

MINUTES-APPROVED 9/19/2011
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, JUNE 20 2011

DIXON FIRE DEPARTMENT – FIRE TRAINING ROOM
205 FORD WAY, DIXON, CA 95620

1. Call to order / Greta Galindo, President

The meeting was called to order at 6:07 p.m. by Susan Ostergard, Vice- President. Greta Galindo, President was unable to attend due to a family emergency.

2. Roll Call

Commissioner

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

Staff

Gregg Atkins, District Librarian
Sandy Myer, Recorder

Governing Board Liaison

Herb Cross

3. Communications

Mr. Atkins distributed the Dixon Police Department Info/Crime Report pertaining to alleged violation of Government Code section 6267 (release of personal information). The report states the case was determined to be unfounded.

4. Approval of agenda

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

5. Public presentations to or discussion with the Commission

The following persons addressed the Commission:

- *Shirley Humphreys again encourages a discussion with Solano County as to the feasibility of Dixon being a branch of Solano Library. Mr. Atkins stated that at the direction of the Board he contacted the head librarian of Solano County to begin discussion.*
- *David Werrin would like information on the competitive bids for public information services. He also expressed concern about costs for Archer & Ficklin, and Government Financial Strategies. He will submit a list of questions for the agenda to the Commission.*
- *Ginger Emerson is still waiting for a response from the Commission about her concerns submitted back in February*
- *Joel Dingler has been reviewing the information he requested under the Public Records Act and would like to know where the 1 million he cannot account for came from. Mr. Atkins offered for him to come and speak with him to get the information he is concerned about.*

6. Approval of minutes

- **Meeting of May 16, 2011**

The approval of the minutes was delayed until the next meeting of the Library Commission because statements from Marjorie Rothrock were not included.

7. Financial reports and approval of expenditures

A. Review of expenditures for May 2011, dated June 3, 2011 for \$73,700.71

Mr. Atkins reported that we will receive one more Measure B check. Measure B has a shortfall from what was anticipated. Steps have been taken to make adjustments

so as not to close with a deficit. There is no change to the Development Impact Fees because the money collected will not post until the new fiscal year.

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

8. Librarian's Report – 5/17/11 – 6/20/11.

Mr. Atkins added the following to his report

a. There was a good turn out for the first program for the Summer Reading. It consisted of International Music and was nicely attended. Katrina Bergen, Children/Youth Services Librarian has been actively seeking grants from local agencies in town and has been quite successful.

The Librarian's report was unanimously accepted.

9. Statistical Reports

A. Circulation, Patron, Collections, Reference

The statistics were unanimously accepted.

10. Discussion Items

A. Library facility update

Group 4 has submitted their document summary of the work completed. It will be reviewed by the Commission and the Board of Library Trustees. The CEQA / EIR report draft has been received and is being reviewed first by the District and then will be made available to the public for review and comments. It will then be revised as necessary and presented to Library Board for discussion and approval.

B. FY 2011-2012 budget development – review of budget proposal

State reimbursement money in the amount of \$22,000 has been added back into the budget due to the Governor's recent revised budget proposal. Last year the library budgeted \$42,000 and in the first draft of the budget by the Governor all funding for libraries was cut.

E. Review of Policy 1140 Response to Public Complaints

Mr. Atkins contacted County Counsel (Carrie Scarlotta) to review the existing policy and provide advice to the Commission. Ms. Scarlotta reported that there are basically three ways to respond to public comment: 1. "Thank you for your comments;" 2. "Please meet with Mr. Atkins or appropriate staff to ask questions, get information or share your concern;" and, 3. Decide to agendaize the concerns for a future meeting.

Ms. Galindo is working with Ms. Scarlotta to provide a response to Ms. Emerson's concerns that were presented at the February meeting.

Ms. Humphrey's asked who the Commission represented. The Commission responded with the statement that they represent the citizens of Dixon.

11. New Business

A. Recommendation to change library policy concerning student library aides

After discussion on what to change in the Policy it was suggested that the writing in section two be changed. Ms. Ostergard will work with Mr. Atkins on the wording and the policy will be brought back at the next meeting. Shane Taber moved, Olivia Stringer seconded and the motion carried to table the item.

B. Possible change to Policy 7020, Library Commission Appointments, Vacancies & Removal of Commissioners

After discussion Olivia Stringer requested this item be tabled until viewpoints and recommendations could be obtained from the Governing Board of Library Trustees. Herb Cross, Trustee will ask the Governing Board of Library Trustees for their suggestions at the meeting on June 23rd regarding Policy 7020 specifically items 1.1.1, 1.2, and 3.1.

The item will be added to the agenda. After receiving the input from the Governing Board, the Commission will hold a Special Meeting to review the Policy and make any changes deemed appropriate. It will also be requested that the due date for applications be extended.

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

C. Recommendation to Approve FY 2011-12 Calendar of Meetings

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

12. Announcements

None

13. Agenda development for meeting of June 20, 2011

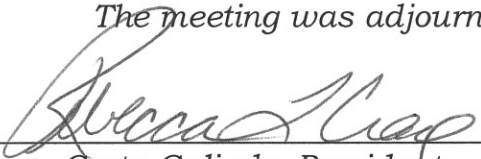
- a. email policy
- b. Review of student aide policy

14. Commission comments

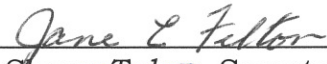
Olivia Stringer announced she will not be at the meeting of August 15, 2011.

15. Adjournment

The meeting was adjourned at 8:02 p.m. by Susan Ostergard, Vice- President.



~~Greta Galindo, President~~
Rebecca Craig, Vice-President



~~Shane Taber, Secretary~~
Jane Felton