

**MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
NEW LIBRARY BUILDING COMMITTEE
9:00 AM, MONDAY, APRIL 6, 2009**

**MEETING LOCATION
230 N. 1ST STREET, DIXON, CA**

1. Call to order / Jim Ernst, Vice-President Trustees

The meeting was called to order at 9:08 a.m. In the absence of President Amy Proctor, Jim Ernst chaired the meeting.

2. Roll call

Trustees

Amy Proctor, President (absent)
Jim Ernst, Vice-President
John Gabby, Secretary
Alan Hodge
Shana Levine

Commission

Greta Galindo, President (absent)
Nancy Medbery, Vice-President
Shane Taber, Secretary
Marjorie Rothrock
Susan Ostergard

City of Dixon

Jack Batchelor, Mayor
Nancy Huston, City Manager

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Marjorie Rothrock moved, Shane Taber seconded and the motion carried.

5. Public presentations to or discussion with the Commission

None

6. Discussion items:

A. Review of the work of the Committee

Mr. Atkins reviewed the work of the now-dissolved Ad-Hoc Building Committee. It was formed to have a group who would do the preliminary work involving property acquisition for a new library building. The committee was originally made up of two Trustees, two Commissioners, the Mayor, the City Manager, the District Librarian and the Administrative Support Manager. The Ad-Hoc Building Committee was re-convened in January 2009 to begin the work of planning and designing a new building. Others included in meetings were Addison Covert, legal consultant; Jonathan Edwards, financial consultant; Linda Demmers, building consultant; and Gary Archer, commercial property consultant. The committee began the process of setting time-lines for the project, establishing a general work plan, and reviewing the original Building Needs Assessment done in 2000-01.

At Mr. Atkins' recommendation, Board Acting President Jim Ernst acted to establish a standing committee (the New Library Building Committee) which would be made up of the five library Trustees, the five Commissioners, the Mayor or

a designee, the City Manager, the District Librarian, and the Administrative Support Manager. Consultants used by the library will continue to attend as needed. Proceeding in this manner will streamline the decision and approval process because what was three different groups are all now one; it will also provide a way for interested members of the public to be involved. The meetings will be posted and adhere to all Brown Act requirements.

Mr. Atkins explained the rolls of the Library's consultants. Addison Covert (Attorney with Kronick, Moskovitz, Tiedemann and Girard) is the legal advisor in this process. Jonathan Edwards, Government Financial Inc. will guide us through the bond process. Linda Demmers, Library Consultant will put together surveys, conduct public forums and help the library in the process of needs assessment and building design; Gary Archer, Archer & Ficklin as advisor in commercial property development.

B. Timeline and key points

The timeline created by Mr. Atkins and the Ad-Hoc Building Committee was reviewed. The June 2010 date to place a bond measure on the ballot allows for the required 125 days period to the election. In Nov. 2011 the Library will need to relocate to continue services while the new library is being built. The relocation will be for 6 months to 1 year.

The timeline created by Linda Demmers is a more detailed account of the pieces of the work involved in accomplishing that more basic timeline.

C. Proposed initial public survey

The draft of the first survey was reviewed and some changes were suggested. Mr. Atkins along with Linda Demmers will make the necessary changes; when a final version is approved, the survey will be posted on the web and paper copies will be available in locations around town. Information will also be distributed at MayFair Parade.

D. Proposed project logo

A proposed logo for the New Building Committee was reviewed and will be on the May meeting agenda. A few suggestions were made to contact additional individuals to contribute suggestions for the logo.

7. Commission Comments

None

8. Announcements

None

9. Adjournment

The meeting was adjourned at 11:00 a.m.

Amy Proctor, President

John Gabby, Secretary