

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, FEBRUARY 28, 2011

180 S. FIRST STREET, STE 3, DIXON, CA

CLOSED SESSION – AGENDA

1. CLOSED SESSION: 6.02 p.m.

Public Employee Performance evaluation-District Librarian pursuant to Government Code section 54957 (“Brown Act”)

2. Announcements from Closed Session – 7:23 p.m.

No action to report.

3. Public presentations to or discussion with the Commission

- *Byron Chapman discussed ADA issues*
- *Ron Wilson discussed ADA issues*
- *Roberta Wahlberg discussed personnel and management issues*
- *Nancy Schrott discussed personnel and management issues*
- *Paty Perfecto discussed personnel and management issues*
- *Haley Huff discussed personnel and management issues*
- *Tom Bogue discussed personnel and management issues*
- *Mike Ceremello discussed a Closed Session Brown Act concern*

REGULAR MEETING-AGENDA

1. Call to order / Greta Galindo, President- 8:03 p.m.

Greta Galindo, President called the meeting to order at 8:03 p.m.

2. Roll call

Commissioners

Greta Galindo, President-
Susan Ostergard, Vice-President
Shane Taber, Secretary
Marjorie Rothrock
Olivia Stringer

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

Governing Board Liaison

Herb Cross

3. Communications

Communications were distributed in a separate packet.

4. Approval of agenda

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

5. Public presentations to or discussion with the Commission

- *Mike Ceremello discussed Brown Act concerns, his understanding of the District's governance structure, and personnel and management issues.*

6. Approval of minutes

A. Regular meeting of November 15, 2010

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

7. Financial reports and approval of expenditures

A. Review of expenditures for January 2011, dated February 4, 2011 for \$55,550.32

Mr. Atkins explained to the Commission that Measure B revenue is \$29,000 behind last year and there is no activity in the Development Impact Fees account.

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

8. Librarian's Report – 1/25/11-2/28/11

Mr. Atkins added the following to the report:

- a. On March 21, 2011 he will be going to San Jose at the request of the State Librarian for a two day meeting. This will conflict with the regularly scheduled meeting of the Library Commission on March 21, 2011. It was agreed that the meeting would be changed to March 28, 2011.*

The Librarian's report was unanimously accepted.

9. Consent Calendar

A. Approval to appoint Katrina Bergen to the position of Children / Youth Services Librarian (Librarian I, Step 2), 40 hours per week / permanent full-time, effective February 14, 2011

B. Approval to appoint Catherine Dunn to the position of Reference / Adult Services Librarian (Librarian I, Step 2), 40 hours per week / permanent full-time, effective February 14, 2011

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

10. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation statistics are up by 6% and patron counts are down by 9% compared to last year.

The statistical reports were accepted.

11. Discussion Items

B. Library facility update

There will be a NLBC meeting on March 24, 2011 at 7:00 p.m. Group 4 will be presenting an outside view of what the new library could possibly look like. The Library received notice that the Carnegie was placed on the National Register. However, if the District moves the Carnegie as currently proposed, it does not mean it comes off the register; the Architects are working with a historical consultant to

minimize such an impact. After the Carnegie is moved, then the government can be petitioned to request that it remain on the Register.

B. Improvements and changes to address ADA requirements

The Library is working on the list provided by the consultant. Banisters are being manufactured, signs are being posted. The restroom is now ADA compliant. An extension will be added to one of the tables this week.

Mr. Atkins acknowledged the assistance by Mr. Wilson, who has helped the Library with specific aspects.

C. 2011-2012 budget development – income projections and possible personnel options

Mr. Atkins presented a preliminary review of income projections and then discussed personnel options for the 2011-12 budget.

Projected 2011-12 Income

1. 2010-11 lost property tax and sales tax revenue (5.4% reduction)	\$ 49,500
2. 2011-12 lost property tax and sales tax Revenue (5% reduction)	\$ 42,628
3. Loss of State funding (5%)	\$ 42,000
Total	\$134,128

Possible 2011-12 Cost Reductions

1. no audit expense in 2011-12	\$ 13,000
2. Salary savings w/ current staffing model	\$ 47,860
3. Health insurance w/ SDRMA	\$ 37,302
4. PERS contribution paid by employees @ 7%	\$ 30,250
Sub-Total	\$128,412
5. Reduction in force (1.0 FTE)	\$51,000
6. Reduction in force (.5 FTE)	\$25,500
7. Salary reduction of 5%	\$31,957
8. Employee contribution to healthcare cost (90% / 10% formula)	\$ 5,000

Susan Ostergard requested that the staff have a chance to take a look at the cuts and make suggestions in the same manner as last year. Mr. Atkins noted that he had discussed the information just presented with the staff at the previous week's staff meeting.

12. New Business

A. Recommendation to Recommend to Governing Board of Library Trustees that Payment of Costs for Required ADA Improvements and Changes be Paid from Year-End Surplus and /or from Unallocated Reserve Fund

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

13. Announcements

Sandy Myers reminded the Commission that the FPPC 700 Forms-Statement of Economic Interest must be filled out and returned to the Library.

14. Agenda development for Commission meeting of March 28, 2011

- A. Closed Session – Evaluation of Personnel (District Librarian)*
- B. Budget*
- C. Future location of Library Commission meetings.*

15. Commission comments

Marjorie Rothrock would like to resign from the Commission at the end of March, but will continue to serve until the seat is filled.

16. Adjournment

The meeting was adjourned at 9:20 p.m. by Greta Galindo, President.

Greta Galindo, President

Shane Taber, Secretary