

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**AGENDA: REGULAR MEETING**  
Council Chambers, City of Dixon 600 East A St., Dixon, CA 95620  
5:00 P.M. - Thursday, March 9, 2023

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**1. CALL TO ORDER**

**2. PLEDGE OF ALLIEGENCE**

**3. ROLL CALL**

Julian Cuevas, President

Jewel Fink, Vice President

John Gabby, Clerk

David Bowen

Melissa Maseda

**4. PUBLIC COMMENT**

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Governing Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

Notice to the 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.

**5. INTRODUCTIONS**

**6. CORRESPONDENCE**

**7. APPROVAL OF CONSENT CALENDAR**

**ACTION**

- a. Approve the agenda of the March 9, 2023 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of December 8, 2022 and special meeting of January 19, 2023 – **Attachment 1 & 2**

**8. INFORMATION ITEMS**

- a. Information Report – Suzanne Olawski, Director of Library Services – **Attachment 3**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**ACTION**

- a. Consider and may take action on the appointment of a member to the Solano County Library Advisory Council and determine the term of appointment – **Attachment 4**

**11. ANNOUNCEMENTS / MEMBER REPORTS**

**DIXON LIBRARY**  
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**12. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES**

Thursday, June 8, 2023 - 5:00 p.m.

**13. ADJOURNMENT**

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 707-784-1831. 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 LIBRARY  
GOVERNING BOARD OF LIBRARY TRUSTEES**

Minutes: **REGULAR MEETING**

Council Chambers, City of Dixon 600 East A St., Dixon, CA 95620  
5:00 P.M., Thursday, December 8, 2022

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**1. CALL TO ORDER**

The meeting was called to order by Vice President Bowen at 5:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF TRUSTEES**

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

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

Others Present: Cathy Sheldon, Office Assistant III, Solano County Library; Don Hendershot, Council Member, City of Dixon

**4. PUBLIC COMMENT**

None.

**5. INTRODUCTIONS**

None.

**6. CORRESPONDENCE**

Ms. Olawski shared a letter from the Confederated Villages of Lisjan Nation: Request for Formal Notification of Proposed Projects within the Tribe's Geographic Area of Traditional and Cultural Affiliation and a letter from the City of Dixon on the Historic Plaque Project.

**7. APPROVAL OF CONSENT CALENDAR**

Item 10 a. Election of Officers was removed from the agenda. Mr. McCabe moved to approve the consent calendar as amended; Ms. Fink seconded. Motion carried. So ordered by 3-0 vote. Yes: Lloyd McCabe, Jewel Fink, David Bowen

**8. INFORMATION ITEMS**

a. Information Report-Suzanne Olawski, Director of Library Services (attached)

**9. OLD BUSINESS**

None.

## **10. NEW BUSINESS**

### **a. Establish Quarterly Library Board Meetings**

Ms. Fink moved to approve quarterly meetings per Education Code Section 18380; Mr. McCabe seconded. Motion carried. So ordered by 3-0 vote. Yes: Lloyd McCabe, Jewel Fink, David Bowen

### **b. Establish Library Board Meeting Dates for 2023**

Ms. Fink moved to approve March 9, June 8, September 14, and December 14 as the dates for the regularly scheduled Library Board meetings for 2023; Mr. McCabe seconded. Motion carried. So ordered by 3-0 vote. Yes: Lloyd McCabe, Jewel Fink, David Bowen

### **c. Participate in the Downtown Dixon Business Association and the Chamber of Commerce Historical Preservation Project Involving Affixing Bronze Plaques to Dixon Library District Property located at 125 E. B Street and 210 N. 1<sup>st</sup> Street.**

Mr. Don Hendershot presented and shared information to the Board about the Dixon Business Associate and the Chamber of Commerce Historical Preservation Project.

Mr. McCabe moved to approve the participation of the Dixon Library in the Dixon Business Association and the Chamber of Commerce Historical Preservation Project; Ms. Fink seconded. Motion carried. So ordered by 3-0 vote. Yes: Lloyd McCabe, Jewel Fink, David Bowen

## **11. ANNOUNCEMENTS/MEMBER REPORTS**

Ms. Fink thanked Mr. McCabe for his service on the Dixon Library Governing Board of Library Trustees.

## **12. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES**

Thursday, March 9, 2023, 5:00 p.m.

## **13. ADJOURNMENT**

Time: 5:28 p.m.

**DIXON LIBRARY  
GOVERNING BOARD OF LIBRARY TRUSTEES**

Minutes: **SPECIAL MEETING**  
Dixon Library, 230 N. 1<sup>st</sup> St., Dixon, CA 95620  
4:30 P.M., Thursday, January 19, 2023

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**1. CALL TO ORDER**

The meeting was called to order by President Maseda at 4:35 p.m.

**2. PLEDGE OF ALLEGIANCE****3. ROLL CALL OF TRUSTEES**

Melissa Maseda, President	P
David Bowen, Vice President	P
Jewel Fink, Member	P
Julian Cuevas	P
John Gabby	A

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

Others Present: Cathy Sheldon, Office Assistant III, Solano County Library

**4. INTRODUCTIONS**

Ms. Olawski introduced herself to Mr. Cuevas.

**5. APPROVAL OF AGENDA**

Approve the agenda of the Dixon Library District Board of Trustees Special Meeting

Motion made by: Member Fink

Second: Vice President Bowen

Ayes: 4 Noes: 0

**6. PUBLIC COMMENT**

None.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

## a. Election of Officers

Elect a president, vice president, and clerk from board members and appoint the Solano County Librarian as secretary to the Board.

President: Julian Cuevas

Motion made by: Vice President Bowen

Second: Member Fink

Ayes: 4 Noes: 0

Vice-President: Jewel Fink  
Motion made by: President Maseda  
Second: Vice President Bowen  
Ayes: 4 Noes: 0

Clerk: John Gabby  
Motion made by: Vice President Bowen  
Second: Member Fink  
Ayes: 4 Noes: 0

## 9. ADJOURNMENT

Motion made by: Vice President Bowen  
Second: Member Fink  
Ayes: 4 Noes: 0  
Time: 4:40 p.m.

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Suzanne Olawski, Director of Library Services

Date



**Report of the Director of Library Services  
to the Dixon Library District Board of Trustees  
March 9, 2023**

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## **PERSONNEL**

The Library is in the process of filling the following position:

- 0.4 Library Aide

All other branch positions are filled: (1) Supervising Librarian, (2) Librarians, (2) Library Associates, (3) Library Assistants, and (2) extra-help Library Departmental Aides. There are 11 staff members assigned to the Dixon Library for a total FTE of 7.525.

## **COLLECTIONS, RESOURCES & SERVICES**

### Technology

- Update on Polaris: The new integrated library system (database) has been live for two months. There were some minor complications with connecting our database to other resources, like our electronic resources, the book locker, and our library hardware – but these issues are now resolved. Currently, we are at the point in the process where we are refining settings and exploring ways to enhance the patron experience. Overall, customers and staff seem to have adjusted well and are happy with the change to a more modern and feature-rich database.
- IT Infrastructure Upgrade: Much of the Library's IT infrastructure needs updating - routers, firewalls, switches, security equipment. The Library's IT staff will be working with an IT network security company to be doing this safely, in a way that has minimal impact on our library services and resources. After the work is complete, our network will be more secure and efficient. Work is anticipated to begin Q3 2023.

### Resources

- New Devices for Lending: The Library will be receiving \$500,000 of ARPA funds from Solano County to dedicate towards buying additional mobile hotspots and other devices that expand access to the internet. With these funds, the Library will be acquiring 300 5G hotspots; 25 Chromebooks (with built-in hotspots); 1 mobile router for the Library's forthcoming outreach van, which will allow up to 128 separate connections; and 250 tablets (with built-in hotspots). The tablets will be used in two ways: 1) loaded with literacy resources to be lent out to learners waiting for a tutor and 2) loaded with children's resources, including the newly expanded ABC Mouse, to be lent out to Solano County Library card holders.

### Collections

- Acquisitions of Materials: After our move to the new integrated library system (Polaris), the Library's ordering mechanisms needed to be rebuilt from the ground up, which could not be done ahead of time. As a result, normal ordering practices had to pause in December until the rebuild was complete. The book vendor we have consistently used in the past is undergoing staffing shortages and workflow issues and isn't able to dedicate the time or energy to help us rebuild our ordering mechanisms in a timely manner. As a result, the Library is working with two new vendors for acquisitions of materials: CPI, Inc for children's materials and Brodart for materials for adults. We have begun ordering with these new vendors and should see large amounts of books arriving in the next few weeks. During the interim, library staff have been purchasing materials through Amazon so that high-hold items are still being offered to our patrons.

- New Electronic Resources: Library customers may now enjoy expanded access for two of our current electronic resources -**New York Times** and **ABC Mouse**- and exploring learning and socializing online through “**GetSetUp**.”

Customers have been able to enjoy **The New York Times** through California State Library funding, however the access was limited to just the News module. As of March 2023, customers may now also access **NY Times Cooking, Games, and Athletic** (sports). There is a slight difference in the access for these new features. Unlike the News module which offers 72-hour access, these additional modules offer 24-hour access – meaning that customers will have to log back in every 24 hours. The Library currently offers onsite access for **ABC Mouse** but come April, we are expanding this offering for offsite use as well. *ABC Mouse* is an educational app for children that has interactive games, puzzles, eBooks, and other learning activities.

We have teamed up with **GetSetUp** to provide hundreds of live online classes to keep users mentally, physically and socially active. Classes are interactive, easy to join, offered day and night and free for our community. This program is targeted to older adults but open to anyone. This resource is supported by funding provided by the State of California, administered by the California State Library.

## **FACILITIES**

The consistent heavy rains from December into January caused some water leaks in the library buildings: ceiling leak in the southwest corner of the Miller building and the basement of the Carnegie library. The leak in the Carnegie basement wall has been patched and no other leaks have been reported. A roofing company will be addressing the leak in the Miller building. There have been no leaks reported since those heavy rains.

## **PARTNERSHIPS**

Mini Health Fair @ Dixon Library  
 February 22 & March 22, 2023  
 3:00 PM - 5:00 PM

The Touro Mobile Diabetes Education Center will assess visitors’ risk factors for diabetes, provide diabetes screening - both blood glucose screenings and A1C screenings for high-risk patients - and provide individualized education to prevent diabetes and prediabetes.

The Touro C.A.R.E.S Mobile Vaccination Program will provide the following vaccines:

- COVID-19 Vaccines for Primary Series (1st and 2nd doses)
- Toddler Moderna for 3-5 years
- Pediatric Pfizer for 5-11 years
- Pfizer for 12+ years
- Moderna for 12+ years
- COVID-19 Updated (Bivalent) Omicron Booster for everyone 5+ who have received a minimum of 2
- COVID-19 vaccines at least 2 months ago AND have not received a bivalent booster
- Pediatric Pfizer Bivalent for 5-11 years
- Pediatric Moderna Bivalent for 6-11 years
- Pfizer Bivalent 12+ years
- Moderna Bivalent 12+ years
- Tdap vaccines for 10+ years old
- Influenza (Flu) vaccines for 3+ years

Solano Connex will provide information for easily accessible mental health care services. Available on both February and March 22. SolanoConnex is a partnership between Touro University and Solano County to improve resident and provider access to existing mental and emotional health services.



Solano Public Health Nursing will provide information on lead poisoning prevention for children and Stay Flossy will perform fluoride varnish services and educational support for individuals at high risk of diabetes. Free Varnish for anyone over 18 years of age.

## **SYSTEMWIDE PROGRAMS**

### Solano Reads 2023

The annual Solano Reads Year-Long Reading Challenge is open to all ages and runs from January through December.

- Directions: Read 20 books from 50 categories to complete the Challenge. Each book read must fit a single category prompt.
- Incentives: Earn a commemorative Solano Reads completion pin after you've read 20 books. Extra: read more than 20 books and earn a bonus pin. All registrants receive a Challenge pin at sign up. Everyone registered is automatically entered into monthly prize drawings for gift cards courtesy of Solano County Library Foundation.
- More Info: Visit [solanolibrary.com/solano-reads](http://solanolibrary.com/solano-reads)

### Book to Action 2023

The 2023 Book to Action theme is *Stop Asian Hate*. We've selected author Kelly Yang's book "New From Here" as a springboard for a series of programs that will encourage the whole community to learn more about Asian American and Pacific Islander (AAPI) cultures, celebrate diversity, and discuss the varied experiences and challenges of AAPI groups. The NYT bestselling book is a story "...about courage, hope, and resilience that follows an Asian American boy fighting to keep his family together and stand up to racism during the initial outbreak of the coronavirus." Staff will be working with the schools to distribute books to classes who chose to participate in the program. The Library will offer an art contest for K-12, which will be a platform for young artists to creatively express and celebrate AAPI culture and identity. The Library is working with community groups to offer programs throughout the month of May that celebrate the cultures of the diverse AAPI groups in the area.

The Kelly Yang author event is slated for Saturday, May 20 at 2 p.m. in the Ulatis Community Center (Vacaville).

## **MONTHLY PROGRAMS**

Crafty Storytime: Tuesdays @ 10 AM

Bilingual Storytime: Thursdays @ 10 AM

Afternoon Adventures: Wednesdays @ 2 PM

Dixon Rocks: 1<sup>st</sup> Fridays @ 5:30 PM - An after-hours family-friendly program inviting all ages to the library patio for some fun painting. Paint a rock and leave your rock somewhere where it will make someone smile. Spread kindness in Dixon and beyond. #DixonRocks #KindnessRocks

Lego Club: Fridays @ 3 PM – Build and create with Legos

Dixon Library Book Club: 2<sup>nd</sup> Thursdays @ 11 AM - Participants are invited to read and discuss literature.

Poppin' Bottles & Pop Culture Reads: 1<sup>st</sup> Wednesdays @ 5:30 PM – Book club in partnership with Pip Wine Bar, must be age 21 or over to participate

**OUTREACH / SPECIAL EVENTS**

**I “HEART” Dixon:** tiny art show is happening in the month of March at the Dixon Library, where participants are encouraged to create art that shows their love for that community.

Important Dates:

- March 1-10 Pickup program guidelines & canvas, while supplies last
- March 10 Turn in your art by this date
- March 14-31 Art will be on display in the library
- March 14 Art Opening/Reception with light refreshments @ 6:30pm
- April 1-15 Pickup your art

**Celebration of Women Authors:** an evening discussing women authors at The Pip Wine Bar: Tuesday, March 21 from 6 – 7:30 p.m. Must be 21 years or older to participate.

**Masterpiece Art Family Night:** learn about great historical and current artists. Participants will be introduced to a different artist each month, engage in a short discussion about their artwork, and then participate in making their own art inspired by the featured artist. All ages welcome.

Fridays: March 24, April 28 and May 26 from 5:30 PM - 6:30 PM

**Align Your Stars @Dixon:** learn the basics of astrology - your sun, moon, and rising sign and what they mean. Discussion also includes the origin of astrology and how it became widespread and popular. Teens and adults.

Saturday, March 25 from 11 AM - 12 PM

**Paint Night for Teens & Adults:** Ages 13 and up are invited to join the fun in creating a "Spring Zen" masterpiece with step-by-step instructions. Heavy-bodied tempera paint will be used and may get on clothing.

Tuesday, April 18 from 6:00 PM - 7:00 PM

**FY2023 Statistics: Dixon**

YTD	Circulation	Questions	New Cards	Gate Count	Adult Programs / Attendance	YA (11-17) Programs / Attendance	School-Age (5-10) Programs / Attendance	Pre-School (0-5) Programs / Attendance
Jul '22 - Jan '23	28,820	1,974	512	24,645	51/ 1,890	20 / 826	71 / 4,200	24 / 732
Jul '21 – Jan '22	26,934	2,706	452	18,467	6 / 1,076	6 / 48	28 / 708	14 / 268

**Tutor.Com: Dixon**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
FY 20/21	31	65	146	89	88	77	104	108	24	69	84	29	914
FY 21/22	76	6	29	30	173	37	71	128	60	54	35	5	704
FY 22/23	24	49	120	124	91	20	11	59					498

**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: February 10, 2009

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.