

**MINUTES
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, NOVEMBER 17, 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 6:07 p.m.

2. Roll call

Commissioners

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

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Nancy Medbery moved, Marjorie Rothrock seconded and the motion carried.

5. Public presentations to or discussion with the Commission

None

6. Approval of minutes

A. Regular meeting of October 20, 2008

Marjorie Rothrock moved, Susan Ostergard seconded and the motion carried to approve the minutes with the following corrections: Item 2 Seating of new Library Commissioner to read Marjorie Rothrock and item 7a. to read September 11, 2008.

7. Financial reports and approval of expenditures

A. Review of expenditures for October 2008, dated November 4, 2008 for \$59,773.90

Mr. Atkins reported the following:

- a the general fund interest rate has dropped from 3.85% to 2.5%.*
- b. the decrease in property tax revenue and Measure B revenue could have a potential impact of \$10,000 for library revenue*
- c. the Senate is scheduled to go into session on Sunday @ 4:00 p.m. to discuss a deal*
- d. the Governing Board of Library Trustees at a Special Meeting took action on 2 items. The first was to increase the 4101 Property account to \$450,000 to cover the cost of the Pereira property and*

the second was to increase the 4202 Ongoing Building Construction account from \$5,000 to \$50,000 to cover the expenditures of maintaining the Miller building. The funds spent from the 4202 account are reimbursable by the pass of a bond measure

Nancy Medbery moved, Shane Taber Nancy seconded and the motion carried to approve the October 2008 expenditures.

8. Librarian's Report – 10/21/08-11/17/08

Mr. Atkins added the following to his written report

- a. Amnesty week for the "Save the school libraries" effort is the week of December 8, 2008*
- b. Marjorie Rothrock, Sandy Myers and Gregg Atkins attended the retirement ceremony for Mary Ann Courville. Mr. Atkins spoke on behalf of the District in recognition of her support for a new facility.*
- c. Mr. Atkins sent a sympathy card to City Manager Nancy Huston on behalf of the District concerning the death of her mother.*

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

The statistical reports were unanimously accepted.

10. Discussion Items

A. Library facility update

- a. A fence has been erected around the LeFever and Pereira properties. A padlock will go on the gates as soon as clean-up of the debris is completed.*
- b. The Pereira building is being rekeyed. Country Bear is checking the Electrical at the Pereira building.*
- c. Mary Ann Rollison is the property manager for the Miller building. So far the roof has been fixed, the plumbing is being fixed and the electrical is being taken care of.*
- d. Attorney Addison Covert is in the process of drawing up an RFP for Mr. Atkins to review for the dismantling of the LeFever property. The RFP will go out to 7 firms with a reply no later than date of January 1, 2009.*
- e. The Ad-Hoc Building Committee will begin meeting again in January to discuss the next steps for a new library. Susan Ostergard and Marjorie Rothrock will represent the Library Commission; John Gabby and Jim Ernst will represent the Library Board of Trustees; Gregg Atkins and Sandy Myers will represent the library; and there will be a library building consultant.*
- f. Noll & Tam along with Mac 5 (Cost estimate specialists) have updated the cost estimate for fixing the Carnegie. In 2008 the estimated cost would be at least \$5.1 million. In 2001 that cost was \$2.1 million.*

11. Announcements

Trustee John Gabby is due to have a new addition to his family in July.

12. Agenda development for Commission meeting of December 15, 2008

A. Greta Galindo, president advised that a notice be sent canceling the December meeting.

13. Commission comments

a. Marjorie Rothrock asked that the Commissioners and staff visit libraries recently constructed to get a feel for what is liked.

b. Shane Taber requested that a campaign to save the Carnegie be considered. Her mother has requested that the library enlist the help of the public in the decision making process.

14. Adjournment

Greta Galindo, President adjourned the meeting at 6:55 p.m.

Greta Galindo, President

Shane Taber, Secretary