

**MINUTES-Approved 6/18/2007  
DIXON PUBLIC LIBRARY DISTRICT  
LIBRARY COMMISSION  
6:30 PM, MONDAY, MAY 21, 2007**

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

**1. Call to order / Marjorie Rothrock, President**

*The meeting was called to order at 6:31p.m.*

**2. Roll call**

Commissioners  
Marjorie Rothrock, President  
Greta Galindo, Vice-President-Excused  
Nancy Medbery  
Richard Crawford  
Jim Ernst-excused

Staff  
Gregg Atkins, District Lib.  
Sandy Myers, Recorder

Trustee Liaison  
Ernie Van Sant

**3. Communications**

*None*

**4. Approval of agenda**

*Mr. Atkins noted that the Commission probably expected to see a final draft of the budget for action, but explained that, after discussion with President Rothrock, it seems prudent to delay the item for one month. The final version of the budget will be presented at the June meeting, and will reflect predicted impact the economic slowdown in property tax, automobile tax and home taxes will have on income. Nancy Medbery moved, Richard Crawford seconded and the motion carried.*

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

*None*

**6. Approval of minutes**

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

*Nancy Medbery moved, Richard Crawford seconded and the motion carried to approve the minutes with the correction to roll call stating Nancy Medbery was present and Jim Ernst was excused.*

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

**A. Review and approval of expenditures for April, 2007, dated May 2, 2007 in the amount of \$94,304.42**

*Mr. Atkins stated that Measure B revenue is currently 13% ahead of last year. If the last check comes in at the same as last year the total for Measure B*

will be 21% above last years. There will be some last minute expenditures to replace the chairs in the library and to replace the windows which have BB holes in them. Richard Crawford moved, Jim Ernst seconded and the motion carried.

#### **8. Librarian's Report – 4/10/2007- 5/21/2007**

Mr. Atkins informed the Commission that the library has purchased flip chart stands to be mounted between the public access computers which will give instructions on how to use the computer as well as point out the programs available and how to print from the computers. The Librarian's report was unanimously accepted.

#### **9. Statistical Reports-**

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

Reference statistics are continuously increasing. In most places reference statistics are on a decline. The statistical reports were unanimously accepted.

#### **10. Discussion Items.**

##### **A. Library facility update**

##### **1. Memo of 5/8/2007 re: Dixon Southwest Community Park Environmental Review**

North Fork Associates prepared an Environmental Review to assess what (if any) EIR/CEQA work might need to be done with a library building added to the park project. The report states that the library must address noise level issues when preparing to build a new library. The Library is already looking at those issues

The library will continue to take the steps necessary to complete any studies and reports that are required.

##### **B. Dixon high school library consultation**

Mr. Atkins is waiting to hear from the School District as to what assistance they may need from the Library. There have been some mixed communications: one source states that the School District would like help from the Library in preparing the school library for opening, and yet another source states that this may not be the route to take. Mr. Atkins expressed concern that time is running out.

##### **C. Review of salary policy components (Longevity raises)**

This item was tabled until the next regularly scheduled meeting.

#### **11. New Business**

##### **A. Recommendation to revise Policy 3110**

The policy for Health and Welfare Benefits 3110.1.2 was revised to state "the Library District provides health and dental insurance coverage for a period of five years (5) after the date of retirement for any full-time employee **hired prior to May 22, 2007** who had worked in that capacity for a period of seven years (7) prior to retirement and who is at least fifty-five (55) years of age at the time of retirement."

*Jim Ernst moved. A roll call vote was taken: Marjorie Rothrock, aye; Richard Crawford, aye; Nancy Medbery, aye; James Ernst, aye. The motion passed.*

**12. Announcements**

*Richard Crawford announced that he and his wife have sold their house and are moving to Sacramento, therefore his last Commission meeting will be in June. Nancy Medbery suggested that after the June meeting everyone go to the ice-cream parlor.*

**13. Agenda development for Commission meeting of April 9, 2007**


- A. Longevity*
- B. Budget*
- C. Library Facility Update*
- D. High School update*
- E. Next year's calendar of scheduled meetings*


**14. Commission comments**

*None*

**15. Adjournment**

*Marjorie Rothrock, President adjourned the meeting at 7:32 p.m.*

  
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Marjorie Rothrock, President

  
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Nancy Medbery, Secretary