

**MINUTES-Approved 11/20/2006**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:30 PM, MONDAY, OCTOBER 16, 2006**

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 6:31 p.m.*

**2. Roll call**

Commissioners

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

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

**3. Communications**

*None*

**4. Approval of agenda**

*Nancy Medbery moved, Greta Galindo seconded and the motion carried.*

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

*None*

**6. Approval of minutes**

**A. Regular Meeting of September 18, 2006**

*Greta Galindo moved, Jim Ernst seconded and the motion carried.*

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

**A. Review and approval of expenditures for September 2006, (dated October 3, 2006) in the amount of \$52,935.61**

*Mr. Atkins noted that Measure B (sales tax) revenue for the 1st quarter is 19% higher than last year. Expenses for 2201-Office supplies is higher than anticipated due to the orders from last fiscal year that were not received until after the start of the new fiscal year.*

*Jim Ernst moved, Nancy Medbery seconded and the motion carried...*

### **3. Librarian's Report – 9/19/06 – 10/16/06**

*Mr. Atkins added the following items to the Librarian's Report*

- a. A panoramic video tour has been done of the library; it is now available on the library website.*
- b. Marjorie Rothrock asked if the library has heard if CalTRANS is going to reimburse any money for the purchase of the new air conditioning unit since street construction knocked it loose. Mr. Atkins replied that the library has received no response from CalTRANS.*

*The Librarian's report was unanimously accepted.*

### **9. Statistical Reports**

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

*The statistical reports were accepted.*

### **10. Discussion Items**

#### **A. New Library Facility**

##### **1. Southwest Community Park master plan project**

*There are two workshops scheduled for November: Thursday, November 16<sup>th</sup> from 7-9 p.m. and Saturday, November 18<sup>th</sup> all day. Mr. Atkins encourages everyone who can to attend.*

##### **2. Other sites (update)**

- a. As directed by the Governing Board of Library Trustees, Gary Archer has presented another offer to LandBank; Mr. Gustafson and partners have 10 days to respond. The City turned down LandBank's last proposal for site construction.*
- b. Mr. Archer will be meeting with TRIAD this week to receive an update on their interest in Dixon.*
- c. The Maine Prairie HS site, which has been previously identified as a suitable location, has many issues that need to be resolved before the site would become available.*
- d. Mr. Archer reported to Mr. Atkins that there are no new sites to consider.*

#### **B. Dixon High School Library consultation (update)**

- a. Telecommunications & power needs have been met in the development of the new high school library building.*
- b. Mr. Atkins will help with the assessment of layout, furniture and other needs for the library.*
- c. It has been tentatively agreed that there will be two staff members for the library. One will be a librarian and the other a paraprofessional.*
- d. Mr. Atkins suggested a process to talk with teachers about what a good high school library would have. Mr. Atkins contacted the Dept. of Education's school library consultant, and she will come to present a workshop on best practices in modern high school libraries.*

*e. There has been no further discussion about management options for the new high school library. Mr. Atkins is still trying to better identify what collaboration means to the school district.*

**11. New Business**

**A. Recommendation to approve Policy 1035, 1140, 1150, 4300**

*Greta Galindo moved, Nancy Medbery seconded, Jim Ernst abstained and the motion carried.*

**12. Announcements**

*None*

**13. Agenda development for Commission meeting of October 15, 2006**

- a. Policy 4300 review*
- b. Same discussion items*

**14. Commission comments**

*Mr. Atkins will be on vacation from November 1 thru November 9..*

**15. Adjournment**

*Marjorie Rothrock, President, adjourned the meeting at 8:05 p.m.*

  
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Marjorie Rothrock, President

  
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Nancy Medbery, Secretary