

**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, September 14, 2023

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**1. CALL TO ORDER**

The meeting was called to order by President Cuevas at 5:06 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF TRUSTEES**

Julian Cuevas, President	P
Jewel Fink, Vice-President	P
John Gabby, Clerk	P
David Bowen	A
Regina Espinoza	A

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

Others Present: Lisa Lin, Admin Services Manager, Mike Eitner, Assistant Director of Library Services, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library

**4. PUBLIC COMMENT**

Ms. Pam Griffin and Ms. Diane Schroder spoke about revitalizing the exterior front entry way from the sidewalk to the library to make the area more welcoming. They would like to see the concrete block structure with the broken sundial in front of the library be replaced and hope to have further discussions with the Dixon Library District.

Ms. Amy Grabish spoke about a possible community garden on the Dixon Library District property. Ms. Grabish is a business owner in Dixon and has experience with community gardens. She understands it's an expense but there are also benefits to having a community garden.

**5. INTRODUCTIONS**

Ms. Olawski introduced Mike Eitner, Assistant Director of Library Services, Solano County and Lisa Lin, Admin Services Manager, Solano County Library.

**6. CORRESPONDENCE**

See public comment.

**7. APPROVAL OF CONSENT CALENDAR**

- a. Approve the agenda of the September 14, 2023 Dixon Library District Board of Trustees regular meeting

Mr. Gabby moved to approve the agenda of September 14, 2023; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of June 8, 2023

Ms. Fink moved to approve the meeting minutes of June 8, 2023; Mr. Gabby seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes

Ms. Fink: Yes

Mr. Cuevas: Yes

## **8. INFORMATION ITEMS**

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

Ms. Olawski highlighted from her written report Dixon had a great summer reading program: 803 registrants, 127 teen volunteer hours, 1,793 free lunches distributed and 71 programs provided. The back-to-school event in collaboration with the Dixon Unified School District, Dixon Library District and the City of Dixon was a success with library staff interacting with 350 people and distributing special back-to-school tote bags. The Friends of the Dixon Library contributed \$500 toward gift cards as raffle prizes for the Dixon Unified School District teachers. Next year, the library staff would like to see the DJ engage a little bit more with audience and promote Library and City programs.

Ms. Olawski stated all Solano County libraries will open one hour later at 10 a.m. on Friday, September 29, 2023 for a staff development meeting. This will be the first in-person staff meeting since February 2020.

Ms. Fink thanked Ms. Olawski for making the library a wonderful place.

## **9. OLD BUSINESS**

### **a. Solano County Library Advisory Council - The Governing Board will receive an update.**

Ms. Olawski stated the library received three applications for the Solano County Library Advisory Council. At the May 2, 2023 Board of Supervisors' meeting, the Board voted to merge the Measure L Oversight Committee with the Solano County Advisory Council; however, there is no update at this time. Ms. Olawski will report back when she has more information. Ms. Olawski stated a new appointment will be on hold until further details are provided by the Board of Supervisors. Ms. Olawski reached out to all three applicants to let them know of the status. Mr. McCabe currently serves on the Solano County Advisory Board as a representative from Dixon.

### **b. Back-to-School Festival Wrap-Up**

Mr. Cuevas thanked all staff that participated in the back-to-school festival. It was a very successful event; he thanked the Friends of the Library for their contribution and noted all the library tote bags and backpacks from the school district were distributed. Mr. Cuevas stated there was representation from the LGBTQ center, parent associations, and the school district. He thanked the staff at the Dixon Unified School District and library staff. He hopes to have more sponsorships and provide more resources at future events.

Ms. Fink stated it was a great way to start the year. Mr. Cuevas inquired about the cost associated with this event; Ms. Olawski stated it wasn't significant and she will provide the board with the final amount.

c. Approve the revised FY 2023-2024 budget

Mr. Cuevas moved to approve the Dixon Library FY 2023-2024 Revised Budget with the following changes: transfer \$769,526 from (8101) Contingency to (1210) Retirement to paydown the Dixon Public Library District CalPERS liability and transfer \$2,297,350 from (8101) Contingency to (8301) Reserve to save for future growth of the Dixon Library; Ms. Fink seconded. Motion carried so ordered by 3-0 vote.

Mr. Gabby: Yes  
Ms. Fink: Yes  
Mr. Cuevas: Yes

**10. NEW BUSINESS**

a. Approve surplus of old microfilm reader and remove from Dixon Library District's inventory list

Ms. Fink moved to approve the surplus of old microfilm reader and remove from inventory list; Mr. Gabby seconded. Motion carried. So ordered 3-0 vote.

Mr. Cuevas: Yes  
Ms. Fink: Yes  
Mr. Gabby: Yes

b. Receive and accept the 2022/2023 Public Facilities Impact Report

Mr. Gabby moved to accept the 2022/2023 Public Facilities Impact Report; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

Mr. Cuevas: Yes  
Ms. Fink: Yes  
Mr. Gabby: Yes

**11. ANNOUNCEMENTS/MEMBER REPORTS**

Mr. Cuevas announced September is Latino Heritage Month.

Mr. Cuevas requested future library expansion be a standing item under Old Business on future agendas. He stated the Dixon Library District may want to consider a bond measure but the Board should be mindful of the upcoming sales tax renewal as Measure L sunsets in 2030.

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

Ms. Olawski stated the next library meeting scheduled for December 14, 2023 conflicts with the school board meeting. She suggested the meeting be moved to December 7, 2023. The Board agreed. The next meeting will be on Thursday, December 7, 2023 at 5:00 p.m.

**13. ADJOURNMENT**

Time: 6:18 p.m.

  
Suzanne Olawski, Director of Library Services

1.11.24  
Date