

**DRAFT MINUTES
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY APRIL 18, 2011**

**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

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

Public presentations to or discussion with the Commission

The following persons addressed the Commission:

- *Jim Ernst urged the Commission to hear from all citizens of Dixon*
- *Shirley Parsons spoke in support of Mr. Atkins and improvements made under his leadership*
- *Kay Cayler spoke in support of Mr. Atkins*
- *Joe Dingler presented a public records request*
- *Mike Ceremello spoke against those who spoke in support of Mr. Atkins*
- *Greta Galindo, President of Library Commission read a letter submitted by Gary Archer in support of Mr. Atkins and the Commission*

6. CLOSED SESSION – 6:17 p.m.

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

The Commission moved in closed session.

7. Report from Closed Session – 7:50 p.m.

Greta Galindo stated that evaluation was completed and there was no action to report.

8. Approval of minutes

A. Regular meeting of March 28, 2011

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

B. Special Meeting of April 4, 2011

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

9. Financial reports and approval of expenditures

A. Review of expenditures for March 2011, dated April 1, 2011 for \$126,712.33

Mr. Atkins reported that Measure B revenue is still running behind last year's figures by about \$33,000. Benicia and Solano County libraries are experiencing the same shortfall. Vacaville seems to be the only area that is not quite as bad.

Mr. Atkins reviewed the Impact Fees report (which has not changed because the County does not credit the monies until the next fiscal year); however, looking at the quarterly reports it appears that there has been about \$10,000 accumulated so far.

Mr. Atkins reviewed the General Fund report. Redevelopment monies are lower due to property taxes being lowered. Library copies, fines and fees is at 67% of estimated income. Salary savings contributed to the 1000's category being at 61% instead of 75%. The 2235 category for financial fees shows a double billing and will be credited back within the next day or so. In the 2000's category there is a savings in advertising and marketing. The 4000's category includes the New Library Building that had monies moved from the building fund into the 4000's to cover costs. All monies will be expended by the end of phase I.

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

10. Librarian's Report – 3/29/11 - 4/18/11

Mr. Atkins added the following to his report.

a. Trustees, Commissioners and Friends of the Library are invited to participate with the library in the May Fair parade

b. The proposed budget set forth by the Governor strips away Library funds which include Transaction Based Reimbursement and Public Library Funds. This is a \$42,000 shortfall for the library. Support for regional services will be hit hard. \$650,000 of a \$1 million dollar budget would be lost. The support currently pays for 2/3 of the costs for materials movement between libraries. Due to the cuts alternative methods of providing service are being investigated. NorthNet is currently in the process of developing a 3 month stop gap plan.

The Librarian's report was unanimously accepted.

11. Statistical Reports

A. Circulation, Patron, Collections, Reference

Circulation is flat, patron counts are lower than last year due to school classes not coming in. Reference statistics are lower than last year at this time, but still above other libraries.

12. Discussion Items

A. Library facility update

On March 24, 2011 Group 4 gave its final presentation which included a conceptual design of the new library. LSA is working on the EIR CEQA document and it should be ready for internal review by the end of May. After that the first draft will be available for public comment and discussion; appropriate revisions will be made and then it will be presented to the Library Board of Trustees for discussion and approval.

B. Library District pursuit of legislative authority to effect change in governance structure – update

The Governing Board of Library Trustees adopted a resolution directing the District Librarian and legal counsel to seek legislative authority (through the insertion of new language in the Education Code) so that the Library Board would become a directly-elected body totally separate from the DUSD school board. As done by the two other districts which have done this, the Commission would become the first board by appointment, and after a period of time the Board transition into a directly-elected board. The plan to use the Omnibus bill as an approach to accomplish this simply was unsuccessful, due to an objection. At the Board of Library Trustees meeting on April 28, 2011, the board will discuss next steps.

C. Review of Policy 7020 (Library Commission Appointments, Vacancies & Removal of Commissioners)

Concern was raised that the website document (Policy 7020) and other language elsewhere on the website describing terms of commissioners were at odds with one another. Mr. Atkins reported that the website document (Policy 7020) was outdated, and had been replaced with the updated version.

13. Announcements

None

14. Agenda development for Commission meeting of May 16, 2011

- a. Public Records Act Review/Brown Act*
- b. Commission protocol and how to respond*
- c. Review of budget*
- d. Review of student aide policy*

15. Commission comments

None

16. Adjournment

The meeting was adjourned at 8:15 p.m. by Greta Galindo, President.

Greta Galindo, President

Shane Taber, Secretary