

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

RE-SCHEDULED REGULAR MEETING

MEETING LOCATION:

DIXON SENIOR / MULTI-USE CENTER
201 S. FIFTH ST., DIXON, CA 95620

1. Call to order / Greta Galindo, President

The meeting was called to order at 6:02 p.m. by Greta Galindo, President.

2. Roll Call

Commissioner

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

Staff

Gregg Atkins, District Librarian
Sandy Myer, Recorder

Governing Board Liaison

Herb Cross

3. Communications

None

4. Approval of agenda

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

5. Public presentations to or discussion with the Commission

President Galindo reminded potential speakers that a 3 minute time limit is in effect. The following persons spoke:

- Ginger Emerson spoke concerning a public records request she would be making. She also complained about the 3 minutes time limit.*
- David Werrin requests discussion on the reserves monies for the next agenda.*
- Shirley Humphreys wanted to know about an organizational chart and policies. She was given information on how to make a written request.*

6. CLOSED SESSION: 6:10 p.m.

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

7. Announcements from Closed Session – 7:40 p.m.

There were no announcements from closed session.

8. Approval of Minutes

A. Regular meeting of February 28, 2011

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

B. Special Meeting of March 17, 2011

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

Financial reports and approval of expenditures

A. Review of expenditures for February 2011, dated March 7, 2011 for \$68,614.59

The Impact Fee monies have not changed. The County does not collect until the new Fiscal Year. Impact Fee monies cannot be used for anything but a new building project.

Shane Taber questioned what the legal expenses in the 2239 category were. Mr. Atkins explained that they were for the work being done with the attorney regarding the governance issue and could therefore not be charged to the 4202 Construction in progress account.

Building Fund monies currently have \$69,987.12 remaining. However based on the commitment to LSA for the CEQA report, AIM for Community Outreach, and Group 4's last bill for approximately \$15,000 the monies in the Building Fund will be expended.

The Building Fund was established as early as 1998 and in 2004 the Governing Board of Library Trustees established a policy that automatically put any unspent monies into the Building Fund.

10. Librarian's Report- 2/29/11-3/28/11

Mr. Atkins added the following to his report

- SNAP is the only consortium still using CARL. Most clients have moved to CARL.X. CARL is no longer being developed and is supplying support only to the product as it currently sits. SNAP is now in the process of looking at alternative systems for operations for the consortium. Open Source is an option being reviewed. Currently there are libraries that are using a product called Evergreen which appears to be the best for consortiums.
- The Library is participating in the May Fair again this year and will be doing a theme based on books through the decades

11. Statistical Reports

A. Circulation, Patron, Collections, Reference

Circulation is up by 27%, patron count is down by 9% due to school classes not coming in, and there was a drop in reference questions.

The statistical reports were unanimously accepted.

12. Discussion Items

A. Library facility update

The last NLBC meeting was held on March 24, 2011. Group 4 presented a power point presentation that included all the work that has been done to date and concluded with a conceptual design of the new library that will be used to complete the CEQA report. This concluded Phase 1 of the library building project.

B. Improvements and changes to address ADA requirements

Mr. Atkins addressed remarks from previous meetings regarding the ADA lift. On March 1, 2010 the shaft on the small motor snapped and was welded; the repair company said that if it broke again it would not be able to be repaired. On March 12, 2010 the drive screw snapped and the jackscrew broke through the top of the cabinet. Contact was again made for repair and it was reported that it could not be fixed and even if it could it would not meet code and would not pass OSHA inspection. An elevator company was contacted for replacement of the lift; Mr. Atkins was told it would be 6 to 8 weeks for delivery. At the four and a half week mark the lift was delivered and installed. It was then inspected by OSHA and passed inspection. While the lift became inoperable, County Counsel was contacted and the library was directed to make available alternative accommodations as per written instructions issued by the U.S. Dept. of Justice. The library posted a notice on the lift directing patrons to ask for assistance at the reference desk for any items that are needed from the upstairs.

The library is awaiting exit signs with Braille to arrive. The ones that originally

came did not have the Braille on them. The library is also waiting for a cost estimate on the wall that will need to be built for the drinking fountain.

C. 2011-2012 budget development-next steps

As was suggested by the Commission at the last meeting, the budget was reviewed at a staff meeting and the same information discussed with the Commission was made available to the staff. At the next staff meeting any suggestions from the staff will be reviewed and then presented to the Commission.

D. Future location of Commission meetings

Mr. Atkins has spoken with Nancy Huston, City Manager regarding the use of the City Chambers to hold future Commission meetings on the third Monday of the month. Ms. Huston will develop an MOU with the Library District. There is still some concern for when the City has special meetings, as it will have first priority. In those instances the Library District will need to seek an alternative meeting location. There will be a cost associated with using the Chamber.

E. Library District-consideration of possible celebration for 100th anniversary of vote to establish District (July 1911)

Mr. Atkins informed that Commission that in July of 1911 it was voted to establish the Library District. In past years the celebrations held have been keyed to the actual opening of the Carnegie. This year there will be a small event in July for the 1911 vote and then there will be another event to recognize the opening of the Carnegie.

13. Announcements

None

14. Agenda development for Commission meeting of April 18, 2011

- **Budget**
- **Closed session**
- **Review of policy 7020 – appointment of commissioners**

15. Commission comments

Ms. Taber thanked the staff for allowing her and Ms. Ostergard to sit in on the staff meeting.

16. Adjournment

The meeting was adjourned by Greta Galindo, President at 8:10 p.m.

Greta Galindo, President

Shane Taber, Secretary