

# **DRAFT**

## **Sonoma County Library Minutes of the Library Commission**

**May 5, 2004**

Note: M/S/C = Moved/seconded/carried

### **CONVENING**

The Sonoma County Library Commission met in regular session at 7:00 p.m. in the Forum Room of the Santa Rosa Central Library. Chair Murphy presided.

Commissioners present: Commissioners Bertucci, Bennett, Calsy, Hintereder, Lynch, Kunde, and Murphy.

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Librarian Julia Hagggar and Administrative Aide Pat Cheek.

### **ANNOUNCEMENTS AND INTRODUCTIONS**

Commissioner Murphy acknowledged the presence of Librarian Julia Hagggar and Fund Development Officer Peter Hunter.

### **MINUTES**

Minutes of February 4, 2004 regular meeting.

The following corrections were noted: (Calsy) page 7, last paragraph, first sentence; "Commissioner reported," change to "Commissioner Calsy reported". Also page 5, item 7.7, (Hintereder/Kunde) should read (Calsy/Kunde). Page 3, 7.3, last paragraph, eliminate last two sentences of the paragraph starting with Commissioner Bennett would need to act as the Chairman...

M/S/C (Bertucci/Calsy) to approve the minutes from the April 7, 2004 meeting as corrected. Unanimous.

### **CORRESPONDENCE**

Commissioner Murphy acknowledged the three letters included in the packet.

### **PUBLIC APPEARANCES**

No public appearances.

**ACTION ITEMS BY MOTION**

6.1. Two proposals by SEIU Local 707

1. Wage rate for Graphic Artist Classification. Assistant Director McDermott reported this position had been overlooked in the 2001 classification study. Administration is of the opinion that this solitary case equity adjustment issue can be handled by means of a side letter to the MOU. Commissioner Murphy directed Director Trice to proceed.
2. The second proposal by SEIU relates to equity wage increases for the Library Technician series classification. Librarian Hagggar pointed out that it is a question of timing and good faith effort. The Commissioners discussed the proposal in terms of reopening the MOU.  
M/S/C (Calsy/Bertucci) to decline reopening the MOU. Unanimous

Commissioner Bertucci then moved to issue a side letter to move the July 1, 2004 payroll to be as of the first payroll in June. Seconded Hintereder.  
Discussion with regard to arrangements outside the MOU.  
M/S/ (Bertucci/Hintereder)  
Ayes: 2      Noes: 5      Absent: 0      Abstain: 0  
Commissioner Murphy declared that the motion failed.

6.2. Fiscal year 2003-2004 budget third quarter report.

Commissioner Murphy stated that the report appeared comprehensive and asked for a motion to acknowledge the report.  
M/S/C (Kunde/Calsy) to acknowledge the report. Unanimous

6.3 Transfer of ownership of Amgen contractual contingent payment rights to the Library Commission.

Director Trice reported that the opinion of counsel was no longer required, only completion of a questionnaire.  
M/S/C (Bertucci/Kunde) to authorize the Chair to complete the Amgen questionnaire. Unanimous

6.4 Report on radio frequency identification (RFID)

Director Trice presented a report to the Commission on radio frequency identification (RFID).  
M/S/C (Calsy/Bennett) to acknowledge the RFID report. Unanimous

6.5 Report on operations financial plan development.

Director Trice presented a report to the Commission outlining financial planning models. The Commission reviewed the report and moved to acknowledge it.  
M/S/C (Kunde/Calsy) Unanimous

6.6 Director's report for April 2004

The Commission reviewed the Director's report. Motion to acknowledge.  
M/S/C (Bennett/Hintereder) Unanimous

**ACTION ITEMS BY RESOLUTION**

7.1 Special Revenue Fund Policy: Hopkins bequest.

During discussion, Commissioner Bertucci recommended amending the draft resolution for the Leoleon Hopkins Revenue Fund Policy as follows. Paragraph 6, item 1, to now read, "To name the fund established from the Elbert Hopkins bequest the Leoleon Hopkins Special Revenue Fund, in commemoration of Elbert Hopkins's wife, who was a long-time library employee and volunteer for the Friends of the Petaluma Library".

M/S/C (Bertucci/Kunde) as amended.

Ayes: 6      Noes: 0      Absent: 0      Abstain: 1

**LIBRARY ADVISORY BOARDS APPOINTMENTS AND REAPPOINTMENTS**

- 8.1 Guerneville Library Advisory Board  
M/S/C (Lynch/???) to appoint Dorothy A. Ruppert to the Guerneville Library Advisory Board for the unexpired term ending June 30, 2004.
- 8.2 Santa Rosa Libraries Advisory Board - No action.
- 8.3 Sonoma Valley Library Advisory Board - No action.

**DISCUSSION ITEMS**

9.1. Claims paid subsequent to April 7, 2004. Attached report on claims of \$2,000 or more, certain Trust Fund claims, and Journal Vouchers.

Items discussed were restroom paper products and landscaping costs.

9.2 Fiscal issues

General discussion.

9.3 Distribution of Library Commission agendas and minutes

Director Trice recommended that as an alternative to paper-intensive distribution the Library post Commission materials to the library's website. Consensus on moving ahead with this approach.

9.4 Distribution of Library Advisory Board rosters, agendas, and minutes.

Director Trice recommended that Library Advisory Board agendas and minutes be posted to the Sonoma County Library website. Consensus on moving ahead with this approach.

9.5 Petaluma Regional Library

Assistant Director McDermott reported that construction has not yet begun on the community room expansion.

9.6 Sonoma Valley Regional Library

The re-carpeting project at the Sonoma Valley Regional Library will begin May 24<sup>th</sup>. The library will be closed to the public for about one week.

9.7 New Library Facility Leadership Committees

- a. Santa Rosa Southwest Region Committee will be meeting soon.
- b. Sebastopol and Sonoma Valley Regional Committees will meet soon after the Santa Rosa Committee meets.

9.8 Fund Development Office Report

Fund Development Officer Peter Hunter gave a brief oral progress report. He stated a more detailed report would be presented to the Fund Development Committee on May 17<sup>th</sup>. Chair Murphy stated he was impressed by the most recent newsletter.

9.9 Legislation and California Library Association Legislative Day

Director Trice reported Legislation Day went well. Commissioner Bertucci, Rohnert Park-Cotati Library Advisory Board Chair Tim Smith, and Peter Hunter also attended.

10.1 Revenue and Expenditure Report

Commissioner Kunde asked about line: #6103 increases. Administrative Services Manager Alfano reported it was an increase in premiums rates.

Commissioner Kunde asked about Intergovernmental Revenues #2563. Director Trice reported that this was inter-library lending reimbursements.

Commissioner Bennett asked for an explanation of Use of Fund Balance. Administrative Services Manager Alfano replied the Library's largest revenue, taxes, is not received monthly. The flow of tax revenue is seasonal, December, April and June. The use of fund balance reflects a figure, which balances year-to-year revenue with expenditures. As a result of the seasonal revenue pattern, the use of fund balance is not very meaningful until the end of the year, when all the tax revenue has been received.

10.2 Sebastopol Regional Library circulation remodel Friends gift

Director Trice reported that the Friends of the Sebastopol Library contributed over \$20,000 to cover the cost of the project.

**11. COMMISSION MEMBER INFORMATION ITEMS**

Director Trice announced that a new service is being offered on the Sonoma County Library’s website – reference questions via email.

Commissioner Murphy acknowledged the newsletter Peter Hunter sent out for the month of April. He also commented on the Press Democrat article with regards to Latinos in the local school district, stating that the Library needs to develop more services for the Hispanic community.

Commissioner Calsy reported that Story Time is going well at the Northwest Branch. He also added that the Book Faire was a great success.

Commissioner Lynch reported that the Sebastopol LAB opposed the increase in overdue fines proposal.

Commissioner Bennett reported that the Wine Library Associates of Sonoma County is a strong and revitalized group. He also added that a fundraiser, “Swing Time in the Vineyard” was coming up in June.

Commissioner Bertucci announced that Gerry Groves, President of the Friends of the Petaluma Library, was named Petaluma Volunteer of the Year.

Commissioner Hintereder asked if there were going to be any summer programs targeted at Hispanic teens. Director Trice reported that none were planned.

**CLOSED SESSION**

The Library Commission met in closed session following the regular May 5, 2004 meeting to discuss the evaluation of the Library Director. No action was taken, and it was decided to reconvene on Monday, May 24, 2004 at 1:00 p.m., to conclude the evaluation discussion. The closed session adjourned at approximately 10:15 p.m.

**DATE AND TIME OF NEXT REGULAR MEETING**

Date: Wednesday, June 2, 2004  
Meeting: Regular Meeting  
Time: 7:00 p.m.  
Location: Board Room - Santa Rosa Central Library

**ADJOURNMENT**

By acclamation.