

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**

Minutes: **REGULAR MEETING**

Dixon Library, 230 N. 1<sup>st</sup> St., Dixon, CA 95620 5:00 P.M.,

Tuesday, September 10, 2024

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**1. CALL TO ORDER**

The meeting was called to order at 5:05 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF TRUSTEES**

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

No quorum was established.

Staff: Suzanne Olawski, Director of Library Services, Solano County Library; Lisa Lin, Admin Services Manager, Solano County; Megan Wong, Assistant Director of Library Services, Solano County Library; Nancy Redfield, Branch Manager, Solano County Library; Rhea Gardner Supervising Librarian, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library

**4. PUBLIC COMMENT**

None.

**5. INTRODUCTIONS**

Ms. Olawski introduced Ms. Megan Wong, Assistant Director of Library Services.

**6. CORRESPONDENCE**

None.

**7. APPROVAL OF CONSENT CALENDAR**

Due to lack of quorum, no action was taken.

- a. Approve the agenda of the September 10, 2024 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of June 11, 2024

**8. INFORMATION ITEMS**

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

There is an active recruitment to fill the vacant children's librarian position. In the interim, staff from other library branches are assisting with coverage and programming at the Dixon Library. Ms. Olawski reported an increase of usage of the student access cards; 1,925 items were check out by students using their student access cards during the FY2024 school year. Staff will provide a report

at the next school board meeting to promote the program and school/library partnership. Ms. Gardner provided highlights from her report, noting Lunch at the Library participation, summer reading registrations, outreach visits, and programming attendance have increased in numbers and new programs include *Spanish Readers Theater Group* during which Spanish speakers read and act-out plays in Spanish and *Kanopy & Chill* offered on Saturday mornings during which nostalgic, classic programming (older cartoons, shows) are streamed and cereal/milk is provided, while supplies last.

## 9. OLD BUSINESS

### a. Revised Budget FY 2024-2025

Due to lack of quorum, no action was taken on the revised budget. The FY2024-2025 operating budget was approved in June 2024. Ms. Olawski gave an update on the FY 2024-2025.

### b. Community Garden Update - The Library Board of Trustees will receive an update on a potential community garden

Ms. Wong shared information about the Petaluma Library Garden, which is a habitat for birds, butterflies and other beneficial insects and critters and is managed by the Petaluma Master Gardeners. The Garden is next to the main entrance of the Petaluma Regional Library (Sonoma County Library) and is designed to provide interest in all four seasons using drought tolerant plants to serve as inspiration for the home gardener. The garden is a popular spot reading, relaxing, and weekly storytimes.

Library staff continue to explore options for a community garden at the Dixon Library and are meeting with Sustainable Solano about design and implementation and Dixon Master Gardeners regarding maintenance. Community forums will be hosted by Sustainable Solano during October. The garden will not include any permanent fixtures.

### c. Dixon Library - The Library Board of Trustees will discuss the growth of the Dixon Library

This will be a standing agenda item and Ms. Olawski will provide updates as they develop. Ms. Olawski will reach out to County Administrator's office about a possible general obligation bond measure for the Dixon Library.

### d. Back-to-School Festival Wrap-up

Ms. Gardner reported the library reached out to 477 people at the festival and suggested bringing next year's festival to the Women's Improvement Club Park adjacent to the library where there is more available parking, shade, and easier restroom access. The event could include outreach from Solano County mobile services such as the dental clinic and food van to meet the vision of "one stop shopping" for families.

### e. Additional Staff Cost

The annual cost of additional full-time librarian (not budgeted) would increase the salary budget by 25%.

## 10. NEW BUSINESS

### a. Public Facilities Impact Report FY 2023-2024

Ms. Olawski distributed the Public Facilities Impact Report, which will be submitted to the Solano

County Board of Supervisors.

**11. ANNOUNCEMENTS/MEMBER REPORTS**

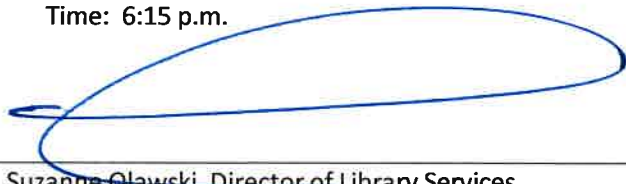
None.

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

Tuesday, December 10, 2024

**13. ADJOURNMENT**

Time: 6:15 p.m.



Suzanne Olawski, Director of Library Services

12-10-24

Date