

MINUTES-DRAFT
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:15 PM, MONDAY, NOVEMBER 21, 2011

COUNCIL CHAMBER, CITY HALL, CITY OF DIXON
600 EAST A STREET, DIXON, CA

1. Call to order / Becky Craig, Vice-President

The meeting was called to order at 6:15 p.m. by Becky Craig, Vice-President

2. Roll Call

Commissioner

Susan Ostergard, President-excused
Becky Craig, V-President
Jane Felton, Secretary
Olivia Stringer
Ian Arnold

Staff

Gregg Atkins, District Librarian
Sandy Myer, Recorder

Governing Board Liaison

Herb Cross

3. Communications

None

4. Approval of agenda

Mr. Arnold inquired as to why a requested personnel item regarding Ms. Werrin was not placed on the agenda for discussion in closed session. Mr. Atkins replied that counsel advised that the matter could not be so placed on the agenda.

Ian Arnold moved, Olivia Stringer seconded and the motion carried.

5. Public presentations to or discussion with the Commission

The following persons addressed the Commission:

- *Ginger Emerson stated that she did not feel the minutes accurately depicted what she said. She wants the minutes to reflect any time a member of the public speaks to an issue.*
- *Susan Werrin read a letter pertaining to the reprimand she received over an incident that took place last February. She feels that current policies have taken precedence over the well being of staff, and requests that the Commission hear her grievance.*
- *Mike Ceremello asks if Mr. Arnold wants a policy discussion or a personnel discussion. He agrees with Ms. Scarlotta that policy discussions cannot be held behind closed doors.*
- *Irina Okremtchouk read an email Ian Arnold sent requesting the aforementioned item. She wants an agreement or resolution regarding this case.*
- *Byron Chapman announced that he is suing the Library District. He asked a few questions concerning agenda development, personnel file retention policy and nature of the minutes. Mr. Atkins will supply a copy of the personnel file retention policy.*
- *Ginger Emerson wants all comments she makes on record.*
- *Joe Dipaolo states that if a Commissioner requests an item for an agenda, it should be placed there. Mrs. Stringer stated that routine items are always on the agenda. New items are requested at the previous meeting and the Librarian places the items on the agenda.*

- *Mr. Arnold wants Ms. Werrin to have a hearing. Mr. Atkins noted Mr. Arnold's possible conflict of interest in any discussion of this particular matter.*

6. Approval of minutes

A. Meeting October 17, 2011

Ian Arnold moved, Jane Felton seconded and the motion carried to approve the minutes with the change under public presentations by Ginger Emerson to reflect that there were complaints by staff and non-staff and only current staff was interviewed.

7. Financial reports and approval of expenditures

A. Review of expenditures for October 2011 dated November 3, 2011 in the amount of \$68,521.90

Mr. Atkins reported that Measure B revenue is slightly ahead of last year. There will be no indication of tax revenue income until the January report.

Ian Arnold requested more information on line item 2239.

Ian Arnold moved, Olivia Stringer seconded and the motion carried.

8. Librarian's Report – 10/18/11 – 11/21/11.

Mr. Atkins made the following to his report:

- The Dixon Patch reported on the newly-launched 5th grade book club.*
- Mrs. Bergen and Ms. Dunn are working on a joint grant to cover adult programming and teen art. Mrs. Bergen continues to expand fund raising efforts for children's and young adults programming.*
- Tomorrow the Board of Supervisors vote to place Measure L on the ballot. Measure L will extend the current Measure B for 16 years. With Measure B the Library has increased its materials budget, increased hours of operations and with that the number of people in the building has increased 200%.*
- The Library has sent out Request for Proposals to 24 janitorial firms. Currently the Library is on a month to month basis with All In One Janitorial Services. Once the proposals are received and reviewed, a proposed vendor will brought to the Commission for contract approval.*

Ian Arnold asked if Mr. Atkins looked into background check costs. Mr. Atkins replied that he had and that the Dixon Police Department will not do them for the Library. The cost starts at \$100 and takes 6 to 10 weeks.

Ian Arnold moved, Jane Felton seconded and the motion carried to accept the Librarian's Report.

9. Statistical Reports

A. Circulation, Patron, Collections, Reference

Patron statistics are showing 10% below last year; however reference questions are climbing back up. Ian Arnold asked how patrons were counted and was informed that there are counters on the doors.

Ian Arnold moved, Olivia Stringer seconded and the motion carried to accept the statistical reports.

10. Discussion Items

A. Library facility update

Kronick, Moskovitz, Tiedemann, Girard has been engaged in the EIR review. They have recommended that some areas need additional information via foot notes etc. This will slow down the process. The public meeting will be held in January at

the earliest; notice will be posted when the document is available for review. It is not now available for review because it is still in draft form for internal review.

Mr. Arnold suggested that the Library may want to make a recommendation to the board to have an attorney on retainer.

B. Development of a mission statement-plans for workshop

Mr. Atkins reviewed some guidelines for beginning development of a mission statement. December 19th is a possibility for the first workshop or it may be preferred that it wait until January. In the first part of the workshop there will be a review of what was chosen in the previous needs assessment study. There will be a short presentation about the characteristics of a mission statement. Then there would be a hands-on process run by an outside facilitator. The workshop would take about 90 minutes. After some discussion it was decided that a few days would be checked for availability in the 2nd week of January for the workshop; Mr. Atkins will notify the Commission of the available dates.

C. Development of a “policy review” policy

Mr. Atkins reviewed suggestions for how to address the Commission’s interest in regularly reviewing Library District policies. Some items to consider are

- a. Expansion of Policy 1000 to insert appropriate language*
- b. Timeline for review*
- c. Possible identification of a particular order in which to review*
- d. Possible identification of a two year cycle for review (with the ability to always be able to review any policy needing attention).*

Mr. Atkins will bring a draft back to the Commission at its next meeting.

D. How to recognize and salute works by Dixon authors- development of guidelines and parameters

Mr. Atkins discussed the specific concerns the staff had on how to properly proceed on that matter. He particularly noted that changes in the technological capability for self-publishing and web publishing raised concerns for the staff. Commission comments suggested that the Library develop a permanent display of Dixon authors whose books have been sold in the traditional fashion. Changes due to technology can be addressed at a later date.

E. Proposed changes to Policy 1140 (Response to Public Complaints)

Commissioner Arnold reviewed his proposed changes and additions to Policy 1140. Commissioners and Mr. Atkins discussed a number of suggestions:

- Suggestions to change 1140.1 –last line and responsive;*
- 1140.3.2 to change reasonable time to 30 calendar days;*
- 1140.3.4 to include the address of the library;*
- 1140.3.4.1- change “will” to “shall” expeditiously and remove the rest of the paragraph beginning with the President of the Library Commission.*

Mrs. Emerson expressed concern that 1140.3.4 does not provide for a timeframe; 1140.3.2 the time frame is too indefinite (public is held to a stricter policy regarding complaints); need provisions for appealing to the Board of Trustees.

The above changes were discussed and Ian Arnold will draft a new policy and send it to Mr. Atkins.

11. Announcements

Mr. Atkins anticipates Measure L will be placed on the ballot. At this time a campaign will kick into gear. There is a great need for Dixon to actively participate and to have a leader in the campaign. Library staff, Commissioners and Trustees are

governed by strict regulations as to participation in campaign activities and manner of discussion of the issue once placed on the ballot.

12. Agenda development for meeting of December 19, 2011

- a. Policy review 1000 revised*
- b. Mission statement development*
- c. Policy 1140*
- d. Dixon authors*
- e. Legal fees 2239- accounting by date vendor invoice amount*
- g. Legal counsel to address issue at next meeting on how to proceed on requested employee discipline item*

13. Commission comments

None

16. Adjournment

Becky Craig, Vice-President adjourned the meeting at 9:20 p.m.

Rebecca Craig, Vice-President

Jane Felton, Secretary