

MINUTES-DRAFT
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, NOVEMBER 16, 2009

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 6:01 p.m.

2. 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

3. Communications

None

4. Approval of agenda

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

5. Public presentations to or discussion with the Commission

None.

6. Approval of minutes

A. Regular meeting of October 19, 2009

Susan Ostergard moved, Marjorie Rothrock seconded and the motion carried.

7. Financial reports and approval of expenditures

A. Review of expenditures for October 2009, dated November 3, 2009 for \$88,893.27

Mr. Atkins stated that Measure B revenue could be at least \$30,000 lower than budgeted. The lower amount also means that the interest portion will be lower as well. The County has indicated that property tax will be higher than the amount originally budgeted. The budget at this time is approximately \$5,000 short if the trend continues.. The budget is being monitored very closely by Mr. Atkins and Sandra Myers.

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

8. Librarian's Report – 10/20/09 – 11/16/09

Mr. Atkins added the following

- *The library at the Dixon High School was open Tuesday and Thursday of last week. The first day there were seven students, the second day there were 35 students. The students are using the computers with an account that has been activated through the school. Volunteers are enjoying the work they are doing. Currently they are shelving and checking out books. They are also working on a project to clear items that were returned while the DHS library was closed. Once all files are cleaned up the process of purging Athena (library system) will take place.*

- *The Veterans are moving into the new building by the end of the month. The County will be closing the old Veterans Hall. The tables and chairs were given away to the service clubs. This means the library will need to look for other facilities to accommodate summer reading and the community forums. The Librarian's report was unanimously accepted.*

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Mr. Atkins pointed out that circulation is up by 4%; the patron down slightly and reference statistics are down just a little.

The statistical reports were unanimously accepted.

10. Discussion Items

A. Library facility update

Gregg will be meeting with Linda Demmers Friday to put together a new timeline. Linda Demmers will be engaging the staff in reviewing the document for space considerations reflected in the draft Building Program Document (produced using Libris Design). A process will be developed to engage an architect for the Library Building. On the 15th of December the revised timeline will be presented to the New Library Building Committee.

11. New Business

A. Recommendation to approve Memorandum of Understanding with Dixon Unified School District for use of Dixon High School library facility

Under this MOU, the Library District will operate the site as a public library by leasing the building and its contents, and staffing it with volunteers. The DUSD classified union has raised a claim that such action by the school district is a violation of the contract. Any action by the union will be a matter for the school district, and not for the Library District.

Marjorie Rothrock moved, Susan Ostergard seconded and the motion carried.

12. Announcements

None

13. Agenda development for Commission meeting of December 21, 2009

- Greta Galindo, president will cancel the December meeting*
- A letter from the Commission to the papers pointing out the benefits of a new library building will be discussed..*

14. Commission comments

Marjorie Rothrock would like to write a letter to the paper emphasizing the positive aspects of building a new library.

15. Adjournment

The meeting was adjourned at 6:56 p.m. by Greta Galindo, President.