

**MINUTES-Draft**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:00 PM, MONDAY, MAY 18, 2009**

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

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

*The meeting was called to order at 6:10 p.m.*

**2. Roll call**

Commissioners

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

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

Trustee

John Gabby

**3. Communications**

*Mr. Atkins reviewed the communications included in the packet:*

- *The annual letter from Solano County Auditor Controller regarding the estimated property tax stating that total property tax revenues will be \$308,029 .*
- *The News Flash from California Library Association regarding the State's possible borrowing of 8% of property tax revenues from cities, counties and special districts.*

**4. Approval of agenda**

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

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

*None.*

**6. CLOSED SESSION-** *entered into closed session at 6:15 p.m.*

**Labor negotiations pursuant to government Code section 54956.8("Brown Act")  
Conference with District Librarian Gregg Atkins regarding salaries,  
salary schedules and compensation paid in the form of fringe benefits for non-  
represented employees.**

**7. Announcements from Closed Session**

*Returned from closed session at 6:30 p.m. There was no action taken in Closed Session to announce.*

**8. Approval of minutes**

**A. Regular meeting of March 16, 2009**

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

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

**A. Review of expenditures for April 2009, dated May 4, 2009 for \$69,277.16**

*Measure B Revenue –there are still two checks to come in before the end of the fiscal year. It is predicted that the revenue will be 10% under last year's figures.*

*Mr. Atkins reported that the news reports are saying that the nation's sales are up but California remains flat.*

*Mr. Atkins recently found out that the sales tax distributed to the library is only from our part of Solano County which is the Districts boundaries of 196 sq. mi.*

*The Impact Fee account has been paid the monies owed by Solano County. 3<sup>rd</sup> Quarter Impact Fees collected were \$0. The interest rate dropped from 4% to 2%.*

*Marjorie Rothrock moved, Nancy Medbery seconded and the motion carried.*

**10. Librarian's Report – 4/28/09 – 5/18/09**

*Mr. Atkins added the following to his report*

- The New Building Committee Library Survey will be on the web until 6/19/2009*
- Each Commissioner has been given 25 bookmarks with the survey information on it to hand out to friends, neighbors etc.*
- The bookmarks will be distributed around town and at the service clubs*

*The Librarian's report was unanimously accepted.*

**11. Statistical Reports-**

**A. Circulation, Patron, Collections, Reference**

*Circulation statistics are 27% to 30% higher than last year and the patron count has increased by 17%.*

*The statistical reports were unanimously accepted.*

**12. Discussion Items**

**A. Library facility update**

*The next meeting of the New Library Building Committee will be on June 1, 2009. Jonathan Edwards, Financial Consultant will be presenting the financial piece of the puzzle. Linda Demmers, library building consultant, will be talking about learning spaces for children. An in-depth look will be taken at site visits and the calendar for them. The scheduling of the first community forum in July will be discussed including whether to have a forum about the Carnegie separately or included with the first public forum.*

*On recommendation from the Commission, Mark Brothers (cabinet maker) was contacted to see if he had any interest in dismantling interior pieces of the old house. He is looking into getting insurance to proceed with the project.*

**13. New Business**

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

*The four changes listed below are recommended*

- a. Current policy states the library will pay an amount equal to the highest rate for a full-time employee (pro-rata for a part-time employee). Recommendation is to pay only the rate of the plan chosen by the employee (full for full-time employee and pro-rata for part-time employee)*

- b. *Currently any remaining funds can be applied to a family member or to pay down the amount for the employee. It is recommended that the policy be changed to say the library will pay for the cost of the employee (based on full-time or part-time status) at the rate plan chosen, with no monies to be carried over for use for family costs.*
- c. *If an employee can become insured somewhere else for a cost of at least a 10% savings to the district then the library will pay the premium for the coverage.*
- d. *3110.3.1 – Retirement Plan- a cash incentive in a particular year may be offered to eligible employees*

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

**B. FY 2009-2010 Budget Proposal:**

**Recommendation to recommend preliminary 2009-2010 budget to Governing Board of Library Trustees**

*The current budget circumstances were reviewed. Spending was frozen in April in many categories with the goal of covering a projected \$62,000 shortfall due to less revenue coming in. There may not be a surplus at the end of this fiscal year.*

*In developing the 2009-2010 preliminary budget certain assumptions were made. The library has already cut \$62,000 and another \$58,000 will need to be cut in addition for the 09/10 budget.*

- *Revenue for 09/10 will be down by 5.5%*
- *There will be no use of general reserves and there will no surplus to carry over*
- *All costs for the new library building project will be covered using money in the building reserve fund*
- *Mid-year budget revisions may be necessary*
- *State action to suspend the protections of Prop. 1A will occur, and the state will impose an 8% loan requirement upon the District*

*With these assumption in mind the 2009/2010 Budget Proposal was developed with the following recommendations*

- *There will be no salary increases (no COLA, no raises); however, step and longevity increases will be funded (at a cost of \$2,500).*
- *There will be no retirements or resignations by which there would be personnel costs savings.*
- *The Commission has approved the revision of Policy 3110 (Health and Welfare Benefits), which would achieve a \$7,000 reduction in health insurance costs.*
- *\$20,000 more in cuts will be made in operational, program and service areas*
- *An estimated \$25,000 "loan" loss to the State will be covered by use of the reserves.*
- *\$31,942 more in cuts must be made in personnel costs; District will cease paying employee share of PERS contribution.*

*The timeline for Adoptions is as follows*

- *The Library Commission will review the enclosed budget and make whatever changes it chooses and officially forward it to the Governing Board of Library Trustees as a preliminary recommendation*

- *The Library Commission will give the District Librarian guidance on how to make revisions in the event of such things as: an available surplus or carryover, a retirement or resignation, etc.*
- *The Library Commission will receive a revised version of the 2009-2010 proposed budget at its August meeting. This version of the budget will include revised and updated assumptions (and subsequent changes to the budget line items) which are based on the most recent information available at the time.*
- *The Library Commission will adopt a final recommendation for the 2009/2010 proposed budget (which specifically supersedes its earlier May recommendation) and officially forward it to the Governing Board of Library Trustees for action at a special meeting on or before August 31, 2009.*

*With all of the above in mind a proposed 2009-10 budget was reviewed line item by line item. Library staff voiced their concerns and stated their requests. The Commission listened and thanked the staff for taking the time to be present.*

*Susan Ostergard moved, Marjorie Rothrock seconded and the motion carried to accept the preliminary budget as recommended.*

**14. Announcements**

*Susan Ostergard read a statement from Nancy Medbery saying she will resign effective June 30, 2009. She will be moving out of the area.*

**15. Agenda development for commission meeting of June 15, 2009**

- Library Facility*
- Budget*

**16. Commission comments**

*Marjorie Rothrock wanted to let the library staff know what a great job they do.*

**17. Adjournment**

*The meeting was adjourned at 8:30 p.m. by Greta Galindo, President.*

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*Greta Galindo, President*

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*Shane Taber, Secretary*