

**MINUTES-Approved January 28, 2008
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:30 PM, MONDAY, NOVEMBER 19, 2007**

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

1. Call to order / Greta Galindo, Vice-President

The meeting was called to order at 6:35p.m.

2. Roll call

Commissioners

Marjorie Rothrock, President-excused
Greta Galindo, Vice-President
Nancy Medbery-Secretary
Jim Ernst
Susan Ostergard

Staff

Gregg Atkins, District Lib.
Sandy Myers, Recorder

Library Trustees

Ernie Van Sant

3. Communications

Letter from Jim Ernst resigning his position as Library Commissioner as of December 6, 2007 due to his election to the School Board.

4. Approval of agenda

Nancy Medbery moved, Susan Ostergard seconded and the motion carried.

5. Public presentations to or discussion with the Commission

None

6. Approval of minutes

A. Regular meeting of October 15, 2007

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

7. Financial reports and approval of expenditures

A. Review and approval of expenditures for October 2007, dated November 5, 2007 in the amount of \$71,228.26

Mr. Atkins explained Measure B income to Susan Ostergard. Nancy Medbery moved, Susan Ostergard seconded and the motion carried.

8. Librarian's Report – 10/16/2007-11/19/2007

Mr. Atkins added the following to his report.

a. the Collection Agency the library is using is very successful

b. the City has scheduled to do some work on the lines on B Street to repair the sewer line and re-open a covered manhole.

The Librarian's report was unanimously accepted.

9. Statistical Reports-

A. Circulation, Patron, Collections, Reference

All areas are showing a slight increase from last year. Reference is continuing to be strong and statistics are increasing.

The statistical reports were unanimously accepted.

10. Discussion Items

A. Library facility update

The City has engaged Northfork Associates for the traffic and noise EIR study update that must be conducted in order for the library to be considered in the Southwest Community Park project. Once the project is adopted by the City with the Library facility included, then a MOU (Memorandum of Understanding) will be drawn up and signed by the interested parties. By spring the Library should have an agreement with the City. Once an agreement is reached then issues regarding parking, architect, maintenance, and upkeep can be discussed.

B. Compensatory Time policy

A request was submitted by some staff to have the option to receive overtime pay instead of compensatory time off (CTO). The employees would have to request the overtime pay within the pay period in which the overtime occurred or forfeit the option of pay and take the earned CTO. The policy would not go into effect until the new fiscal year in July. The Commission requested the policy be reworked with cost figures for further review.

C. Health benefits policy

A request was submitted by some staff to change the Health Benefits Policy to allow any budgeted monies not being used by the employee (due to a choice of lower cost plans) be allowed to be applied to the employees' cost of family coverage. Currently the Library budgets for the highest cost health care plan at the highest option for eligible employees. A draft policy will be reviewed at the next meeting by the Commission. Any changes would not take effect until the new fiscal year.

11. Announcements

Ernie Van Sant thanked the Commission for all their hard work while he has served on the Library Board of Trustees.

12. Agenda development for Commission meeting of December 17, 2007

A. Compensatory Time policy

B. Health benefits policy

13. Commission comments


None

14. Adjournment

Greta Galindo, Vice-President adjourned the meeting at 7:55 p.m.



Marjorie Rothrock, President



Nancy Medbery, Secretary