

**MINUTES-Approved 2/26/2007**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:30 PM, MONDAY, JANUARY 22, 2007**

**BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT**  
**180 SOUTH 1<sup>ST</sup> STREET, DIXON, CA**

**1. Call to order / Marjorie Rothrock, President**

*The meeting was called to order at 6:35 p.m.*

**2. Roll call**

Commissioners  
Marjorie Rothrock, President  
Greta Galindo, Vice-President  
Nancy Medbery, Secretary-excused  
Richard Crawford-absent *excused*  
Jim Ernst

Staff  
Gregg Atkins, District Lib.  
Sandy Myers, Recorder

**3. Communications**

- a. Mr. Atkins sent a thank you letter to Wal-Mart for its donation of \$1000.00.*
- b. A letter was received from the Department of Transportation denying the claim filed for the damage to the air conditioning unit on the Carnegie. Caltrans denied responsibility because the incident occurred in a construction zone where the state's contractor or insurer assumed responsibility. Mr. Atkins has sent Ghilotti a letter.*

**4. Approval of agenda**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**5. Public presentations to, or discussion with the Commission**

*None*

**6. Approval of minutes**

**A. Regular meeting of November 20, 2007**

*Jim Ernst moved, Greta Galindo seconded and the motion carried to approve the minutes as written.*

**7. Financial reports and approval of expenditures**

**A. Review and approval of expenditures for November, 2006, dated December 4, 2006 in the amount of \$82,323.52.**

*Mr. Atkins noted that the revenue is at 47% and the expenditures are at 41%. Property taxes will be ahead between 5 and 10% over last year's figures if the current trend continues.*

*Greta Galindo moved, Jim Ernst seconded and the motion carried.*

**B. Review and approval of expenditures for December, 2006, dated January 2, 2007 in the amount of \$57,757.32.**

*Greta Galindo moved, Jim Ernst seconded and the motion carried.*

**9. Librarian's Report – 11/21/06-1/22/07**

*Mr. Atkins added the following items to his Librarian's report:*

- A. Mr. Akins has been asked to speak at the State of the City Address at 7:30 a.m. on February 8, 2007.*
- B. There are two new features being added to SNAP.
  - a. An online E-Card which will allow people to submit an application online and receive a temporary card that allows them access to the data-bases.*
  - b. WebFeet, which is software that searches multiple databases simultaneously.**

*The Librarian's report was unanimously accepted.*

**10. Statistical Reports-**

**A. Circulation, Patron, Collections, Reference**

*The statistical reports were unanimously accepted.*

**11. Discussion Items**

**A. Library Facility-new Southwest community Park master plan activity**

*There will be a workshop held on February 8, 2007 from 6:30 to 8:00 at the Senior Center to review the possible designs that LPA has put together from the information gathered at the two previous workshops. A flyer has been mailed out to the community announcing the date and time. The city and the library will split the cost of the mailing of the flyer.*

*After the presentation the recommendations will be presented to the Parks & Recreation department and to the City Council. A separate presentation will be made to the Commission and the Board.*

**B. Dixon High School library consultation (update)**

*Mr. Atkins has not been contacted concerning any further involvement in planning for the new library for the high school.*

*Mr. Atkins has spoken with the DUSD Superintendent about a new tool available called SchoolRoom (a Sirsi/Dynix product) designed to serve as a portal that allows teachers to communicate with students regarding homework assignments. Another module of this product allows the school and local library to work collaboratively in assisting the students with materials to complete their assignments..*

**12. New Business**

**A. Recommendation to revise Policy 3110**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**B. Recommendation to revise Policy 3150**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**C. Recommendation to approve Policy 4001, Patron Rules of Conduct**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**D. Recommendation to approve Policy 4250, 4251 4252 4255**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**E. Recommendation to revise Policy 4300**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**F. Recommendation to revise Policy 4400**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**G. Recommendation to enact FY 2006-07 Equity Increase, pursuant to Salary Equity Adjustment Plan (Year Two)**

*Jim Ernst moved, Greta Galindo seconded and the motion carried.*

**13. CLOSED SESSION – Chair will entertain motion to enter closed session for purpose of salary negotiation pursuant to Government Code section 54956.8 (“Brown Act”)**

**Closed Session: Labor Negotiations RE: Gregg Atkins**

*Entered closed session at 7:28 p.m.*

**14. Announcements from Closed Session**

*Returned from closed session at 7:38 p.m. President Rothrock announced that an equity increase was approved for the District Librarian.*

**15. Announcements**

*None*

**16. Agenda development for Commission meeting of February 26, 2007**

*a. Salary issues (longevity & retirement)*


**17. Commission comments**

*The Commission is agreeable to Mr. Atkins’ request to take vacation time during National Library Week in April.*

**18. Adjournment**

*Marjorie Rothrock, President adjourned the meeting at 7:45 p.m.*

  
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*Marjorie Rothrock, President*

  
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*Nancy Medbery, Secretary*