

**MINUTES-Approved July 16, 2007
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:30 PM, MONDAY, JUNE 18, 2007**

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

1. Call to order / Marjorie Rothrock, President

The meeting was called to order at 6:30p.m.

2. Roll call

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

Staff
Gregg Atkins, District Lib.
Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Jim Ernst 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 May 21, 2007

Richard Crawford moved, Jim Ernst seconded and the motion carried.

7. Financial reports and approval of expenditures

A. Presentation of 2004-2005 / 2005-2006 audit report by County of Solano (Melinda Ingram)

Melinda Ingram explained the audit report stating that the Library District received an A+. There were no discrepancies found and there are no recommendations for improvement to be made.

The Commission expressed its appreciation for the staff's diligence and accuracy of maintaining crucial records.

B. Review and approval of expenditures for May 2007, dated June 4, 2007 in the amount of \$81,807.89

Greta Galindo moved, Richard Crawford seconded and the motion carried.

8. Librarian's Report – 5/22/2007- 6/18/2007

Mr. Atkins added the following to the Librarian's report.

a. Francis Gatts built a new standup computer counter for the library's OPAC workstations which have dramatically increased floor space.

b. Summer reading programs are a big success. The latest one was Wild Things, bringing live animals and teaching about endangered species. There were 96 adults and 167 children in attendance.

The Librarian's report was unanimously accepted.

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation is about the same as last year; patron count is down overall due to the construction that took place on 113. Reference statistics are increased from last year.

The statistical reports were unanimously accepted.

10. Consent Calendar

A. Approval to re-assign Neil Miller, Library Clerk (currently 25 hours per week / permanent part-time) to 40 hours per week / permanent full-time, effective June 1, 2007

Jim Ernst moved, Richard Crawford seconded and the motion carried. A roll call was taken Jim Ernst, aye; Richard Crawford, aye; Greta Galindo, aye; Marjorie Rothrock, aye.

11. Discussion Items

A. Notification to the Governing Board of Library Trustees of Vacancies on Library Commission

At the September meeting of the Governing Board of Library Trustees, Mr. Atkins expects the Board will act on the names that have been forwarded by its sub-committee.

B. Library facility update

The City of Dixon is in the process of finalizing a contract with LPA and Northfork to update EIR and CEQA documents covering the Southwest Community Park Project. There are some additional matters that must be considered due to the library becoming part of the project. Traffic impact and noise level are two of the areas which must be addressed. A statement will need to be added as to how these issues will be addressed. The work is anticipated to be done by mid July. The project may be submitted by the end of August to the City Council.

C. Dixon high school library consultation

There is nothing new to report.

D. Review of salary policy components (Longevity raises)

The policy was reviewed and discussed. No changes were requested.

12. New Business

A. Recommendation to recommend acceptance of 2004-05 / 2005-06 audit

Greta Galindo moved, Jim Ernst seconded and the motion carried. A roll call was taken Jim Ernst, aye; Richard Crawford, aye; Greta Galindo, aye; Marjorie Rothrock, aye.

B. Recommendation to recommend adoption of 2007-08 budget to Governing Board of Library Trustees

Jim Ernst moved, Greta Galindo seconded and the motion carried. A roll call was taken Jim Ernst, aye: Richard Crawford, aye; Greta Galindo, aye: Marjorie Rothrock, aye.

C. Recommendation to recommend adoption of 2007-08 Development Impact Fees Budget to Governing Board of Library Trustees

Jim Ernst moved, Greta Galindo seconded and the motion carried. A roll was taken Jim Ernst, aye: Richard Crawford, aye; Greta Galindo, aye: Marjorie Rothrock, aye.

D. Recommendation to adopt 2007-08 Calendar of Meetings

Richard Crawford moved, Jim Ernst seconded to approve the meeting schedule as changed.

13. Announcements

Mr. Atkins noted that LandBank Development's project has been rejected by the City Council.

Mr. Atkins and the Library Commission thanked Richard Crawford for his time on the Commission.

14. Agenda development for Commission meeting of July 16, 2007

A. Library Facility Update

B. High School update

15. Commission comments


None

16. Adjournment

Marjorie Rothrock, President adjourned the meeting at 7:48 p.m.



Marjorie Rothrock, (President



Nancy Medbery, Secretary