

DRAFT

Sonoma County Library Minutes of the Library Commission

June 2, 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 Board Room of the Santa Rosa Central Library. Chair Murphy presided.

Commissioners present: Commissioners Bertucci, Bennett, Calsy, Hintereder, 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 Haggar, Systems and Technical Services Manager Jim Rosaschi and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice acknowledged the presence of Jim Rosaschi, Systems and Technical Services Manager, Librarian Julia Haggar and Fund Development Officer Peter Hunter.

MINUTES

Minutes of May 5, 2004 regular meeting.

There were no additions or corrections. Director Trice announced there was no recording of the May 5th meeting due to a malfunction of the tape recorder.

M/S/C (Bertucci/Calsy) to approve the minutes from the May 5, 2004 meeting. Unanimous.

CORRESPONDENCE

Director Trice distributed a folder of correspondence.

PUBLIC APPEARANCES

No public appearances.

ACTION ITEMS BY MOTION

6.1. Authorization for Library Director to acquire professional public library planning services to conduct site(s) investigations for Sebastopol and Sonoma Valley regional service areas.

Commissioner Kunde questioned whether budget appropriations had been made for conducting site investigations. Director Trice responded that \$150,000 was in the FY 2004-05 preliminary budget under Professional/Special Services.

M/S/C (Hintereder/Kunde) The Commission authorized Director Trice to proceed. Unanimous

6.2. Management Assessment Review Committee II (MARC II) Report

Commissioner Bennett distributed the committee report and his own separate memo. Discussion. The Commission directed Director Trice to continue this item on the August agenda.

M/S/C (Kunde/Calsy) to acknowledge the committee report. Unanimous

6.3 Director's report for June 2, 2004

The Commission acknowledged the extraordinary efforts of Patti Lewis and Central staff members in their collaborative efforts with Lincoln Elementary School's, "Let's Fly to the Library". This program has won the annual Jack London Award for Educational Excellence.

Commissioner Murphy asked if the Sonoma County Economic Development Board's briefing generated good news? Director Trice reported economists are seeing indicators of recovery as well as challenges ahead.

Commissioner Murphy asked about the May 4th meeting with city staff and Group 4 Architects regarding Southwest Community Park. Director Trice reported it was a planning meeting.

M/S/C (Hintereder/Bertucci) to acknowledge the report. Unanimous

6.4 Claims of \$7,000 or more requiring Commission approval

Payment to Gateway Computers-\$36,657.52--replacement computers for branches
Payment to Gateway Computers-\$41,665.32--replacement computers for branches
Payment to Media Center of Santa Rosa - \$9,565.20 – production VHS/DVD snapshots

M/S/C (Bertucci/Hintereder) to approve the three claims. Unanimous

ACTION ITEMS BY RESOLUTION

7.1 Resolution commending Patti Lewis on the occasion of her retirement

Commissioner Murphy acknowledged the contributions Patti Lewis has made to the Library.

M/S/C (Bertucci/Kunde) to adopt the resolution. Unanimous

7.2 Resolution to increase overdue fines for adult materials

Commissioner Hintereder proposed a resolution increasing the adult materials overdue fine from \$.25 per item, per day to \$.35 per item, per day. The motion died due to lack of a second.

The Commission adopted the resolution to increase the overdue fine for adult materials from \$.25 per item, per day to \$.30 per item, per day and to increase the

overdue fine maximum for adult materials from \$10.00 per item to \$12.00 per item; both changes effective July 1, 2004.

M/S/C (Bertucci/Calsy)

Ayes: 5 Noes: 0 Absent: 1 Abstain: 1

7.3 Two-part proposal regarding library forum rooms

A. Resolution to eliminate the charge to non-profit groups for the use of library forum rooms and

The Commission adopted the resolution to eliminate the charge to non-profit groups for the use of library forum rooms, effective July 1, 2004.

M/S/C (Hintereder/Bertucci) Unanimous

B. Resolution to eliminate use of the forum rooms by for-profit entities; both changes effective July 1, 2004.

The Commission voted down the motion to adopt the resolution to eliminate the use of forum rooms by for-profit entities.

M/S/ (Calsy/Hintereder) motion failed.

AYES: 2 NOES: 3 ABSENT: 1 ABSTAIN: 1

Assistant Director McDermott will put together a work group to review and update the guidelines for forum room bookings.

LIBRARY ADVISORY BOARDS APPOINTMENTS AND REAPPOINTMENTS

8.1 Guerneville Library Advisory Board
Commissioner Kunde moved to reappoint the incumbent. Commissioner Bennett noted the vacancy still requires 30-day posting. No vote was taken and Chair Murphy stated that action would be taken at the July meeting.

8.2 Santa Rosa Libraries Advisory Board
Commissioner Calsy recommended the candidate, Dennis Carrera for the open position at the Santa Rosa LAB.
M/S/C (Calsy/Bennett) to appoint Dennis Carrera to the Santa Rosa Library Advisory Board for the unexpired term ending June 30, 2006. Unanimous
The Commission wanted to explore an application form for candidates. Director Trice offered to create a draft application to be presented at the next meeting.

8.3 Sonoma Valley Library Advisory Board - Two vacancies - No action at this time.

DISCUSSION ITEMS

9.1. Claims paid subsequent to May 5, 2004. Attached report on claims of \$2,000 or more, certain Trust Fund claims, and Journal Vouchers.

Items discussed were EL Civics, Unique Management, and Northbay Graphics.

9.2 Memorandum of Understanding with the Rohnert Park Historical Society

Commissioner Bertucci asked whether the conference room was open to the public. Director Trice reported that the historical documents will be locked up, except during scheduled times when a Historical Society docent will be in the room. The draft MOU sent to the society was accepted and the process is moving forward.

9.3 Fiscal issues and FY 2004-05 budget

General discussion of the CLA lobbyist report.

9.4 Petaluma Regional Library

Commissioner Bertucci reported that construction is underway and going well. Director Trice added that the Library had received the first quarterly check from the Amgen rights, in the amount of \$23,180.

Assistant Director, McDermott added that Guerneville would be getting automatic doors. In addition, Sebastopol Friends have agreed to purchase new chairs for the library.

9.5 Sonoma Valley Regional Library

Commissioner Kunde reported that the changes and new carpet at Sonoma Regional Library are being well received.

9.6 New Library Facility Leadership Committees

a. Santa Rosa Southwest Region Committee

Commissioner Calsy reported that the May 18th meeting covered the possible Southwest Community Park capacity analysis by the City of Santa Rosa and the group discussed the outcomes of such an analysis.

b. Sebastopol/West County Region Committee

Commissioner Bennett had nothing to report, the next meeting is scheduled for June 21.

9.7 Fund Development Office Report

Fund Development Officer Peter Hunter gave a brief oral report with emphasis on findings of the market study.

9.8 North Bay Cooperative Library System – System Advisory Board

Director Trice stated the California Library Services Act requires that the member libraries of North Bay Cooperative Library System each have a System Advisory

Board member (SAB). Commissioner Murphy appointed Commissioner Hintereder to represent Sonoma County Library on the SAB, with Commissioner Kunde as an alternate.

9.9 Library card look-up fee impacts

More time is needed to assess this situation. Staff will continue to monitor this process and Assistant Director McDermott will report back to the Commission in September.

9.10 Legislation

Director Trice reported that SB#1161-Alpert, a library construction bond act, is still alive.

10.1 Revenue and Expenditure Report

Commissioner Bertucci questioned the Use of Fund Balance. Administrative Services Manager Elissa Alfano reported there might be a break-even balance at the close of the year.

Commissioner Murphy questioned page 3, item #6516, Automated System. He was concerned that we were currently over budget, and did we anticipate any substantial expenditure from now until the end of the year? Systems and Technical Services Manager Jim Rosaschi replied this is the time of the year when activity increases and many expenses are put off until the end of the year. Currently it shows over, but under spending in other areas should offset it.

11. COMMISSION MEMBER INFORMATION ITEMS

Commissioner Bennett reported the Wine Library Associate’s fundraiser event is coming up on June 12. He invited everyone to attend.

Commissioner Bennett announced that the city of Healdsburg has approved a plaque for the fountain. It will read, “Dedicated in memory of Keith LaBaron, a friend of the library and community, Sonoma County Library Commission, February 4, 2004”.

Commissioner Bennett revisited the non-profit and for-profit use of the forum rooms. Director Trice will attempt, along with the Library Administration, to examine this issue with the Branch managers and report on alternative approaches by the October meeting.

Commissioner Hintereder reported that on May 17-20, at the Rohnert Park/Cotati Regional Library, there was “Snowy Days” a special children’s program. In addition, on May 24th there was a bi-lingual story telling program where a reported sixty-five people attended. And the Friends of the Library are having a book sale on June 5 and 6th.

Fund Development Officer Peter Hunter announced the opening of the new Seattle Library.

Commissioner Murphy asked how the Friends of the Library's book sale had gone. Assistant Director McDermott thought the amount of the sales was between \$35,000 – \$36,000.

CLOSED SESSION

No action was taken during the closed session. The Commission agreed to meet again on Monday, June 7, 2004.

DATE AND TIME OF NEXT SPECIAL MEETING

Date: Monday, June 7, 2004
Meeting: Special Meeting
Time: 1:00 p.m.
Location: Board Room – Santa Rosa Central Library

DATE AND TIME OF NEXT REGULAR MEETING

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

ADJOURNMENT

The meeting adjourned at 10:20 by acclamation.