

**MINUTES
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, OCTOBER 20, 2008**

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

1. Call to order / Greta Galindo, President

The meeting was called to order at 6:00 p.m.

2. Seating of new Library Commissioner: Shane Taber

Mr. Atkins administered the oath of office to Marjorie Rothrock to seat her for a new, full 3- year term.

3. Roll call

Commissioners

Greta Galindo, President
Nancy Medbery, Vice-President
Shane Taber, Secretary
Susan Ostergard
Marjorie Rothrock

Staff

Gregg Atkins, District Lib.
Sandy Myers, Recorder

4. Communications

None

5. Approval of agenda

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

6. Public presentations to or discussion with the Commission

None

7. Approval of minutes

A. Regular meeting of July 21, 2008

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

8. Financial reports and approval of expenditures

A. Review of expenditures for September 2008, dated October 2, 2008 for \$80,932.62

Mr. Atkins reviewed the first evidence of possible decrease in Measure B Revenue. Revenue from sales tax is projected to be 6% lower overall, accounting for the \$15,000 decrease this month compared to last year at this time. There are multiple businesses in Dixon who are closing their doors during this hard financial time.

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

9. Librarian's Report – 9/16/08 – 10/20/08

Mr. Atkins added the following to his written report

- a. A Special Meeting of the Library Governing Board was called to ratify the purchase of the Pereira parcel #2 (parking lot).*
- b. A checking account has been set up at First Northern Bank for the purpose of property management of the Miller Property. Mary Anne Rollison will be the Property Manager, and handle all transactions for payments and repairs*
- c. The new library web-site is under construction and staff is currently reviewing and making recommended changes.*

The Librarian's report was unanimously accepted.

10. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation is up by 32% from last year, the patron count is up by 10%.

The statistical reports were unanimously accepted.

11. Discussion Items

A. Library facility update

The LeFever property closed on 10/17/2008. The garage on the property is cleared as of 10/19/2008; a chain link fence will be erected around the perimeter of the property within the next two weeks. Once the Pereira properties close, the fence will continue on to enclose the perimeter of that property as well.

The close date for the Pereira Property is 11/07/2008. The property is to be vacant upon close of escrow. The 4th parcel, the parking lot was purchased for \$125,000 with the seller retaining the right to park in a designated area until death or if they should vacate their residential property. The Library has first right of refusal on the property that the Pereira house sits on.

The Miller property currently has tenants and will continue to have tenants. A new version of the lease is currently being drawn up which will hold the library at no fault in case of equipment damage. The insurance agent for the Library is scheduled to view all purchased property to evaluate the current coverage and recommend any changes.

A draft FRP is being drawn up by County Counsel for dismantling of the LeFever house.

The Friends of the Library will be allowed limited access to use the Pereira building to store books until the library begins construction.

B. Review of monthly Library Commission meeting agenda to identify possible additions, changes, deletions, etc.

The current statistical reports will continue to be included in the Commission packets for review, but it was decided that no discussion is necessary unless there is a question.

12. Announcements

Shane Taber announced that the Solano Irrigation District is celebrating their 60th anniversary with an Open House.

13. Agenda development for Commission meeting of November 17, 2008

No specific items were requested.

14. Commission comments

None

15. Adjournment

Greta Galindo, President adjourned the meeting at 7:00 p.m.

Greta Galindo, President

Shane Taber, Secretary