

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

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

Zoom Virtual Meeting

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**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

Luke Foster, Member

Lloyd McCabe, Member

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

2.b. Pledge of Allegiance

**3. APPROVAL OF AGENDA**

3.a. Approval of November 12, 2020 Agenda

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**4. APPROVAL OF MINUTES**

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

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

4.b. Approval of the October 29, 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/87359157675>

Meeting ID: 873 5915 7675

Dial by your location  
1 669 900 6833 US (San Jose)  
Meeting ID: 873 5915 7675

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. CORRESPONDENCE**

**7. INFORMATION ITEMS**

7.a. Information Report-Bonnie A. Katz

**8. NEW BUSINESS**

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

Motion made by \_\_\_\_\_  
Second \_\_\_\_\_  
Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**9. ANNOUNCEMENTS/MEMBER REPORTS**

**10. 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, September 10, 2020

Zoom Virtual Meeting

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**1. CALL TO ORDER:** The meeting was called to order by President O'Halloran at 5:04 p.m.

**2. CLOSED SESSION**

- A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

**RECONVENE TO OPEN SESSION**

**3. ANNOUNCEMENTS FROM CLOSED SESSION-None**

**4. ESTABLISH QUORUM/ROLL CALL**

**4.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 Library Services, Solano County Library P

**4.b. Pledge of Allegiance**

**5. APPROVAL OF AGENDA**

Motion made by Member McCabe

Second Vice President Fink

Ayes 5 Noes 0

Yes Lloyd McCabe

Yes Melissa Maseda

Yes Luke Foster

Yes Jewel Fink

Yes Caitlin O'Halloran

**6. APPROVAL OF MINUTES**

**6.a. Approval of the July 9, 2020 Meeting Minutes**

Motion made by Vice President Fink

Second Member Foster

Ayes 5 Noes 0

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

**7. PUBLIC COMMENT-None**

**8. CORRESPONDENCE-None**

**9. INFORMATION ITEMS**

**9.a. Bequest received-Dixon Public Library**

Ms. Katz reported a letter the library received from an attorney that stated Frederick L. Jacobson, long term resident of Dixon, passed away on May 2, 2020. Mr. Jacobson established a trust and his brother is the trustee. Mr. Jacobson wanted 7% of his assets to go to the Dixon Public Library. Ms. Katz stated about \$28,000 will be received by the Dixon Public Library once the estate is settled. The trustee will be able to distribute the gift after a 120-day period.

Ms. Katz explained how previous bequests the library has received were deposited. One option is to deposit the money into the Solano County Library Foundation earmarked for the Dixon Public Library only. The other option is to deposit the money into the Dixon Public Library fund.

After a brief discussion, the Board agreed to have the money deposited with the Solano County Library Foundation. Ms. Katz explained the Foundation has a treasurer's report each month and the Board will be able to see the funds.

**9.b. Information Report- , Director of Library Services**

Ms. Katz updated the Board on the selling of the security gates. There was no interest on the statewide list serv. Mr. McCabe recommended storing the gates for 6 months to see anyone will buy them and if not, the library can send to surplus. Ms. Katz stated if the gates go to surplus, the Board would have to approve to remove them from the inventory.

Ms. Katz reported the library finished a DVD spine label project by genre; Blu-rays have been purchased for the collection and are now circulating.

Catherine Wesenfeld, Supervising Librarian, is enrolled in the County's leadership training program.

Corinne Leles, Children's Librarian, is working with Jessica Jupitus, Deputy Director, as

one of 12 California libraries teams invited by the California State Library to work on co-designing an equity and social justice framework for summer reading program activities and services.

Natividad Magallon resigned from her part time position in August.

Ms. Katz shared a customer's compliment to the Dixon Library thanking them for being open and shared how Kevin (transfer from Suisun Library) goes above and beyond providing great customer service.

Ms. Katz reported Dixon Library is now on Tutor.com. Mr. Foster inquired how many Dixon residents are taking advantage of this service. Ms. Katz reported 31 participants in July and 65 participants in August. If participants do not select a city, they are reported in "other" for the city served. Mr. Foster states he foresees the usage of Tutor.com to grow as students are still distant learning. Ms. Katz stated the library is promoting Tutor.com right now to let residents know what it is and what it does. Tutor.com is available every day from 10 a.m. to 10 p.m. in both English and Spanish.

The Teen Writing Contest-Write On is from September 7-October 30.

The library is continuing a collection at the Dixon Family Services and is looking forward to meeting with them again in-person once Covid restrictions are lifted.

The library is participating in the Lawrence Hall of Science- Science in the Summer partnership for kids in 2<sup>nd</sup> – 6<sup>th</sup> grade. This is a two-part program. First, students will pick up a library chemistry kit which they will do at home. Second, after completing the chemistry activity, they will have a 1-hour live program with an educator from Lawrence Hall of Science. Ms. Fink inquired how will the students and teachers know about the program. Ms. Katz reported Ms. Leles is working with the local schools to get the information out to the students and teachers. The library is posting information on social media and the website. Ms. Fink will share at the school board meeting. Ms. Katz will forward program information to Ms. O'Halloran.

The library continues Facebook live storytimes. Ms. Leles will read on September 24<sup>th</sup>.

Ms. Katz reported AT&T has finished the work for the Cenic Statewide Broadband project. This project increases the bandwidth service. The Dixon library building will be prepped to be added to Cenic. This should be completed in October.

The library has reservation software and texting ability to make appointments.

Ms. Katz reported there have been no applications for the Solano County Library Advisory Council.

## **10. OLD BUSINESS**

### **10.a. Appoint a member to the Solano County Library Advisory Council**

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

The Board postponed appointing a member to the Solano County Library Advisory Council until applications are received. Mr. McCabe volunteered to attend the Solano County Library

Advisory Council meetings until the Board appoints a new member.

**11. NEW BUSINESS**

**11a. Approve the revised FY 2020-21 budget**

Motion made by Member McCabe  
Second Member Foster  
Ayes 5 Noes 0

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

**12. ANNOUNCEMENTS/MEMBERS REPORTS**

Ms. Fink inquired if the library is advertising the 2020 Census on the website. She stated the census is currently down about 30% for the Hispanic population. Ms. Katz stated she will have staff post on the library's website under news and announcements about the 2020 Census.

Mr. McCabe announced he was excused from the DTA forum because he is not on the ballot.

**13. ADJOURNMENT**

Motion made by Clerk Maseda  
Second Member Foster  
Ayes 5 Noes 0

Time: 5:57 p.m.

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President O'Halloran

Date

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

5:00 P.M, Thursday, October 29, 2020

Zoom Virtual Meeting

**1. CALL TO ORDER:** The meeting was called to order at 5:04 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	A
Lloyd McCabe, Member	P

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

**2.b. Pledge of Allegiance**

**3. APPROVAL OF AGENDA**

**3.a. Approval of October 29, 2020 Agenda**

Motion made by Member McCabe  
Second Clerk Maseda  
Ayes 4 Noes 0

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

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

**5. CLOSED SESSION**

A. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

**RECONVENE TO OPEN SESSION**

**6. ANNOUNCEMENTS FROM CLOSED SESSION-None**

**7. ADJOURMENT**

Motion made by Clerk Maseda  
Second Vice President Fink  
Ayes 4 Noes 0  
Time 5:37 p.m.

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# SOLANO COUNTY LIBRARY

Bonnie A. Katz, Director of Library Services

January 22, 2021

Michael R. Peterson  
Attorney at Law  
508 Second St., Suite 210  
Davis, California 95616

Dear Mr. Peterson,

Per your conversation with Colleen Porter earlier this month, we are returning check #1027, in the amount of \$37,507, payable to the Dixon Public Library, and the accompanying distribution receipt and letter related to the Fredrick L. Jacobsen Trust.

On November 12, 2020, the Dixon Public Library Governing Board of Library Trustees approved a motion that these, and any subsequent funds from the Fredrick L. Jacobsen Trust, be managed by the Solano County Library Foundation. A copy of the minutes is included in this package.

As the Director of Library Services in Solano County (now including Dixon), I am requesting that a new set of documents and check are issued, with the Solano County Library Foundation as payee (fiscal agent), and further request that any additional documents regarding this include the Foundation as a recipient. The Foundation is a 501 (c)(3), and their EIN is 68-0342423. They are located at 601 Kentucky St., Fairfield, CA 94533. The office phone number is 707-421-8075 and the email address is [solanolibraryfoundation@gmail.com](mailto:solanolibraryfoundation@gmail.com)

If you have any questions regarding this matter, I can be reached at 707-784-1500. My email address is, [bkatz@solanocounty.com](mailto:bkatz@solanocounty.com).

Thank you for your timely attention to this request.

Sincerely,

Bonnie A. Katz  
Director of Library Services  
Solano County Library  
1150 Kentucky St.  
Fairfield, CA 94533

1150 Kentucky Street, Fairfield, CA 94533  
(707) 784-1500 FAX: (707) 421-7474

*Serving the communities of Dixon, Fairfield, Rio Vista, Suisun, Vacaville, Vallejo*