

DRAFT

Sonoma County Library Minutes of the Library Commission

July 7, 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, Lynch and Murphy.

Also present: Assistant Library Director Molly McDermott, Administrative Services Manager Elissa Alfano, Librarian Julia Hagggar, and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Commissioner Murphy announced that a folder with clippings and a letter was being circulated.

MINUTES

Minutes for Regular Meeting June 2, 2004, and Special Commission Meetings, May 24, June 7, and June 22.

Commissioner Lynch stated that the minutes from the May 24, 2004 Special Commission Meeting showed her absent. Commissioner Lynch was in attendance. Commissioner Lynch and Commissioner Hintereder were not present at the June 7, 2004 Special Commission Meeting. The minutes of June 22, 2004 need to show Commissioner Lynch present and Commissioner Hintereder absent. Commissioner Murphy stated that the changes in the minutes for May 24, June 7, and June 22, 2004 would stand approved as corrected.

Commissioner Bennett stated that in the June 2, 2004 minutes, Fund Development Officer Peter Hunter was addressed in both the Convening “also present” and Announcements and Introductions “introductions”. Commissioner Bennett pointed out this is redundant. However, no amendment was made to the minutes.

Commissioner Bennett questioned the June 2, 2004 minutes page 5, second to last paragraph, “Commissioner Bennett revisited the non-profit and for profit use of the forum rooms”. Commissioner Bennett’s correction would state, “the need for criteria to differentiate non-profit versus profit”.

M/S/C (Bertucci/Calsy) to approve the minutes as corrected. Unanimous.

CORRESPONDENCE

Commissioner Murphy referenced the letter to Commissioner Kunde that was being circulated in the packet.

PUBLIC APPEARANCES

No public appearances.

ACTION ITEMS BY MOTION

- 6.1 Request to enable staff preparation for the Dynix to Horizon automation system transition by closing each regional library for one day for group training between August 23 and September 24, 2004.

Commissioner Calsy inquired if Santa Rosa Central would be closed during the training. Assistant Director McDermott affirmed it would not.
M/S/C (Hintereeder/Bertucci) Approval of the closures. Unanimous

- 6.2 Director’s report for June 2, 2004

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

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

Airco Commercial - \$11,211.00 – Annex Boiler Replacement
Advent - \$7,151.60 – Carrells, etc., for Sonoma Branch
ITeam Resources, Inc. - \$56,462.96 – Print Vend Stations
Advent - \$13,580.30 – Carrells & chairs for Sebastopol Branch
CDW Government, Inc. - \$14,394.04 – 9 LaserJet printers
ID Systems - \$9,478.00 – Wand Reactivators
M/S/C (Bertucci/Lynch) to approve the six claims. Unanimous

LIBRARY ADVISORY BOARDS APPOINTMENTS AND REAPPOINTMENTS

- 7.1 Membership application form – discuss draft form

The Commission agreed to three modifications of the application:

- Applicants “should” reside in the regional... changed to, Applicants “are required to” reside in the regional...
- Following the Email line, add “(optional)”
- Delete the lines, “name of spouse” and “number of children”

The Commission voted in favor of the application as amended.
Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

- 7.2 Guerneville Library Advisory Board

Commissioner Lynch reported the next meeting was July 12, 2004.

- 7.3 Sonoma Valley Library Advisory Board

Commissioner Kunde reported there were still three vacancies.

DISCUSSION ITEMS

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

Items discussed were Hopley Co., So Co Regional Parks, CDW Government, McMaster-Carr Supply Co.

8.2 Revenue and Expenditure Report

Commissioner Murphy questioned page 3, #6540, Contract Services. Administrative Services Manager Alfano reported that it covers miscellaneous costs such as the Fund Development office assistant and attorney fees.

Commissioner Murphy asked about #6882, Gift Equipment. Administrative Services Manager Alfano reported it is the line item used for a range of expenses paid for by Friends donations such as the Sonoma and Sebastopol renovations.

Commissioner Bertucci questioned #7190, Books/Materials. She asked if a lot of ordering was done in June and why the expenditures were so low. Administrative Services Manager Alfano reported there has been some difficulty in terms of getting materials ordered and books processed during this year. Some funding will be moved into the next fiscal year.

Commissioner Murphy questioned #7186, Books/Materials-Gifts. His concern was that the \$60,000 budgeted had not been spent. Administrative Services Manager Alfano reported those two items are \$15,000 book gifts from the Foundation, and the \$45,000 were from Fund Development fund raising.

Commissioner Bennett questioned #6880, Small Tools/Instruments. Administrative Services Manager Alfano responded it includes all tools and computers.

Commissioner Bennett questioned the difference in budgeted and actual in “Use of Fund Balance”. Administrative Services Manager Alfano responded we have close to \$700,000 more in payroll expenditures to come through, two more pay periods, plus the last pay period in June. The difference in budget to actual will get smaller.

8.3 New Library Facility Leadership Committees

Santa Rosa Southwest:

Commissioner Calsy reported that the Santa Rosa Board of Community Services received a presentation by the Assistant City Manager on the Southwest Community Park site capacity study done by Group 4 Architects.

Sebastopol:

Commissioner Lynch reported that the New Library Facility Leadership Committee for the Sebastopol/West County Region had a meeting. Group 4 Architects will conduct a site inventory. The next meeting will be at the end of August.

Sonoma Valley:

Commissioner Kunde reported the last meeting was June 10th. Group 4 Architects will conduct a site inventory. Commissioner Murphy wanted to emphasize the involvement of the County in the overall expansion or renovation of the facilities. Commissioner Kunde agreed.

8.4 Guerneville Regional Library

Assistant Director McDermott reported that the automatic doors, exterior and lobby, have been installed.

8.5 Petaluma Regional Library

Commissioner Bertucci reported the renovations at Petaluma Regional Library are going well. The Hopkins bequest property sale is progressing.

8.6 Sonoma Valley Library

Commissioner Kunde reported the patrons are still enjoying the new changes in the Library. The Friends group is very active and has recently started a book discussion group. One of the members was interviewed on the radio regarding the various book clubs in Sonoma Valley.

11. COMMISSION MEMBER INFORMATION ITEMS

Commissioner Hintereder reported that the Rohnert Park-Cotati Regional Library was getting ready to celebrate their one-year anniversary on July 21, 2004.

Commissioner Murphy commented on the Sonoma County History and Genealogy pamphlet. Commissioner Murphy thought it was well done and very informative.

Commissioner Bennett reported on the “Odyssey” event. Approximately \$15,000 was raised for the Wine Library.

Commissioner Bennett also added that the Wine Library’s extended funding is a combination of 1/3 from the Library system, 1/3 from subscriptions from wineries and 1/3 provided by Wine Library Associates.

Commissioner Bennett questioned the minutes of the May 5, 2004 meeting. The meeting was not recorded because the recorder malfunctioned. Administrative Aid Pat Cheek responded the minutes were written from the meeting notes taken by herself and Director Trice.

Commissioner Bennett invited the Commission to attend the Healdsburg Friends picnic on July 13, 2004 at 5:30.

Commissioner Murphy reminded the Commission the next meeting was scheduled for Tuesday, August 3, 2004 at 7:00 p.m.

DATE AND TIME OF NEXT MEETING

Date: Tuesday, August 3, 2004
Meeting: Regular Meeting
Time: 7:00 p.m.
Location: Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 8:30 p.m. by acclamation.

Clerk