

**MINUTES-DRAFT
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, MAY 24, 2010**

**BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT
180 SOUTH 1ST STREET, DIXON, CA**

1. Call to order / Greta Galindo, President

Greta Galindo, President called the meeting to order at 6:04 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

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

Ginger Emerson commented that she was unsure how she was supposed to communicate with the Commission. She was advised that she may speak under public presentations concerning items not on the agenda, or, if the item was on the agenda she could speak to the item at the time it was being discussed.

6. Approval of minutes

A. Regular meeting of April 19, 2010

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

7. Financial reports and approval of expenditures

A. Review of expenditures for March 2010, dated April 5, 2010 for \$79,404.03 (Revised)

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

B. Review of expenditures for April 2010, dated May 5, 2010 for \$69,752.71

Mr. Atkins reported that the Prop 1A taxes that were taken from the library district have been paid back in two installments. The first installment was received back in January and the second installment was just received.

The revenue is roughly \$10,000 more than was budgeted due to a higher income from taxes. By strictly monitoring the expenditures there will be an approximate surplus at this time of \$24,000 - \$25,000.

The library has submitted paperwork to receive funds from the Brown Act Reform Program #219. There is no indication as to when this reimbursement will be received.

Shane Taber moved, Marjorie Rothrock seconded and the motion carried to approve expenditures for May 2010..

8. Librarian's Report – 4/20/10-5/24/10

Mr. Atkins added the following

- *The report from ADA Consultants has been received and is being reviewed. There are some minor things that will need to be addressed. The full report will be reviewed with the Commission at a future meeting.*

The Librarian's report was unanimously accepted.

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation statistics show a 5% increase over last year at this time.

Patron statistics also show a 5% increase over last year at this time. Reference statistics show a small decrease over last year.

The statistical reports were unanimously accepted.

10. Discussion Items

A. Library facility update

The Fire Department has been working in the house at 193 E. B St. to ready it for the training taking place on 5/31 and 6/1.

Mr. Atkins spoke with the geotechnical firm regarding the proper way to fill in the basement of 193 E. B St. They have confirmed that the library is proceeding in the correct manner.

The Carnegie was tagged two days before the May Fair parade. The City (realizing that the District could not act fast enough to have the graffiti removed by May Fair parade day) sent some workers over to cover up the graffiti. It has since been tagged again, but not as bad. Mr. Atkins and Sandy will obtain the materials needed to cover the new graffiti up

The library had a problem with a small infestation of bees. Terminex was contacted and the issue has been resolved.

On July 31st the library may need to close due to the Grillin 'n Chillin event being held. Six thousand people are expected to attend and 113 will be closed to traffic.

B. Report on Commission request to gather information about practices by other library jurisdictions concerning audio and / or video recordings of governing body meetings, and technology options available to Dixon Public Library District

Mr. Atkins contacted the other twelve special district libraries and libraries in the surrounding area. Some (the largest ones) record their meetings and make them available to the public, but most do not. The Library will make the most recent recording available on the web site for 30 days; the quality is uneven due to speakers' varying distances from the microphone.

Other options are currently being explored. Mr. Atkins talked with Kat Bebe, DUSD Technology Director and learned that she is being trained on how to use the recording system at the DUSD Board room. Once trained, Ms. Bebe has offered to record the Commission meetings for the library and provide a copy of the recording.

Ginger Emerson stated that she has contacted some people and claims that the library is in violation of the Brown Act by not making the recordings of the meeting available to the public. She presented the Commission with her statement and attached the Brown Act section.

C. Library Commission terms of office

Two of the Commissioners terms are due to expire at the end of June. Both Greta Galindo and Susan Ostergard have indicated that they want to be reappointed. Mr. Atkins will notify the Governing Board of the upcoming vacancies and the application process will begin. The Governing Board will appoint a sub-committee to review the applications. Once the applications are received the sub-committee will review them and make recommendations to the Governing Board. The Board may or may not choose to hold interviews. The application process will be no less than 3 weeks and not more than 6 weeks. The current members will serve until new appointments are made.

D. Mandatory AB 1234 Ethics Training requirement

Ethics training must be done every two years. Those who have currently taken the class are due to take it again January 21st. Those who have not yet had it will be able to have the training at this time as well. Mr. Atkins will set up a time for all training.

11. New Business:

A. Recommendation concerning Dixon Public Library District nominee to serve on Dixon Redevelopment Agency Advisory committee

At the last meeting the Commission indicated that they would like Mr. Atkins to continue to serve on the committee. Marjorie Rothrock moved, Susan Ostergard seconded and the motion carried to nominate Mr. Atkins by letter to the City.

B. Recommendation to adopt Resolution 2010-01, a recommendation approving the form of and authorizing the execution of a Sixth Amended Joint Powers Agreement and authorizing participation in the Special District Risk management Authority's property and liability program

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

12. Announcements

None

13. Agenda development for Commission meeting of May 17, 2010

A. H.S. Statistics

B. Budget Discussion

14. Commission comments

Marjorie thanked everyone and the library staff for continuing to provide good service.

15. Adjournment

The meeting was adjourned at 6:55 p.m. by Greta Galindo, President.

Greta Galindo, President

Shane Taber, Secretary