

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

5:00 P.M, Thursday, July 9, 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 July 9, 2020 Agenda**

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

Second \_\_\_\_\_

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

**4. APPROVAL OF MINUTES**

**4.a. Approval of the May 14, 2020 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/83980428997?pwd=Z0R2U2hqUHJUZZZWWRSaXAyS1FpZz09>

Meeting ID: 839 8042 8997

Password: 443027

One tap mobile

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

Find your local number: <https://us02web.zoom.us/j/83980428997>

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 (attachment)

**8. OLD BUSINESS**

8.a. Appoint a member to the Solano County Library Advisory Council (attachment)

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

**9. NEW BUSINESS**

9.a. Approve an Appropriation Transfer Request in the amount of \$275,554 to cover employee salary and benefits from January 1, 2020 to June 30, 2020 when the County Library began the management of the Dixon Public Library and employees became County employees and authorize the Director of Library Services to sign the Appropriation Transfer Request. (attachment)

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

**10. ANNOUNCEMENTS/MEMBER REPORTS**

**11. 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**

**12. ANNOUNCEMENTS FROM CLOSED SESSION**

**13. 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. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting. Meetings are held in locations which are wheelchair accessible.

**DIXON PUBLIC LIBRARY**

**GOVERNING BOARD OF LIBRARY TRUSTEES**

**MINUTES: REGULAR MEETING**

7:00 P.M, Thursday, May 14, 2020

Zoom Virtual Meeting

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**1. CALL TO ORDER**

**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**

**4. BUSINESS MEETING**

- A. Pledge of Allegiance
- B. 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
- C. Staff: Bonnie Katz, Director Library Services, Solano County Library P

**5. PUBLIC COMMENT**

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Join Zoom Meeting

<https://us02web.zoom.us/j/86210514290?pwd=N1RxSlIWTzITcmRkYWVwxR2RQZmxOZz09>

Call-in: +1 669 900 6833

Meeting ID: 862 1051 4290

Password: 875737

One tap mobile

+16699006833,,86210514290#,,1#,875737#

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.

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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. GUESTS AND PRESENTATIONS- No**

**7. CORRESPONDENCE, Pages**

**8. CONSENT AGENDA, Pages**

A. Approval of March 12, 2020 Agenda Minutes

Motion made by Member Foster

Second Vice President Fink

Ayes 4                                      Noes 0

B. Approval of Library closure, July 18, 2020 for Grillin & Chillin event

Motion made by Member Foster

Second Vice President Fink

Ayes 4                                      Noes 0

**9. CONFERENCE/ACTION, Pages**

**10. INFORMATION ITEMS, Pages**

A. Welcoming Mr. McCabe to The Governing Board of Trustees - Caitlin O'Halloran

B. Information Report – Bonnie A. Katz

**11. DISCUSSION ITEMS, Pages**

**12. CONFERENCE/FIRST READING, Pages**

**13. ACTION ITEMS, Pages**

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 the July 9, 2020 meeting.

B. Approve the FY 2020-21 budget

Motion made by Member Foster

Second Vice President Fink

Ayes 4                      Noes 0

Yes Luke Foster

Yes Lloyd McCabe

Yes Jewel Fink

Yes Caitlin O'Halloran

#### **14. ADJOURNEMENT**

Motion made by Member McCabe

Second Vice President Fink

Ayes 4                      Noes 0

Time: 7:40 p.m.

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President O'Halloran

Date

**COLLECTION:**

- Staff continue to re-shelve and move collections to new locations now that the new library shelving has been installed. Library looks clean and much more spacious
- Staff completed the RFID tagging project, CD reclassification project
- Working w/ Solano County to update/renew magazine subscriptions
- Working on Government Documents collection – creating an inventory and weeding items

**STAFF:**

- Staff has been completing County required training, as well as attending NEOT (New Employee Orientation Training) training
- Corinne Leles, newly transferred children's librarian developed and filmed instructional craft videos as well as Storytime videos for digital programming
- Corinne is developing a program called Art Explorers, an introduction to artists

**CUSTOMERS:**

- Curbside pick-up continues and appointment based services began June 29<sup>th</sup>
- Take and Make Kits for kids (pipe cleaner ninjas, clothespin cars, catapults, etc.) are being distributed each week
- Virtual Sketch Crawl developed by Corinne went out on Social Media

**TECHNOLOGY:**

- E-Rate: The District was fully funded for the upcoming funding year. The Library applied for Internet access (from Proficient). The total cost of the service was estimated at \$9,228.00. Dixon will get an 80% discount on the service, about a \$7,382.40 credit.
- Engineers from AT&T came out to inspect the building and surrounding area to determine what needed to be done for the CENIC lines (high speed Internet connection between Dixon Library and Solano County Library).
- Installation of MyPC reservation system occurred
- Updated all the computers in the public computer area
- Loaded screen sharing software for reopening to assist customers from a distance
- RFID gates delivered for installation on July 13th
- Dixon website/social media going away on July 1. Have started to post notifications online to inform customers and provide links to County sites

**FACILITY:**

- Installed fans in all the bathrooms.
- Replaced the door handle on the workroom door
- Removed the water fountain to make space for the gates
- Prepped the wall in the basement for the RFID gates

**BYLAWS OF THE  
SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

**ARTICLE I: PURPOSE**

The Council shall act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service.

**ARTICLE II: MEMBERS OF ADVISORY COUNCIL**

Section 1: The Council shall consist of the following members: (a) five such members representing and residing within a different county supervisorial district, to be appointed by the supervisor representing such district, plus (b) a number of members equal to the number of cities or other public agencies within Solano County operating a public library, and which are a part of the Solano County Library system, each such member representing and residing within the boundaries, and to be appointed by the governing body of each such city or public agency.

Section 2: Each Council member is appointed for a term, determined by the appointing body.

Section 3: A Council member whose term has expired may serve until a replacement has been appointed.

Section 4: Unexplained absence of members for **two** (2) consecutive meetings of the Council shall be considered as an expression of lack of interest in this program. The Chair of the Council may then request that a new appointment be made to represent this area.

Section 5: Members of the Library Advisory Council shall serve without compensation.

Section 6: Vacancies in the office of a member shall be filled for the unexpired term by the appointing body.



### **ARTICLE III: MEETINGS**

Section 1: Regular meetings of the Library Advisory Council shall be held on the third Monday of every other month at 6:30 p.m. in a designated area of a Solano County Library branch.

Section 2: Exceptions to the regular meeting time and place may be made by appropriate motion or resolution.

Section 3: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act, Government Code 354.

Section 4: Seventy-two (72) hours notice shall be given for all regular meetings.

Section 5: Special meetings may be called by the Chair or a majority of the members of the Council or the Director of Library Services, providing that notice has been given to all Council members and others as noted in Article V, Section 7 (2) and the news media at least twenty-four (24) hours in advance of the special meeting.

Section 6: A quorum shall consist of a majority of the filled seats on the Council.

Section 7: The annual meeting shall be held at the time of the first regular meeting after the first of October each year.

### **ARTICLE IV: CONDUCT OF BUSINESS**

Section 1: No business shall be transacted at any meeting of the Library Advisory Council other than those matters named in the publicly posted agenda. (See Article IV, Section 4.

Section 2: All meetings shall be conducted under Robert's Rules of Order, unless in violation of applicable codes.

Section 3: All meetings of the Library Advisory Council shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in the Vice-Chair's absence, by a Council member designated for that purpose by the Chair or Vice-Chair.

Section 4: The order of business at the regular meetings shall be as follows:

- (1) Call to order
- (2) Roll call and establishment of quorum
- (3) Introductions
- (4) Approval of minutes of prior meeting
- (5) Approval of agenda
- (6) Public comment\*
- (7) Correspondence
- (8) Report from Solano County Director of Library Services
- (9) Old business
- (10) New business
- (11) Announcements/Member reports
- (12) Date of next meeting
- (13) Adjournment

\*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.

Section 5: An affirmative vote of the majority of all members of the Council present (quorum) at the time shall be necessary to approve any action before the Council. The Chair or any member of the council may call for a roll call vote or qualified ballot vote. Unless such vote is called for, action may be taken by voice vote.

Section 6: The Chair shall vote on all matters and shall have equal privileges as a member including the right to surrender the chair for purpose of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Advisory Council.

## **ARTICLE V: OFFICERS AND ELECTIONS**

Section 1: The elected officers of the council are the Chair who will chair all meetings, and the Vice-Chair who will preside in the Chair's absence. The Solano County Director of Library Services will serve as Secretary.

Section 2: Election of the Chair and Vice-Chair shall be held at the annual meeting.

Section 3: The Chair and Vice-Chair of the Library Advisory Council can hold office for not more than two consecutive one-year terms.

Section 4: In the event that the office of Chair becomes vacant prior to any annual meeting, an election to fill such vacancy for the unexpired term shall be held at the next meeting at which a quorum is present.

Section 5:

(1) The Chair shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair may appoint committees of one or more members each or representatives, delegates or spokespersons for such specific purposes as the council may require or recommend. The committee or individuals thus appointed shall be considered to be discharged upon the completion of its purpose and after the final report is made.

(2) The Vice-Chair shall act as Chair in the latter's absence.

Section 6:

(1) The Secretary in conjunction with the Chair shall prepare an agenda for each meeting, posting it in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.

(2) Copies of the agenda shall be sent to each library branch to post, and the City Editor of each of the major newspapers currently publishing in Solano County. The agenda and the minutes of the previous meeting with pertinent information shall be sent to all members of the Library Advisory Council, the Director of Library Services and the Librarian's Council, the County Administrator, the California State Library Consultant, the Vacaville Library Commission, the Vallejo Library Board, and each library branch manager to be made available to all library staff.

(3) The Secretary of the Library Advisory Council shall keep a true and accurate record of all proceedings and actions of the Council including those members present and absent. These minutes shall be approved at the next following meeting. The public reading of the minutes may be dispensed with and the minutes approved as published and presented.

(4) The Secretary shall notify the appointing body of any vacancies on the Council.

**ARTICLE VI: AMENDMENT TO BYLAWS**

Section 1: These bylaws may be recommended for amendment by presenting the proposed amendment(s) as an agenda item for full discussion and vote at a regular meeting and including this discussion in the minutes.

Section 2: After the recommended change has been approved by the Council, such change will be presented to the Board of Supervisors at a regular meeting for their approval.

Revised: September 8, 2000

Amendment #1- November 15, 1990

Article II, Section 3, was amended to read: A council member whose term has expired *may* serve until a replacement has been appointed.

Amendment #2- July 19, 1993

Article III, Section 1, was amended to read: Regular meetings of the Library Advisory Council shall be held on the third *Monday* of every other month at 7:00 p.m. in a designated area of a Solano County Library branch.

Amendment #3- July 17, 2000

Article IV, Section 4, was amended to change the order of business to add Public comment and Announcements/Member reports.

Amendment #4 – July 17, 2006

Article III, Section 1, was amended to change the meeting time to 6:30 pm.

Amendment #5 – February 10, 2009

Article VI, Sections 1 and 2 were amended to reflect Bylaw changes must be approved by the Board of Supervisors.

**County of Solano**

ATR No.

**Appropriation Transfer Request**

**Department**

Dixon Public Library

**Dept. #**

9886

A	Decrease Appropriation (From)
B	Increase Revenue Estimate (Unanticipated Revenue)
C	Decrease Contingency

Action	Budget Unit	Subobject	Amount	Description
A	9886	1110	250,000.00	Salary/Wages Regular
A	9886	1230	25,554.00	Health Ins-Employer
			275,554.00	Total (must equal Total below)

X	Increase Appropriation (To)
Y	Decrease Revenue Estimate (Unrealized Revenue)

Action	Budget Unit	Subobject	Amount	Description
X	9886	2250	275,554.00	Other Professional Services
			275,554.00	Total (must equal Total above)

**Explanation (Attach memo if necessary)**

Move appropriations from the 1000 salary subobjects to 2250 (other professional services) to cover the expenditure for salaries and benefits for staff at the Dixon Public Library that became County staff beginning January 1, 2020 per the negotiated agreement between the Dixon Public Library and Solano County.

Department Head

Date

Board Approval Required

Four-fifths Vote

Board Approval Not Required

County Administrator

Date

Auditor-Controller

Date

**Board of Supervisors Approval**

Attest:

Clerk of the Board

Date

**County of Solano**

**Appropriation Transfer Request**

ATR No.

Department

Dixon Public Library

Dept. #

9886

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Department Head \_\_\_\_\_

Date \_\_\_\_\_

Board Approval Required

Four-fifths Vote

Board Approval Not Required

County Administrator \_\_\_\_\_

Date \_\_\_\_\_

Auditor-Controller \_\_\_\_\_

Date \_\_\_\_\_

**Board of Supervisors Approval**

Attest:

Clerk of the Board \_\_\_\_\_

Date \_\_\_\_\_