5 Noes 0

Yes Melissa Maseda
Yes Jewel Fink
Yes Luke Foster
Yes Lloyd McCabe
Yes Caitlin O'Halloran

6. ADJOURNMENT

Motion made by Member Foster
Second Vice President Fink
Ayes 5 Noes 0
Time 4:49 p.m.

President O'Halloran

Date