

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, JANUARY 26, 2009

BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT
180 SOUTH 1ST STREET, DIXON, CA

1. Call to order / Greta Galindo, President

The meeting was called to order at 6:05 p.m.

2. Roll call

Commissioners

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

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

Trustee

John Gabby

3. Communications

Mr. Atkins shared a letter from Marcia Erickson thanking the library for its contribution to the "Save the School Libraries" effort.

4. Approval of agenda

Shane Taber moved, Susan Ostergard seconded and the motion carried.

5. Public presentations to or discussion with the Commission

None

6. Approval of minutes

A. Regular meeting of November 17, 2008

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

7. Financial reports and approval of expenditures

A. Review of expenditures for November 2008, dated December 2, 2008 for \$541,878.54

Mr. Atkins reported that Measure B revenue is down by 3% compared to last year. The County has predicted that it could drop anywhere from 6% to 8%. The Property tax income is only \$1000.00 below the estimated first-half amount.

Susan Ostergard moved, Marjorie Rothrock seconded and the motion carried.

B. Review of expenditures for December 2008, dated January 5, 2009 for \$117,148.16

Susan Ostergard moved, Marjorie Rothrock seconded and the motion carried.

8. Librarian's Report – 11/18/08-1/26/09

Mr. Atkins added the following to his written report

- a. The Yolo Historic Society came to Dixon for a program on the libraries archival collection. After the presentation Nancy Schrott gave a brief tour of the town.*
- b. A draft of the Libraries Audit by Solano County Auditor Controller's Office has been reviewed. A final report will be distributed to the Commission and Governing Board when received.*
- c. In August 2008, the new Consumer Products Protection Act passed with provisions covering the use of pthalates in products for children under 12; this is a product that is used in the manufacturing of children's books. The regulation states that as of February 12, 2009 children under the age of 12 will not be allowed contact with anything that has pthalates in it. This would mean children would not be allowed in the library. CLA and ALA are working to get an exemption or delay for libraries.*

The Librarians report was unanimously accepted.

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation statistics are up by 28%, patron stats are up 15% and reference stats are up by 43%.

The statistical reports were unanimously accepted.

10. Discussion Items

A. Library facility update

Mr. Atkins went over the Ad-Hoc Building Committee's agenda. The timeline was discussed in brief. The target for the opening of the new library is 2013, on the 100 year anniversary of library services in Dixon.

During the process of planning for a new library there will be at least one phone survey of the public to assess willingness to pay various possible levels of increase taxation. Godbe and Associates was mentioned as the survey company to do the job.

B. Budget review and temporary freeze items

Due to the potential for decrease in Library revenues, the Governing Board of Library Trustees recommended that Mr. Atkins identify and implement budget reductions in 2008-09 expenditures. Mr. Atkins froze expenditures in 16 different categories saving \$53,900. This freeze will be reevaluated during the year for any further adjustments.

11. New Business

A. Recommendation to adopt Policy 4240 Computer Use Policy (Employees)

The Commission reviewed the policy, and directed Mr. Atkins to bring it back with any revisions after Library staff have had a chance to

discuss it, raise concerns and make suggestions. The item was tabled until the meeting of February 23, 2009.

12. Announcements

Mr. Atkins noted that CLA Day in the District with Lois Wolk will be on Friday February 6, 2009. Shane Taber, Marjorie Rothrock, and Nancy Medbery expressed an interest in attending.

The State of the City breakfast will be held on February 12, 2009. Shane Taber and Susan Ostergard expressed an interest in attending.

13. Agenda development for Commission meeting of February 23, 2009

a. Policy 4240

b. Facility Update

14. Commission comments

None

15. Adjournment

The meeting was adjourned at 7:25 p.m.

Greta Galindo, President

Shane Taber, Secretary