

MINUTES-APPROVED 9/19/2011
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, JULY 18, 2011

COUNCIL CHAMBER, CITY HALL, CITY OF DIXON
600 EAST A STREET, DIXON, CA

1. Call to order / Susan Ostergard, Vice-President

The meeting was called to order at 6:01 p.m. by Susan Ostergard, Vice- President.

2. Roll Call

Commissioner

Greta Galindo, President-excused
Susan Ostergard, Vice-Pres.
Shane Taber, Secretary
Marjorie Rothrock - excused
Olivia Stringer

Staff

Gregg Atkins, District Librarian
Sandy Myer, Recorder

Governing Board Liaison

Herb Cross

3. Communications

None

4. Approval of agenda

Shane Taber moved, Olivia Stringer seconded and the motion carried.

Public presentations to or discussion with the Commission

The following persons addressed the Commission:

- *Nancy Schrott questioned the validity of agenda item #6.*
- *Ginger Emerson acknowledged the receipt of the written response received from the Commission regarding her complaint made in February, but feels it is not satisfactory.*
- *Joes Dangler would like the Commission to look into policy 4240 regarding insurance. He feels that using the 4202 account for issuing newsletters put out by AIM Consulting suggests a co-mingling of funds.*

6. CLOSED SESSION

Public employee performance evaluation – District Librarian pursuant to Government Code section 54957 (“Brown Act”)

Susan Ostergard, Vice- President adjourned into closed session at 6:10 p.m.

7. Report from Closed Session

The meeting reconvened at 6:35 p.m. There was no action to report.

8. Approval of minutes

A. Meeting of May 16, 2011

Shane Taber moved, Olivia Stringer seconded and the motion carried.

9. Financial reports and approval of expenditures

A. Review of expenditures for June 2011(Due to end-of-year budget close activities, no fiscal report will be provided by the County of Solano until mid-August.)

Mr. Atkins noted that the last Measure B check of the FY has been received and it has begun to increase. The hope is that the trend for an upward climb will continue.

10. Librarian's Report – 5/17/11 – 6/20/11.

Mr. Atkins made the following report:

- a. The Summer Reading Program has concluded with 408 signups and 170 children finishing the program and receiving party passes. The final party will be held on July 22nd from 5-7 p.m.*
- b. In connection with the Summer Reading Program Katrina Bergen has had a good group of teens volunteering to help with preparation of activities*
- c. Dustin Halverson is working on an Eagle Scout project that will help the Friends of the Library*
- d. Due to the downtown Grillin' 'n Chillin' event, the Library will be closed on July 23rd.*

The Librarian's report was unanimously accepted.

11. Statistical Reports

A. Circulation, Patron, Collections, Reference

Circulation statistics for the year showed a decline of 2.4%; patron count was down by 8.8%. This is partly due to teachers not bringing their classes in. The statistics were unanimously accepted.

12. Discussion Items

A. Library facility update

The CEQA / EIR report draft has been received and is being reviewed first by the District and then will be made available to the public for review and comments (including an open public hearing). It will then be revised as necessary and presented to Library Board for discussion and approval. The report will be good indefinitely at this point. If major development occurs that would change the variables upon which the report is based, an update could be required.

B. Governing Board of Library Trustees' inquiry to County Librarian, County of Solano regarding question concerning possible contract with Solano County Library to operate Dixon Public Library

Mr. Atkins spoke with the Solano County Librarian regarding contracting service for operational management and staffing. She is putting together a package. Mr. Atkins did say that there has been no particular interest by the Board to pursue this direction. Twice in the past years this options has been explored and it was decided that is would be too costly and not provide enough services.

C. Review of Library Use of Patron E-Mails for E-Newsletter

Mr. Atkins reviewed a copy of the Public Records Act section 6267 from California Government Code. Senator Simitian introduced Senate Bill 455 (passed) which updates this section to reflect digital information and equipment; 3rd party (vendor) access to, and use of, library records is acknowledged.

Mr. Atkins also stated that at the bottom of the electronic newsletter there is a statement that allows the recipient an opportunity to update or remove their information. There is also a privacy policy.

13. New Business

A. Recommendation to create Policy 3017 (Employment of Student Library Aides)

The policy was reviewed and discussed. Nancy Schrott asked if having to be available for 10 hours per week meant 10 hours a week were guaranteed. Susan Ostergard and Olivia Stringer both said no. It means that the student must be available to allow 10 hours if necessary. Paty Perfecto asked if evaluations were

being done for everyone; the Commission indicated that evaluations would be performed across the board. The Commission also noted that the position was for any student – college or high school -- carrying a minimum of 12 hours regardless of age. The goal is to provide employment in the community to students. All evaluations will be done by the District Librarian with the help of the Administrative Support Manager and when necessary input from staff.

Susan Ostergard moved, Shane Taber seconded and the motion carried to create Policy 3017.

B. Possible change to Policy 7020, Library Commission Appointments, Vacancies & Removal of Commissioners

Susan Ostergard announced that this section would be approached in 4 parts.

1. "Cooling Off Period" - 7020.1.1.1-

A motion was made (Olivia Stringer, seconded by Shane Taber) to change the waiting period from 4 years to 12 months. The motion was made by Olivia Stringer, seconded by Shane Taber. Discussion ensued with Susan Ostergard asking the time be changed to 3 years. After hearing public comments, Olivia Stringer rescinded her motion and Shane Taber rescinded her second.

A second motion was made by Susan Ostergard, seconded by Olivia Stringer to change the waiting period from 4 years to 12 months with all applicants who applied by July 1, 2011 being eligible under the new policy. The motion failed on a vote of 2 nays, 1 aye.

A third motion was made by Shane Taber, seconded by Olivia Stringer to delete policy 7020.1.1. effective from the date of approval (July 18, 2011). The motion carried with a 2 ayes, 1 nay vote. Ms. Taber reiterated that this policy would take effect from this point forward.

2. Wording of Felony Clause - 7020.1.2

After reviewing the recommendations from the Governing Board of Library Trustees, the motion was made by Shane Taber and seconded by Olivia Stringer to use the wording used by the Registrar of Voters. The motion carried with a 3-0 vote aye

3. Change of wording regarding the inclusion of District Librarian in an interview process – 7020.3.1

Susan Ostergard moved, Shane Taber seconded and the motion carried to change the wording to remove the words "with the District Librarian". The motion passed with a 3-0 vote aye

4. Interviews of Qualified Applicants – 7020.1.3

Susan Ostergard moved, Shane Taber seconded and the motion carried to add 7020.1.3 "All qualified applicants will be interviewed." The motion passed with a 3-0 vote aye.

C. Recommendation to Recommend Approval of the Proposed FY 2011-12 General Budget to the Governing Board of Library Trustees

Shane Taber moved, Olivia Stringer seconded and the motion carried.

D. Recommendation to Recommend Approval of the Proposed FY 2011-12 Development Impact Fee Budget to the Governing Board of Library Trustees

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

14. Announcements

None

15. Agenda development for meeting of August 15, 2011

There will be no meeting in August due to a lack of a quorum. The next meeting will be in September.

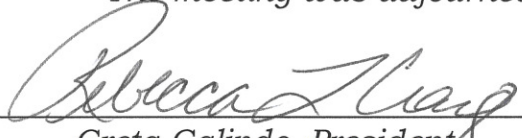
a. Minutes of June 20, 2011


16. Commission comments

Shane Taber announced that this would be her last meeting. She has served for 3 1/2 years taking Jim Ernst's spot in the beginning. She noted the highlights of her time: selecting and working with the Architectural Firm Group 4; visiting different libraries to get ideas on what was needed for Dixon; working with staff to implement new ideas.

15. Adjournment

The meeting was adjourned at 8:03 p.m. by Susan Ostergard, Vice- President.


~~Greta Galindo, President~~
Rebecca Craig, Vice-President


~~Shane Taber, Secretary~~
Jane Fenton