

**MINUTES-Approved 2/25/2008**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:30 PM, MONDAY, JANUARY 28, 2008**

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

**1. Call to order / Greta Galindo, Vice-President**

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

**2. Swearing-in and Seating of new commissioner: Shane C. Taber**

*Mr. Atkins swore in Shane Taber. Shane will serve the remainder of Jim Ernst's term; Jim left the board when elected to the Dixon Unified School District Board of Trustees.*

**3. Roll call**

Commissioners

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

Staff

Gregg Atkins, District Lib.  
Sandy Myers, Recorder

Library Trustees

Jim Ernst

**4. Communications**

*None*

**5. Approval of agenda**

*Nancy Medbery moved, Susan Ostergard seconded and the motion carried.*

**6. Public presentations to or discussion with the Commission**

*Martha Cornejo addressed the Commission with her concerns regarding three letters she received referencing lost items and late fees. She stated that she believes the library's system is faulty and does not track transactions accurately. She requests the Commission review her accusations and place the item on the agenda for the next regularly scheduled meeting on February 28, 2008.*

**7. Approval of minutes**

**A. Regular meeting of November 19, 2007**

*Nancy Medbery moved, Susan Ostergard seconded and the motion carried.*

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

**A. Review and approval of expenditures for November 2007, dated December 3, 2007 in the amount of \$80,226.32.**

*Mr. Atkins reviewed the different categories in the financial report to help Shane Taber understand where the library funds come from and how they are allocated.*

*Susan Ostergard moved, Nancy Medbery seconded and the motion carried.*

**B. Review of expenditures for December 2007, dated January 3, 2008 in the amount of \$71,244.68**

*Nancy Medbery moved, Susan Ostergard seconded and the motion carried.*

**C. Recommendation to change the Calendar for Budget development and adoption for 2008-09 Fiscal Year**

*Mr. Atkins recommended pushing back the dates for the development and adoption of the library's budget due to the following points*

- a. the Governor has declared a state of fiscal emergency*
- b. observers predict a budget agreement will come later (September?) rather than earlier*
- c. there is a possibility that Prop. 1A could be suspended (which would allow the State to borrow up to 8% of all special districts' property tax revenues)*
- d. that the national economy is showing signs of recession*
- e. information concerning projected tax revenues from the County is likely to be delayed.*

*For these reasons he is recommending the process begin in June.*

*Nancy Medbery moved, Susan Ostergard seconded and the motion carried.*

**9. Librarian's Report – 11/19/2007-1/28/2008**

*Mr. Atkins added the following to his report.*

- a. Mr. Atkins spoke with Dee Alarcon regarding the steps that may need to be taken to ensure the Library Trustees can continue to serve if the School District goes into receivership*
- b. Mr. Atkins reviewed the report from Unique Collection Services with the Commission. Overall the program is very successful.*

*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 update**

*Mr. Atkins attended the Solano Board meeting on January 22, 2007 at which the Board of Supervisors directed the staff to research the Jackson Square Property and the Hometown Market site as possibilities for a new Veterans Hall.*

*On January 25, 2008 there was another renovation meeting held at the Veterans Memorial Building. At the meeting it was clearly stated that Solano County will repair the roof on the current Veterans Hall and do maintenance that will not trigger code violations while pursuing the options of Jackson Square and Hometown Market. Any information that has been gathered to date by the entities involved will be sent to Mark Bryant so a presentation can be done at the next meeting scheduled for February 8, 2008.*

**B. Possible attendance at California Trustees and Commissioners Workshop (San Mateo, Ca / March 1, 2008)**

*It was decided not to attend this workshop; however, there is a workshop put on by SDRMA on Friday May 2, 2008 addressing the development of strategic plans. So far Susan Ostergard, Nancy Medbery, Marjorie Rothrock, Gregg Atkins and Sandy Myers will be attending. Shane Taber will check her calendar and Greta Galindo will be notified as she was absent.*

**12. New Business**

**A. Recommendation to revise *Health and Welfare Benefits Policy 3110***

*A copy of the new policy is attached. Susan Ostergard moved, Shane Taber seconded and the motion carried.*

**B. Recommendation to revise *Work Week, Work Hours, Overtime and Compensatory Time Policy 3010***

*A vote was taken to table the item until the next regularly scheduled meeting in February so that staff could address issues raised by Commissioners concerning authority of the Commission to suspend payments for overtime in the event of fiscal problems. Marjorie Rothrock, aye; Nancy Medbery, aye; Susan Ostergard, aye; Shane Taber, aye. The item will be brought back in February.*

**13. Announcements**

*None*

**14. Agenda development for Commission meeting of February 25, 2008**

*A. Revised Draft of Compensatory Time policy*

*B. Overdue fines and fees issues raised by Ms. Cornejo*

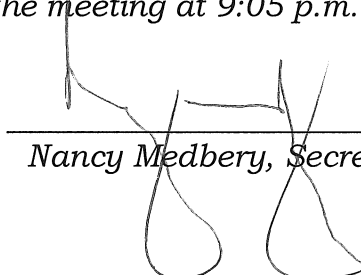
**15. Commission comments**

*None*

**16. Adjournment**

*Marjorie Rothrock, President adjourned the meeting at 9:05 p.m.*

  
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Marjorie Rothrock, President

  
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Nancy Medbery, Secretary