

**DIXON PUBLIC LIBRARY**

**GOVERNING BOARD OF LIBRARY TRUSTEES**

**AGENDA: REGULAR MEETING**

7:00 P.M, Thursday, March 12, 2020

Council Chambers, City of Dixon  
600 East A St., Dixon, CA 95620

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**1. CALL TO ORDER**

**2. CLOSED SESSION**

- A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

**RECONVENE TO OPEN SESSION**

**3. ANNOUNCEMENTS FROM CLOSED SESSION**

**4. BUSINESS MEETING**

- A. Pledge of Allegiance
- B. Roll Call of Trustees:  
Caitlin O'Halloran, President  
Jewel Fink, Vice President  
Melissa Maseda, Clerk  
Luke Foster, Member  
John Gabby, Member
- C. Staff: Bonnie Katz, Director Library Services, Solano County Library

**5. PUBLIC COMMENT**

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Library Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

**NOTICE TO PUBLIC**

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting.

**6. GUESTS AND PRESENTATIONS- No**

**7. CORRESPONDENCE**

**8. CONSENT AGENDA, Pages 4-8**

A. Approval of January 9, 2020 Agenda Minutes

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

B. Approval of Library closure, March 18-21, 2020 for Phase III Renovations

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**9. CONFERENCE/ACTION**

**10. INFORMATION ITEMS**

A. Information Report - Bonnie A. Katz

**11. DISCUSSION ITEMS**

**12. CONFERENCE/FIRST READING**

**13. ACTION ITEMS, Pages 9-13**

A. Appoint a member to the Solano County Library Advisory Council

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**14. ADJOURNEMENT**

Motion made by \_\_\_\_\_

Second \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

Time: \_\_\_\_\_

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-678-5447. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting. Meetings are held in locations which are wheelchair accessible.

**March Library Calendar**

- 05 Evening Book Club - Finding Dorothy @ 6:15
- 12 Morning Book Club - The Ninth Hour @ 11:00
- 12 Movie Club - The Godfather @ 6:30 (date change due to closure)
- 15 Conversation with Amy Tan @ 2 p.m. Vacaville Performing Arts Theatre (ticket required)

**April Library Calendar**

- 02 Evening Book Club – On the Plain of Snakes @ 6:15
- 09 Morning Book Club – The Bitterroots @ 11
- 16 Movie Club – Rebecca @ 6:30

**Wednesdays:** Preschool Storytime @ 10:00

**Thursdays:** Baby Storytime @ 10:00  
Toddler Storytime @ 10:30

**DIXON PUBLIC LIBRARY  
LIBRARY BOARD**

Agenda Item: 8A

**Meeting Date:** March 12, 2020

**Subject:** January 9, 2020 Agenda Minutes

Information Item Only

Approval on Consent Agenda

Conference (for discussion only)

Conference/First Reading (Action Anticipated: \_\_\_\_\_)

Conference/Action

Action

Public Hearing

**Recommendation:** Administration recommends the Board approve the minutes of the January 9, 2020 Board meeting.

**Background/Rationale:**

**Documents Attached:** Yes

**Presented by:** Bonnie A. Katz, Director of Library Services

**DIXON PUBLIC LIBRARY  
GOVERNING BOARD OF LIBRARY  
TRUSTEES  
MINUTES: REGULAR MEETING**

6:00 P.M., Thursday, January 9, 2020

Council Chambers, City of Dixon  
600 East A St. • Dixon, CA 95620

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**1. CALL TO ORDER**

**2. CLOSED SESSION**

- A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign  
[Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant  
exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

**RECONVENE TO OPEN SESSION**

**3. ANNOUNCEMENTS FROM CLOSED SESSION**

**4. BUSINESS MEETING**

- A. Pledge of Allegiance
- B. Roll Call of Trustees:
  - Caitlin O'Halloran, President P
  - Jewel Fink, Vice President P
  - Melissa Maseda, Clerk P
  - Luke Foster, Member A
  - John Gabby, Member P
- C. Staff: Bonnie A. Katz, Director of Library Services P

**5. PUBLIC COMMENT**

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**6. GUESTS AND PRESENTATIONS**

Malissa Knapp, Library Branch Manager. She currently manages five of the Solano County Library branches, including Dixon. She has been working on training the Dixon staff and integrating them in the County system.

**7. CORRESPONDENCE, Pages**

**8. CONSENT AGENDA, Pages**

A. Approval of December 12, 2019 Agenda Minutes

Motion made by Member Gabby  
Second Member Maseda  
Ayes 4 Noes 0

B. Approve Education Reimbursement

Motion made by Member Gabby  
Second Member Maseda  
Ayes 4 Noes 0

**9. CONFERENCE/ ACTION, Pages**

A. Update on Phase II & Phase III of Renovations (closure of library March 26-28, 2020)

Motion made by Member Fink  
Second Member Gabby  
Ayes 4 Noes 0

B. Moreno Construction Invoice

Motion made by Member Fink  
Second Member Gabby  
Ayes 4 Noes 0

**10. INFORMATION ITEMS, Pages**

A. Information Report – Bonnie A. Katz

**11. DISCUSSION ITEMS, Pages**

**12. CONFERENCE/FIRST READING, Pages**

**13. ACTION ITEMS, Pages**

## 14. ADJOURNMENT

Motion to adjourn by Member Maseda  
Second by Member Fink  
Ayes 4 Noes 0

Time: 6:20 p.m.

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### January Library Calendar

- **1**      **Holiday - New Year's Day**
- 2      Evening Book Club - Atomic City Girls @ 6: 15 p.m.
- 9      Morning Book Club - Elegance of the Hedgehog@ 11:00 a.m.
- 16     Movie Club - Dr. Zhivago 6:30 - 7:30 p.m.
- **20**    **Holiday - Martin Luther King Jr. Library is Closed**

### February Library Calendar

- 6      Evening book Club - Educated @ 6: 15 a.m.
- **12**    **Holiday -Lincoln's Birthday - Library is Closed**
- 13     Morning Book Club - Where the Crawdads Sing @ 11 :00 a.m.
- **17**    **Holiday - Washington's Birthday Library is Closed**
- 20     Movie Club - The Shawshank Redemption 6:30 - 7:30 p.m.

### March Library Calendar

- 5      Evening book Club - Finding Dorothy@ 6:15 a.m.
- **12**    Morning Book Club - The Ninth Hour@ 11:00 a.m.
- 19     Movie Club - The Godfather 6:30 - 7:30 p.m.

**Wednesdays:** Preschool Storytime@ 10:00 a.m.

**Thursdays:** Baby Storytime@ 10:00 a.m.  
Toddler Storytime @ 10:30 a.m.

**Mondays:**      **Spanish Storytime @ 6:30 p.m.**

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President O'Halloran

Date

**DIXON PUBLIC LIBRARY  
LIBRARY BOARD**

**Agenda Item: 8B**

**Meeting Date:** March 12, 2020

**Subject:** Phase III Renovations-library closure dates, March 18-21, 2020

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated :\_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Recommendation:** Administration recommends the Board revise the previous approved closure dates of March 26 - 28 to March 18, 2020 through March 21, 2020 to install shelving units as part of the Phase III Library Renovations.

**Background/Rationale:**

**Documents Attached:**

**Presented by:** Bonnie Katz, Director of Library Services



**DIXON PUBLIC LIBRARY  
LIBRARY BOARD**

**Agenda Item: 13A**

**Meeting Date:** March 12, 2020

**Subject:** Appointment to the Solano County Library Advisory Council

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated : \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Recommendation:** Administration recommends the Board appoint a member representing the Dixon Public Library to the Solano County Library Advisory Council.

**Background/Rationale:** The Solano County Library Advisory Council (SCLAC) is currently a ten member Council. Five members are appointed from the five supervisorial districts, the other five members are appointed from the cities that the Library serves. Now that Dixon has contracted with the Library, it is recommended that a member from Dixon be appointed to the SCLAC. SCLAC serves in an advisory capacity to the Director of Library Services and discusses county library issues in addition to recommending the County Library budget to the Board of Supervisors.

A copy of the bylaws of the SCLAC has been attached to this item.

**Documents Attached:** Yes

**Presented by:** Bonnie Katz, Director of Library Services

**BYLAWS OF THE  
SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

**ARTICLE I: PURPOSE**

The Council shall act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service.

**ARTICLE II: MEMBERS OF ADVISORY COUNCIL**

Section 1: The Council shall consist of the following members: (a) five such members representing and residing within a different county supervisorial district, to be appointed by the supervisor representing such district, plus (b) a number of members equal to the number of cities or other public agencies within Solano County operating a public library, and which are a part of the Solano County Library system, each such member representing and residing within the boundaries, and to be appointed by the governing body of each such city or public agency.

Section 2: Each Council member is appointed for a term, determined by the appointing body.

Section 3: A Council member whose term has expired may serve until a replacement has been appointed.

Section 4: Unexplained absence of members for **two** (2) consecutive meetings of the Council shall be considered as an expression of lack of interest in this program. The Chair of the Council may then request that a new appointment be made to represent this area.

Section 5: Members of the Library Advisory Council shall serve without compensation.

Section 6: Vacancies in the office of a member shall be filled for the unexpired term by the appointing body.

**ARTICLE III: MEETINGS**

Section 1: Regular meetings of the Library Advisory Council shall be held on the third Monday of every other month at 6:30 p.m. in a designated area of a Solano County Library branch.

Section 2: Exceptions to the regular meeting time and place may be made by appropriate motion or resolution.

Section 3: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act, Government Code 354.

Section 4: Seventy-two (72) hours notice shall be given for all regular meetings.

Section 5: Special meetings may be called by the Chair or a majority of the members of the Council or the Director of Library Services, providing that notice has been given to all Council members and others as noted in Article V, Section 7 (2) and the news media at least twenty-four (24) hours in advance of the special meeting.

Section 6: A quorum shall consist of a majority of the filled seats on the Council.

Section 7: The annual meeting shall be held at the time of the first regular meeting after the first of October each year.

#### **ARTICLE IV: CONDUCT OF BUSINESS**

Section 1: No business shall be transacted at any meeting of the Library Advisory Council other than those matters named in the publicly posted agenda. (See Article IV, Section 4.

Section 2: All meetings shall be conducted under Robert's Rules of Order, unless in violation of applicable codes.

Section 3: All meetings of the Library Advisory Council shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in the Vice-Chair's absence, by a Council member designated for that purpose by the Chair or Vice-Chair.

Section 4: The order of business at the regular meetings shall be as follows:

- (1) Call to order
- (2) Roll call and establishment of quorum
- (3) Introductions
- (4) Approval of minutes of prior meeting
- (5) Approval of agenda
- (6) Public comment\*
- (7) Correspondence
- (8) Report from Solano County Director of Library Services
- (9) Old business
- (10) New business
- (11) Announcements/Member reports
- (12) Date of next meeting
- (13) Adjournment

\*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.

Section 5: An affirmative vote of the majority of all members of the Council present (quorum) at the time shall be necessary to approve any action before the Council. The Chair or any member of the council may call for a roll call vote or qualified ballot vote. Unless such vote is called for, action may be taken by voice vote.

Section 6: The Chair shall vote on all matters and shall have equal privileges as a member including the right to surrender the chair for purpose of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Advisory Council.

## **ARTICLE V: OFFICERS AND ELECTIONS**

Section 1: The elected officers of the council are the Chair who will chair all meetings, and the Vice-Chair who will preside in the Chair's absence. The Solano County Director of Library Services will serve as Secretary.

Section 2: Election of the Chair and Vice-Chair shall be held at the annual meeting.

Section 3: The Chair and Vice-Chair of the Library Advisory Council can hold office for not more than two consecutive one-year terms.

Section 4: In the event that the office of Chair becomes vacant prior to any annual meeting, an election to fill such vacancy for the unexpired term shall be held at the next meeting at which a quorum is present.

Section 5:

(1) The Chair shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair may appoint committees of one or more members each or representatives, delegates or spokespersons for such specific purposes as the council may require or recommend. The committee or individuals thus appointed shall be considered to be discharged upon the completion of its purpose and after the final report is made.

(2) The Vice-Chair shall act as Chair in the latter's absence.

Section 6:

(1) The Secretary in conjunction with the Chair shall prepare an agenda for each meeting, posting it in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.

(2) Copies of the agenda shall be sent to each library branch to post, and the City Editor of each of the major newspapers currently publishing in Solano County. The agenda and

the minutes of the previous meeting with pertinent information shall be sent to all members of the Library Advisory Council, the Director of Library Services and the Librarian's Council, the County Administrator, the California State Library Consultant, the Vacaville Library Commission, the Vallejo Library Board, and each library branch manager to be made available to all library staff.

(3) The Secretary of the Library Advisory Council shall keep a true and accurate record of all proceedings and actions of the Council including those members present and absent. These minutes shall be approved at the next following meeting. The public reading of the minutes may be dispensed with and the minutes approved as published and presented.

(4) The Secretary shall notify the appointing body of any vacancies on the Council.

## **ARTICLE VI: AMENDMENT TO BYLAWS**

Section 1: These bylaws may be recommended for amendment by presenting the proposed amendment(s) as an agenda item for full discussion and vote at a regular meeting and including this discussion in the minutes.

Section 2: After the recommended change has been approved by the Council, such change will be presented to the Board of Supervisors at a regular meeting for their approval.

Revised: September 8, 2000

Amendment #1- November 15, 1990

Article II, Section 3, was amended to read: A council member whose term has expired *may* serve until a replacement has been appointed.

Amendment #2- July 19, 1993

Article III, Section 1, was amended to read: Regular meetings of the Library Advisory Council shall be held on the third *Monday* of every other month at 7:00 p.m. in a designated area of a Solano County Library branch.

Amendment #3- July 17, 2000

Article IV, Section 4, was amended to change the order of business to add Public comment and Announcements/Member reports.

Amendment #4 – July 17, 2006

Article III, Section 1, was amended to change the meeting time to 6:30 pm.

Amendment #5 – February 10, 2009

Article VI, Sections 1 and 2 were amended to reflect Bylaw changes must be approved by the Board of Supervisors.

Rev.2/10/09