

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, April 12, 2018
REGULAR MEETING

MEETING LOCATION
DIXON CITY COUNCIL CHAMBERS
600 EAST A STREET, DIXON, CA 95620

1. Call to Order

Mr. Gabby called the meeting to order at 7 pm

2. Closed Session

Public Employee Performance Evaluation—Library Director [Gov't Code Section 54957]

3. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

John Gabby, President—present

Luke Foster, Vice President—present

Guy Garcia, Clerk—present

Melissa Maseda, Member—absent

Caitlin O'Halloran, Member—present

Staff

Steve Arozena, Library Director—present

4. Notice to the Public

None

5. Correspondence

None

6. Consent Agenda

None

7. Public Comment

None

8. Guests & Presentations

None

9. Director's Report

Mr. Arozena gave an update on the Student Success Initiative. He said that Solano County is setting up the circulation computers (CARL) to accept student IDs. Dixon records will have a "D" in front of the records. They are planning on testing the system in fall, which isn't as quick as he would have hoped, but it is necessary to go through them to have it happen. It is proposed that there would be a limit of three items per child, books only (no DVD's or CDs), no fines or collections and that the records would be overlaid at the beginning of each school year. At the last meeting, Luke asked how many library items were considered lost. Mr. Arozena said that from 2016-18 that 332 items were lost for a total cost of \$6519.57. Mr. Foster asked if that meant that the student would just use their id card to check out books. Mr. Arozena said he wasn't sure, but that it may involve a barcode on the id. Mr. Foster asked if children from other communities would be able to use their ids to check out materials. Mr. Arozena said no. Mr. Arozena asked the Board if they were ok with the restrictions listed above and the Board concurred.

Mr. Arozena said that at the last meeting that Mr. Garcia had asked for bullet points for the upcoming 18-19 budget which will be ready to be voted on at the next meeting. Some of the large expenditures coming up include: the installation of a new patio for the summer reading program special events. Mr. Arozena said that this may come out of the 17-18 budget as there is still \$6000 in funds left in the Moreno Construction contract. He is waiting to see what the estimated cost of the project will be. He said that he had postponed the project from last year as he was waiting to see what the projected cost of adding a program room to the building would be. He then said that the library is looking at 15 to 20% raises for the staff to keep up with Solano and Yolo counties after doing a salary survey. He directed the Board's attention to a chart detailing the projected costs. He stated that a 15% raise for the staff would amount to an additional \$77,000 in personnel costs and that a 20% raise would be \$103,000. Mr. Garcia asked for confirmation that the total personnel cost is \$515,000. Mr. Arozena stated that that was the case. Mr. Foster asked when the survey comparing salaries with Solano and Yolo counties was done. Mr. Arozena said two months ago. Mr. Arozena said that he would like the Board to consider several new staff positions, as quite a few people have reached the top of their pay scale and have nowhere to advance to. He said that he would like to see Librarian III positions for those who supervise entire departments i. e. adult and youth services, Library Assistant III positions for those who supervise the circulation staff, Library Clerk II and an Accounting Assistant (Confidential) position. These positions would represent 17-37% increases in salaries. Mr. Garcia asked where the comparisons to other counties were. Mr. Arozena said that those would be included in next month's supporting documents. Another potential expense would be the approval of a design firm to help with the renovation of the existing library. The two existing potential candidates have given figures of \$22

and \$46K, but there are others that have been approached. The firms would give recommendations for tile, furniture, space planning, carpeting, etc. Those costs are at this time undetermined. He said that he will be asking for the renewal of the Moreno contract for a cost of \$30,000. He also said that it hadn't been determined whether we would be using the run rates to determine next year's budget, or to up it by a certain percentage as had been done in the past. Mr. Arozena then showed the Board the projected and past revenues from Measure B/L. Ms. Dupell (the library accountant) approached the podium and stated that she took the lowest figures from the past to give a projection of the end of the year revenues and came up with \$1,061,000. The budget only projected \$600,000, giving the library significant surplus. Ms. Dupell suggested that we use the run rate at 90% which would give us a budget of \$900,000 for the next fiscal year. Ms. Dupell asked the Board if that is how she should present the budget. Ms. O'Halloran and Mr. Garcia agreed. Mr. Arozena said that the library is looking at adding Kanopy to its offerings. He said that the library already offers hoopla, but that Kanopy offers more educational titles including the Great Courses and more classic foreign and domestic films, including most of the Criterion Collection. He said that the service is pay as you go and that the library would set a limit on how many titles a patron can view per month. All films include public performance rights, so libraries and teachers can show them. Mr. Foster asked how a teacher could play the films. Mr. Arozena said that the teacher would use their library cards to check out the film and it would be up to them to set up a projector. Mr. Foster asked how the Great Courses would work. Mr. Arozena said that the library would pay Kanopy per viewing. He explained that the Great Courses included college professors teaching their areas of specialty. He added that he has submitted the proper forms to Solano County to remove all the items the library no longer owns from its inventory.

Ongoing Business

Discussion of Future of Library Facilities/Properties

Mr. Arozena said that the staff did a survey and staff meeting to establish what they would want out of a library expansion. The top priority for library staff, according to the survey, was a staff breakroom, followed by more office space and a private rest room. The staff thought more teen programs were desirable. He said that he had been talking with an intern and volunteer who may be interested in working with teens. He said that he received estimates from the architect as to what it would cost to renovate and expand the building. In order to redo the Miller Building the estimate was \$1.5 million for the first floor. The project to add on to the library by building a program room through the children's department had an estimated cost of \$4.5 million, which he added, was cost prohibitive at this point. Mr. Arozena said that he has also requested the architect give an estimate of what it would cost to turn the second floor of the Miller Building into office space, a staff restroom, staff breakroom and work area. He will look at the cost of that with and without an elevator. The project would include an ADA office space on the first floor. Mr.

Arozena then directed Board attention to three different design proposals. He said that Group 4 Architecture is the firm with the most library experience. Their estimate to renovate the library ranged from \$800,000 to \$2.4 million. He said that the firm hadn't been real responsive to questions. Mr. Gabby said that he believed they had submitted a proposal in the past to the library. Mr. Arozena confirmed that and said that their charge would be \$45,000—more than twice what the other firm quoted. He said that the second proposal was from Mary Ann Downey. Her firm didn't have much library experience, but was less than half the cost of Group 4 and has been very responsive. The third group, Kerrie Kelly, was eliminated after discussion with the library staff. Their proposal was the least impressive of the three. Mr. Garcia asked what the available cash was in the budget. Ms. Dupell said that the available cash is \$1.1 million. She said that the emergency reserves are \$300,000 of that. Mr. Arozena said that the staff wanted him to contact two more design firms. JK Architecture was contacted as they did remodels of the Davis and Winters libraries and Noll and Tam was also contacted. JK Architecture was trying to set up a time to meet; Noll and Tam wanted more specific information as to how much would be budgeted for the project. Mr. Arozena said that he wanted to find out what the Pereira property might be worth. The purchase price in 2008 was \$435,000. He said that the County Assessor's office said that since it is considered to be a government-owned property that it has no assessed value. Mr. Gabby suggested reaching out to Gary Archer. Mr. Arozena said that the architect has someone he works with. Mr. Gabby also said that Chuck Krouse was in Davis and has a level of expertise. Mr. Garcia stated that with the amount of money we currently have, plus money that could be gotten from the sale of property, that we should be looking at remodeling the current building, and then potentially looking at redoing the Miller Building. He would like to see us keep \$300,000 at a minimum or perhaps doubling that in reserves.

New Business

Oral Report and Action to Approve Library Director Contract Extension [Gov't Code 54956 (b)]

Mr. Gabby: "Pursuant to the Government Code Section 54953 (c) 3, the Board provides this oral summary of the salary and/or fringe benefits for the executive position of the library director. The term of the contract will be six months with a monthly salary of \$8,333 dollars and thirty-three cents less all statutory and other deductions. In addition, the contract provides the same level of pension, health, sick leave and vacation time as the other library employees with added payment for any related health care premium costs for family coverage and separate administrative personal necessity leave." Mr. Garcia moved to approve the Library Director's contract and Ms. O'Halloran seconded. The contract was approved, 4-0.

Approval of Caltronics Contract

Mr. Arozena stated that the Board approved the switch from Inland to Caltronics in January. He said that the attorneys have been working to construct a letter to get us out of the Inland contract and to make amendments to the Caltronics contract to make it acceptable. He said that if the Board approves the Caltronics contract tonight that the letter to Inland should be sent tomorrow (Friday). There are three components to the contract. The Caltronics contract itself, the contract with the leasing company and the amendment to the leasing contract which contains changes suggested by our attorney. Mr. Arozena reminded the Board that Caltronics was going to give us a check to cover the rest of the leasing period with CIT, that the library will store the old copier until it is time for us to ship it back, that there is no monthly fee with Caltronics, that the new copier does 55 sheets per minute as opposed to 25 with the current copier, that Caltronics provides automatic replacement of toner and that their costs per copy are 45% less than Inland's with an estimated savings of \$525 per month on copy costs alone. Caltronics is also throwing in a second small HP printer for use at the public computers. Mr. Garcia moved to approve the contracts. Ms. O'Halloran seconded. The motion was approved, 4-0.

Revision of Policy 3015 (Employee Status)

Mr. Arozena said that the employee status segment of the policy manual needed to be amended to include a definition for extra-help employees as they don't fit into any of the three defined statuses. The attorney went through and rewrote the temporary and extra-help definitions. Ms. Dupell wanted to know why the temporary definition was changed from six to three months. Mr. Arozena said he didn't know why the attorney changed it from six to three months. After brief discussion, it was decided to confer with the attorney to see how that number was arrived at. Mr. Garcia asked if this was something we needed to have on the books right away. Mr. Arozena said that this was spurred on when an extra-help employee asked for paid bereavement leave. It was granted, but it was unclear from the policies whether she should receive it. After conferring with an HR attorney, it was decided that it was best to grant it to her and then clarify the policy.

Revision of Policy Manual Sections 1000-1035

Mr. Arozena stated that it had been decided to redo the policy manual a little at a time. He said that he went through and redlined changes to the manual—most had to do with changing titles from Library Commission to Library Board and with updating the segments from ALA. Mr. Arozena said that the changes were based on the Employee Handbook Wizard from the California Chamber of Commerce. Policies had been reviewed by the staff, but not the attorney. Mr. Foster said that he needed more time to review the policies. Ms. O'Halloran concurred. It was suggested that Mr. Arozena bring the next batch of policies to the May meeting and that the Board work through the project a little at a time.

Approval of Minutes of March 8, 2018

Mr. Garcia moved to approve the minutes. Mr. Foster seconded. The minutes were approved 4-0.

Meeting adjourned.

John Gabby, President

Guy Garcia, Clerk

New Business

Approval of minutes of January 11, 2018 Regular Board Meeting.

John Gabby, President

Guy Garcia, Clerk

