

**MINUTES-DRAFT
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, OCTOBER 17, 2011**

**COUNCIL CHAMBER, CITY HALL, CITY OF DIXON
600 EAST A STREET, DIXON, CA**

1. Call to order / Becky Craig, Vice-President

The meeting was called to order at 6:00 p.m. by Becky Craig, Vice-President

2. Roll Call

Commissioner

Susan Ostergard, President-excused
Becky Craig, V-President
Jane Felton, Secretary
Olivia Stringer
Ian Arnold

Staff

Gregg Atkins, District Librarian
Sandy Myer, Recorder

Governing Board Liaison

Herb Cross

3. Communications

Special District Risk Management Authority (SDRMA) recognition of no District claims for property/liability insurance or for Worker's Compensation insurance for 2010/11.

4. Approval of agenda

Ian Arnold moved, Olivia Stringer seconded and the motion carried.

5. Public presentations to or discussion with the Commission

The following persons addressed the Commission:

- *Leslie Earl again inquired about the results of the Commission's review of allegations regarding the District Librarian and Administrative Support Manager. The Commission advised her that the matter had been reviewed by the previous Commission and was a closed matter.*
- *Ginger Emerson acknowledged the receipt of the written response received from the Commission regarding her complaint made in February, but feels it is not satisfactory.*
- *Joe Dingler made a public records request for the financial records for FY 09/10 and 10/11. He was notified that the records were available for him to use in the library or for a cost for printing if he would like to take them home. He was not happy with the cost and wanted to know if he could come in and scan the items with his scanner; Mr. Atkins said he was welcome to use the electricity in the library and scan the materials during normal business hours of 9:00 a.m. to 5:00 a.m. Mr. Atkins noted that the arrangements for inspection of requested documents are those specified by the law. Mr. Dingler also expressed his recommendation that the District have an indemnification policy with AIM Consulting.*
- *Nancy Schrott noted that the agenda was not on the website.*

6. Approval of minutes

A. Meeting September 19, 2011

Olivia Stringer moved, Ian Arnold seconded and the motion carried.

7. Financial reports and approval of expenditures

A. Review of expenditures for September 2011 dated October 5, 2011 in the amount of \$71,407.63

Mr. Atkins noted that Measure B is \$20,000 ahead of last year at this time. Ian Arnold asked about the expenses for legal fees. Mr. Atkins responded that the majority of the fees were for issues surrounding the governance of the library. Overall expenses are on target at this point in the year.

Ian Arnold moved, Jane Felton seconded and the motion carried.

8. Librarian's Report – 9/20/11 – 10/17/11.

Mr. Atkins made the following to his report:

- a. The Library has purchased Mango Language, a database for learning other languages. The database allows patrons use from home and is widely used as an English as a second language learning tool.*

Ian Arnold moved, Olivia Stringer seconded and the motion carried to accept the Librarian's Report.

9. Statistical Reports

A. Circulation, Patron, Collections, Reference

Ian Arnold moved, Jane Felton seconded and the motion carried to accept the statistical reports.

10. Discussion Items

A. Library facility update

The public will have a chance to review the EIR report and make comments. The public meetings will be noticed in the papers sometime around the second week in November. A joint meeting will be arraigned for December or January for the presentation of the EIR report to the Board and Commission. After which the Governing Board will certify the report.

B. Commission meeting schedule and time of meetings

After discussion the meeting schedule will remain on the third Monday of the month but will begin at 6:15 p.m.

C. Development of a mission statement

The Commission was enthusiastic about working together to develop a mission statement, and identified several examples of good ones in the material included in the packet. Discussion regarding use of a facilitator took place and suggestions were made to try to get a volunteer. The item will be placed on the agenda for the next meeting.

11. New Business

A. (Possible recommendation re: new computers)

Mr. Atkins recommended the Commission recommend to the Board to approve a budget adjustment for purchase of new computers. Ian Arnold moved to recommend to the Board of Trustees the purchase of computers for the library not to exceed \$8,000, Olivia Stringer seconded and the motion carried.

12. Announcements

Herb Cross, Library Trustee was happy to see new Commissioners on board.

14. Agenda development for meeting of August 15, 2011

- a. policy review schedule*
- b. mission statement development*
- c. recognition of local authors*
- d. possible policy additions/changes/revisions concerning public complaints*

15. Commission comments

Commissioner Arnold expressed concern that it would be helpful to let the general public know when written responses have been provided concerning a complaint. Counsel Carrie Scarlotta advised that the President could simply remark that such a response had been made at the next meeting of the Commission.

16. Adjournment

Ian Arnold moved, Olivia Stringer seconded and the motion carried to adjourn the meeting at 7:40 p.m.

Rebecca Craig, Vice-President

Jane Felton, Secretary