

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, NOVEMBER 15, 2010

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

1. Call to order / Greta Galindo, President

Greta Galindo, President called the meeting to order at 6:05 pm

2. Seating of new Library Commissioners: Greta Galindo, Susan Ostergard

The oath of office was administered by Mr. Atkins to Greta Galindo and Susan Ostergard, who had been re-appointed by the Governing Board of Library Trustees to three-year terms.

3. Roll call

Commissioners

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

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

Trustee

Herb Cross

4. Communications

None

5. Approval of agenda

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

6. Public presentations to or discussion with the Commission

None

7. Approval of minutes

A. Regular meeting of September 20, 2010

Marjorie Rothrock moved, Susan Ostergard seconded and the motion carried to approve the minutes with the amendment of Item D to read as follows: The Blanchard/ Santa Paula district successfully passed legislation that allowed it to remain a Special District with an elected board; the role of the elected school board members was eliminated by this change.

8. Financial reports and approval of expenditures

A. Review of expenditures for September 2010, dated October 7, 2010 for \$102,103.42

Mr. Atkins noted that Measure B revenues are lower from last year at this time by \$24,000. The trend will continue to be monitored closely.

There are salary savings accruing due to changes in staff. Press and other agency reports suggest that the economy is slowly getting better.

Marjorie Rothrock moved, Olivia Stringer seconded and the motion carried.

B. Review of expenditures for October 2010, dated November 4, 2010 for \$104,118.04

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

9. Librarian's Report – 9/21/10-11/15/10

Mr. Atkins added the following to the report:

- *Jennifer Springfield has resigned effective Nov. 12, 2010. The book club met on Veterans Day for one last time with Jennifer to say good-bye.*
- a. *The Library is taking advantage of a grant in collaboration with other libraries to contract with Overdrive for 18 months. Overdrive will provide additional access to e-book and audio book materials.*
- b. *The Governing Board of Library Trustees approved an increase in the 4202-Construction in Progress account for the next \$100,000 to cover planned expenses that were identified at the beginning of the fiscal year. It is likely that another adjustment will need to be made in the near future. There was some discussion about whether the money was better used for general operating. Mr. Atkins reminded the board that the money was intentionally put away for a building project. The board voted with a unanimous vote of 4-0 with one absent to approve the adjustment.*
- c. *The Auditor-Controller's office who is the library's fiscal agent has made some changes in service due to furloughs and cuts. The office will no longer run checks four times a week, but instead will cut back to once a week. This means some change in the way the library handles its processes to insure bills are paid on time.*

The Librarian's report was unanimously accepted.

10. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation statistics at the end of September show a 4% increase over last year at this point in time. Patron statistics are down, due to the children's librarian position being vacant; not as many classes are coming in regularly to the library.

The statistical reports were accepted.

11. Discussion Items

A. Library facility update-a review of current progress and activities connected to the New Dixon Library Project

There will be a New Library Building Committee meeting on November 17, 2010 beginning with a closed session at 6:30 p.m. The meeting will be held in the Senior Center. The emphasis of the meeting will be the outcome of the polling for a bond measure that was conducted by Godbe Research. Group 4, LSA, and AIM Consulting will also be giving brief updates.

On November 5, 2010 the Carnegie was nominated to the State Historic Registry. The State Historic Preservation Officer has 45 days to recommend it go to the Federal level.

B. Use of space in the Miller Building by the Friends of the Dixon Public Library

The Friends of the Library have cleaned and painted the space. They are in the process of setting up book cases and moving items over to prepare for the opening on December 2, 2010.

C. Status of hiring effort for two librarian positions

There are currently two full time positions open. The close date for applications for these positions is November 24, 2010 at 5:00 p.m. Applications are arriving daily.

13. Announcements

Everyone have a good Thanksgiving!

14. Agenda development for Commission meeting of December 20, 2010

a. ADA

15. Commission comments

Marjorie Rothrock spoke about how hard the Friends of the Library work to support the library.

16. Adjournment

The meeting was adjourned at 7:45 p.m. by Greta Galindo, President.

Greta Galindo, President

Shane Taber, Secretary