

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
5:00 PM, MONDAY, JANUARY 24, 2011

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

1. Call to order / Susan Ostergard, Vice-President

Susan Ostergard, Vice-President called the meeting to order at 5:01 p.m. in her capacity as acting President.

2. Roll call

Commissioners

Greta Galindo, President- (late arrival)
Susan Ostergard, Vice-President
Shane Taber, Secretary
Marjorie Rothrock-excused
Olivia Stringer

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Shane Taber moved, Olivia Stringer seconded and the motion carried.

5. Public presentations to or discussion with the Commission

Ms. Patricia Perfecto discussed personnel concerns related to her resignation. Ms. Nancy Schrott discussed personnel concerns related to her retirement. Ms. Jennifer Springfield discussed personnel concerns related to her resignation. Ms. Ginger Emerson shared a copy of correspondence with District Librarian Gregg Atkins concerning her use of the library.

6. Approval of minutes

A. Regular meeting of November 15, 2010

Olivia Stringer moved, Shane Taber seconded and the motion carried

7. Financial reports and approval of expenditures

A. Review of expenditures for November 2010, dated December 3, 2010 for \$106,769.14

Olivia Stringer moved, Shane Taber seconded and the motion carried.

B. Review of expenditures for December 2010, dated January 3, 2011 for \$87,026.15

Shane Taber moved, Olivia Stringer seconded and the motion carried.

C. Mid-Year Budget Assessment

Mr. Atkins reviewed where the District stood at the mid-year point. He noted that sales tax revenue ("Measure B") is \$29,332 lower than at this time last year, which is a 4.9% shortfall. Property tax revenue is projected to be 5.2% lower than last year, which amounts to an estimated \$17,000 shortfall. The Library does have a \$44,000 salary savings amount at the moment which covers the tax losses. Services and supplies spending are at the 45% level (representing a 5% reduction in costs) due to close monitoring of spending to keep on track with the budget.

8. Librarian's Report – 11/16/10-1/24/11

Mr. Atkins added the following to the report:

- a. Through an LSTA grant and in conjunction with NorthNet, the library will introduce Overdrive to its patrons. This is an audio and e-book collection which is downloadable through a portal on the Library's website.*
- b. On Thursday of this week the Library will be hosting a flu clinic in cooperation with Solano County Department of Health from 1-5 p.m.*
- c. The Dixon Tribune is printing its "annual progress report" edition and an update for the library has been submitted.*
- d. First round interviews for the Children's/YA librarian and the Reference Librarian have concluded with 19 interviews total. There are 7 being brought back for a second round, 4 for Reference and 3 for the Children/YA positions.*

The Librarian's report was unanimously accepted.

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

The statistical reports were accepted.

10. Discussion Items

A. Library facility update-a review of current progress and projects connected to the New Dixon Library Project

Mr. Atkins reminded the Commission that a meeting of the New Library Building Committee is scheduled for February 24, 2011 and then again on March 24, 2011. The architects will present exterior building design options.

B. Improvements and changes to address ADA requirements

A list of recommended ADA improvements and changes was given to the Board. Items on the list include replacing the drinking fountain; fixing the ADA restroom (removing the mop sink and faucet, adjusting the height of the existing sink, relocating various dispensers to proper heights); re-arranging the workroom to provide clear wheelchair path; removing the interior Carnegie handrail and replacing it with two ADA compliant rails; adding 10" extensions to two of the tables at one end; and, replacing exit signage with correct placards. The total estimated cost of this is approximately \$8,400. Direction was given by the Commission to place a recommendation to approve the expenditures from reserves onto the next agenda.

C. 2011-2012 budget development-initial review.

Mr. Atkins began the discussion about the 2011-2012 budget by noting that the following items must be taken into consideration:

- a. The State budget proposal by the Governor is to eliminate all state funds for libraries. This means that the monies received for resource sharing activities (inter-library loan, Public Library Foundation Act funds, and Library Services Act funds) would no longer be available. The amount for the DPL is approximately \$40,000.*
- b. Health care costs for the Library are \$90,000 annually. One way to reduce that cost is to use SDRMA (Special Districts Risk Management Authority) health care coverage instead of the current arrangement through DUSD. Coverage equal to the most expensive current choice is offered at a 40% savings to the District. The Commission indicated its agreement that the District should act to use the SDRMA option to reduce costs.*
- c. Currently the District pays 100% of the employees' PERS contributions in addition to the employer's share. Very few public agencies continue to do this, and Mr. Atkins suggested that it is time to stop continuing to do this, which would save about \$27,000. Each employee would become responsible for his/her PERS contribution (7% of salary). The Commission indicated a willingness to consider making such a change, but wanted to see a range of options concerning PERS.*

Mr. Atkins will continue to budget development conversation at the next meeting.

Due to the imminent commencement of the scheduled AB1234 Workshop, Shane Taber moved, Olivia Stringer seconded and the motion carried to adjourn the meeting until the AB1234 training is concluded. The meeting was adjourned at 5:50 p.m.

Greta Galindo, President reconvened the meeting of the Library Commission at 8:03 p.m.

D. Proposed Library District governance changes initiated by Governing Board of Library Trustees

The Governing Board has approved a proposal for additional language to be added to the Ed Code to allow a change in the governance model for the Dixon Public Library District. The proposed language must go to the Senate Government Committee for consideration for inclusion in the Omnibus Bill (a catch-all vehicle created by the Legislature to handle these types of requests for minor changes, corrections, and additions). The Omnibus Bill would most likely be adopted during the June/July time frame; it would not become effective until January 2012. At that time the Governing Board of Library Trustees would have the ability to adopt a resolution initiating the change to a directly-elected Library Board (the existing Library Commission would become the Board, and then an election cycle would start to move to an elected board).

11. New business

A. Recommendation to approve 1 year extension of Contract with Solano, Napa, and Partners Consortium

Susan Ostergard moved, Olivia Stringer seconded and the motion carried to approve the recommendation with the change to read 18 months extension.

12. Announcements

None

13. Agenda development for Commission meeting of February 28, 2011

A. Closed Session – Labor Relations

14. Commission comments

None

15. Adjournment

The meeting was adjourned at 8:17 p.m. by Greta Galindo, President.

Greta Galindo, President

Shane Taber, Secretary