

**DRAFT MINUTES
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**

Mr. Atkins administered the oath of office to the new Commissioners one at a time in the following order: Rebecca Craig, Jane Felton, and Ian Arnold.

1. Call to order / Olivia Stringer, Commissioner

The meeting was called to order at 6:05 p.m. by Olivia Stringer, Commissioner. President Susan Ostergard was absent due to illness.

2. Roll Call

Commissioner

Susan Ostergard, President-excused
Becky Craig, V-President
Jane Felton, Secretary
Olivia Stringer
Ian Arnold

Staff

Gregg Atkins, District Librarian
Sandy Myer, Recorder

Governing Board Liaison

Herb Cross-excused

3. Nomination of officers / Election of officers

Olivia Stringer nominated Susan Ostergard for President; Jane Felton seconded, and the motion carried with a 4/0 vote. Olivia Stringer nominated Rebecca Craig for Vice-President; Jane Felton seconded, and the motion carried with a 4/0 vote. Jane Felton nominated herself for Secretary; Olivia Stringer seconded, and the motion carried with a 4/0 vote.

4. Communications

None

5. Approval of agenda

Mr. Atkins requested that item 12 be moved to after item 6 to accommodate the audit presenter. Ian Arnold moved, Jane Felton seconded and the motion carried.

6. Public presentations to or discussion with the Commission

The following persons addressed the Commission:

- Leslie Earl thanked the Commission for serving. She would like the results of the Commission's review of allegations regarding the District Librarian and Administrative Support Manager are not known by the public. She would like to know how it was worked on and the resolution.*
- Nancy Schrott says she has not received a response to her allegations.*
- 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.*
- Shirley Humphreys wants to know why a report regarding the possibility of joining Solano County Library hasn't been received. Mr. Atkins noted that he has made the request by mail and in person with the County Librarian, and is awaiting a report.*
- Joe Dingler made a public records request for the financial records for FY 09/10 and 10/11.*

- *David Werrin asks where the money is going to come from for any expenses connected with the governance change matter.*

.. New Business

A. Presentation and acceptance of DPLD Independent Auditor's Report and Financial Statements for the fiscal years ended June 30, 2010 and 2009 / Ian Goldberg & Melinda Ingram

Mr. Goldberg presented on behalf of the County Auditor-Controller's Office; Ms. Ingram was attending another meeting. He explained how an audit is conducted, and what things must be examined. He explained that this District audit has received an "unqualified" rating, which is the same as "an A+". This means that there are no internal control weaknesses, no significant policy problems, no unusual transactions, no disagreements with the audit, no fraud detected, no uncorrected or misstatements (means anything the auditor has requested be addressed throughout the year has been addressed).

Leslie Earl asked Mr. Goldberg if how they looked at the transactions. Mr. Goldberg stated that the audit follows the selected pieces from beginning to end. He again stated that the Library has received an A+ audit.

8. Approval of minutes

A. Meeting June 20, 2011

Ian Arnold moved, Olivia Stringer seconded and the motion carried.

B. Meeting July 18, 2011

Ian Arnold moved, Olivia Stringer seconded and the motion carried

9. Financial reports and approval of expenditures

A. Review of expenditures for June 2011(Final End of Year) dated August 10, 2011 in the amount of \$118,372.65

Olivia Stringer moved, Ian Arnold seconded and the motion carried.

B. Review of expenditures for July 2011 dated August 12, 2011 in the amount of \$50,164.31

Ian Arnold moved, Olivia Stringer seconded and the motion carried.

C. Review of expenditures for August 2011 dated September 8, 2011 in the amount of \$133,564.33

Ian Arnold moved, Jane Felton seconded and the motion carried.

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

Mr. Atkins made the following to his report:

- a. the libraries computers are old and the library has used all of its reserve parts now. It is to the point that computers will need to be replaced. Using thin clients may be an option or the cloud is another way that could be used. The Library's computer support contractor is reviewing all options.*
- b. All three orientations for new Commissioners have been completed*
The Librarian's report was unanimously accepted

11. Discussion Items

A. Library facility update

Mr. Atkins reported the Library is waiting for the legal review to be completed on the CEQA/EIR draft. It should be complete by mid October. It will then go back to LSA for any changes, revisions and corrections. It has already been reviewed by technical experts Wallace/Kuhl and by Mr. Atkins; a few minor corrections were made regarding facts. The report will be published and made available to the

public for comments. Comments will be reviewed by LSA and incorporated into an addendum in the final report; the Governing Board and Library Commission will hold a joint meeting to hear LSA's presentation, and act on certification of the report.

12. Statistical Reports

A. Circulation, Patron, Collections, Reference

*All statistics appear to be trending lower at the moment.
The statistics were unanimously accepted.*

13. Announcements

None

14. Agenda development for meeting of August 15, 2011

a. Closed Session re: personnel work of previous Commission

15. Commission comments

Ian Arnold thanks the audience for showing up. Jane Felton and Rebecca Craig thank the Board for choosing them.

16. Adjournment

The meeting was adjourned at 7:35 p.m. by Rebecca Craig, Vice-President.

Rebecca Craig, Vice-President

Jane Felton, Secretary