

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

**August 3, 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, Calsy, Hintereder, Kunde, Lynch and Murphy.

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, Administrative Services Manager Elissa Alfano, Manager System and Technical Services Jim Rosaschi, Librarian Julia Haggart, and Administrative Aide Pat Cheek.

**ANNOUNCEMENTS AND INTRODUCTIONS**

Director Trice announced that the back doors to the library were open this evening. The public could enter the building to attend the meeting. There were no introductions.

**MINUTES**

Minutes for Regular Meeting, July 7, 2004.

Commissioner Murphy addressed the Commission with regards to questions or comments made by a Commissioner being noted in the minutes. Commissioner Kunde stated that they were public records and that she liked the format. Commissioner Bertucci added the content and details were important to her.

M/S/C (Murphy/Lynch) to approve the minutes. Unanimous.

**CORRESPONDENCE**

Director Trice circulated a packet to the Commissioners that included correspondence, newspaper articles and a report from the Sonoma County Economic Development Board.

**PUBLIC APPEARANCES**

No public appearances.

**ACTION ITEMS BY RESOLUTION**

6.1 Resolution Requesting Fund Transfer 2004-2005. Request for line of credit for Fiscal Year 2004-05

M/S (Lynch/Hintereder) to adopt the resolution

Discussion:

Commissioner Kunde questioned the sentence on page 1 of 2, under item number one, "District on an as needed basis of not to exceed...". The Commission recommended amending the sentence to read, "District on an as needed basis of a

sum not to exceed...”. Commissioner Hintereder seconded the amendment.  
Consensus  
Motion to approve the resolution as amended carried unanimously.

Joseph Murphy, Jr.	Yes
Robert L. Bennett	Absent
Dorothy Bertucci	Yes
Vernon E. Calsy	Absent
Helen Hintereder	Yes
Jane Kunde	Yes
Margaret F. Lynch	Yes

AYES: 5      Noes: 0      Absent or not voting: 2      Vacancy: 0

- 6.2 Management and Confidential Library Employee Benefits Resolution adopting management and confidential library employee benefits for fiscal year 2004-05. M/S/C (Hintereder/Bertucci) to approve the resolution. Unanimous.

**ACTION ITEMS BY MOTION**

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

North Bay Cooperative Library System - \$59,371.00 - SuperSearch, system membership and delivery  
M/S/C (Bertucci/Hintereder) to approve the payment of the claim. Unanimous

- 7.2 Sonoma County Library Proposed Budget FY 2004-05 - Technical adjustments to proposed budget

Commissioner Kunde reported that she had difficulty understanding where the numbers for General Operations and Special Revenue Funds could be found prior to the technical changes suggested in the background memorandum. Director Trice stated that all of the numbers were in the proposed budget that the Commission passed in April.

Commissioner Bertucci had a question about the Central Branch expenditures. Director Trice responded that it is for fountain renovation. The Library Foundation may contribute \$15,000; the Friends of the Santa Rosa Library will contribute \$1,000.

Commissioner Bertucci, had a question on page 421, Special Revenue Funds, second bullet, this shows the Hopkins Fund, and Buffum Fund under library branch project, yet the Cromwell is a separate one. If the Hopkins Fund gets larger, will that fund be separate as well? Director Trice replied, that last year when we had to move to the GASB #34 accounting standards, we endeavored to minimize the number of separate budgets. What we do is we have four separate budgets, and within one of them we have the branch libraries sub-budgets. It is

possible to establish another sub-budget after negotiating with the County Auditor.

Director Trice announced that the State Budget was approved and signed over the weekend. The Public Library Fund was reduced by about 1 million dollars. We budgeted the PLF in the amount of \$212,000; actual will be slightly less. The more significant news is about the property taxes shift that was incorporated in the budget. Approximately 1 billion dollars will be shifted from local districts to the state for two years in a row. Thanks to California Library Association lobbying efforts, county free libraries are exempted from the shift.

M/S/C (Bertucci/Lynch) to approve the technical adjustments. Unanimous

- 7.3 Facilities Master Plan implementation step: Santa Rosa Southwest site potentiality assessment. Request to develop a community participation process and site utilization concepts in partnership with the City of Santa Rosa.

Commissioner Murphy stated that this proposal to spend money was already budgeted, not to exceed \$50,000, to utilize Group 4 Architecture services in developing a community participation process/site utilization concept for Southwest Community Park. This is to be done in conjunction and in partnership with the City of Santa Rosa.

M/S/C (Lynch/Calsy) to approve authorization for the Library Director to proceed and engage the services of Group 4 Architecture. Unanimous

- 7.4 Strategic Plan Oversight Committee vacancies:
1. Chair to fill one Commissioner vacancy
  2. Authorize Library Director to fill on management-level vacancy

Commissioner Murphy appointed Commissioner Lynch to the committee. Commissioner Lynch agreed to accept the appointment. The Commission authorized the Library Director to fill the management-level vacancy.

M/S/C (Murphy/Bertucci) approval to authorize Director to fill the management-level vacancy. Unanimous

- 7.5 Management Assessment Review Committee II report, continued from June 2, 2004, meeting

Commissioner Bennett, absent from meeting, sent an e-mail indicating that he had nothing to add, and that the report had been submitted.

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

- 7.6 Director's report for July 2004

Commissioner Calsy asked if there was any kind of recognition for staff members who are retiring. Director Trice responded that informal gatherings are arranged for staff members who retire, usually at the branch.

Director Trice stated he would ask branch managers to invite Commissioners to the events.

Librarian Julia Haggart announced that Norma Kennemer's retirement party is Wednesday, August 18, 2004, 2:00 p.m. – 4:00 p.m., in the Central Library staff room.

M/S/C (Calsy/Hintereder) to acknowledge the Director's Report. Unanimous.

### **LIBRARY ADVISORY BOARDS**

#### **8.1 Sonoma Valley Library Advisory Board**

Commissioner Kunde questioned the term ending June 30, 2005 previously held by Richard Newman. Commissioner Kunde believes the term should end June 30, 2006. Pending correction, Commissioner Kunde recommended two new candidates for the Sonoma Valley Library Advisory Board open positions.

- Laurell Meredith – term ending June 30, 2005
- Patricia H. Sajor – term ending June 30, 2006

M/S/C (Kunde/Hintereder) to appoint Laurell Meredith, for the unexpired term ending June 30, 2005. Unanimous

M/S/C (Kunde/Bertucci) to appoint Patricia H. Sajor, for the unexpired term ending June 30, 2006. Unanimous

#### **8.2 Windsor Library Advisory Board**

Vacancy – Unexpired term ending June 30, 2004. [Director's note August 24, 2004: The agenda date of June 30, 2004 was incorrect; the term ends June 30, 2005.] No action at this time, deferred to the next meeting.

### **DISCUSSION ITEMS**

#### **9.1 Revenue and Expenditure Report**

Commissioner Kunde questioned page 1, #6041 and #6045 under Communication, stating that more than four items were under 50 percent. Director Trice stated that two of the line items are the Federal E-rate and the State Teleconnect Fund credits that are accounted for. The Library budgets as if these credits will not be applied.

Commissioner Murphy asked about page 2 of Expenditure, #6540, Contract Services. Director Trice responded that a large piece of that line item was a budgeted amount of \$45,000 for the assistant in the Fund Development office and we used much less. The other area was that we budgeted a little over \$20,000 for the Employee Assistance Program. The Library spent a great deal less on that program. In addition, a one time only disabilities materials grant that we received was not re-budgeted.

Commissioner Murphy asked about #6881, Library Equipment. Assistant Director McDermott stated that it was for items other than technical equipment, such as carts.

Commissioner Murphy asked about #7186, Books/Materials-Gifts, \$60,000 budgeted, zero spent. Director Trice responded that it has to do with the fact that we used to budget Friend's donations in this budget, and now we budget them in the Special Revenue Fund budget. Assistant Services Manager Elissa Alfano corrected that this year \$15,000 was anticipated from the Foundation and \$45,000 from the Development Office fundraising.

Commissioner Kunde questioned line item #2563, ST – CLSA Reimbursement. Director Trice responded that is reimbursement for lending books to other libraries.

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

Item discussed was the City of Petaluma.

- 9.3 Library's collection agency, Unique Management, Inc.

Commissioner Kunde stated that Unique Management Services offered a good return on our investment. Commissioner Murphy asked if the Library or Unique Management determined the waives; staff answer is that the library does. Unique Management counts waives as financial benefits for the Library.

- 9.4 Technical Services Manager report on Connectivity Council and the Dynix, Inc. international conference.

Library Technical Services Manager Jim Rosaschi gave the Connectivity Council report to the County Board of Supervisors which included references to the Library's wireless service installation. He also reported on the Dynix Users Council (Europe) meeting he attended in Scotland, in his capacity as immediate past president of the USA Users Council.

- 9.5 End of year statistics for FY 2003-04

Director Trice presented a year-in-review of selected data categories for fiscal year 2003-04 to the Commission. The Commission was happy to see that the percent of change was mostly in the positive.

- 9.6 New Library Facility Leadership Committees

- a. Santa Rosa Southwest Region Committee

Director Trice reported that there was no reason to meet as a committee until we know more about how the project will shape up with Group 4 Architecture.

- b. Sebastopol/West County Region Committee
- c. Sonoma Valley Region Committee

Director Trice reported that on Thursday, July 29<sup>th</sup>, Group 4 Architecture, Assistant Director McDermott and he met with the planning directors in Sonoma and Sebastopol. City staff supplied lists of properties; some of them were visited. Group 4 Architecture will report to the staff about their assessment of those properties. Following that, the leadership committees will look at the evaluation of various properties, either in September or October.

Commissioner Murphy announced he was appointing himself to the New Library Leadership Committee for the Santa Rosa Southwest Region.

9.7 Petaluma Regional Library

Commissioner Bertucci reported the renovation project at Petaluma Regional Library is slightly ahead of schedule. November 7<sup>th</sup> has been projected for the completion of the project.

9.8 New State Librarian of California appointed

Director Trice reported that on July 15<sup>th</sup>, Governor Schwarzenegger appointed Susan Hildreth, to the position State Librarian of California. Director Trice recommended that, on the behalf of the Commission he would send the new State Librarian a letter of congratulations and invite her to come for a visit. The Commission concurred.

9.9 Status of Amigos de la biblioteca del condado de Sonoma County

Director Trice reported to the Commission that in the 90's a non-profit organization was incorporated called Amigos de la biblioteca del condado de Sonoma County. However, for some time, there has been no board or activity, and no filings with the IRS. The IRS is sending letters to this "non-existent" organization. Discussion. Commissioner Hintereder will look into it.

9.10 Frequency of reports: committees, functions, and projects

Director Trice announced that the topic came from Commissioner Bennett. Discussion deferred until the next meeting.

Director Trice also added that the Friends of the Santa Rosa Library anticipate hitting the cumulative million-dollar mark for sales.

The City of Santa Rosa has a Merit Award for community service. The Library Advisory Board is of the opinion that the Friends should be nominated. Director Trice proposed that he submit a nomination on behalf of the Commission. The Commission concurred.

Director Trice announced that the Sonoma County Library newsletter, volume 2, was being mailed out.

**DIRECTOR’S INFORMATION ITEMS**

- 10.1 Director Trice announced the Strategic Plan Oversight Committee meeting is set for August 26, 9:00 a.m.
  
- 10.2 Director Trice wanted the Commission to know that the 2003-2004 Grand Jury report was included in the packet. The Library was not included this year.

**COMMISSION MEMBER INFORMATION ITEMS**

Commissioner Kunde reported the Sonoma Valley Friends have a new publicity person who is helping solicit new members for the group and announce Library events to the community.

Commissioner Kunde expressed concern with the maintenance of the Sonoma Valley Library’s grounds. The Library Advisory Board will address this issue at the next meeting. Assistant Director McDermott will talk with the branch manager about the maintenance contract.

Commissioner Hintereder reported that the Rohnert Park-Cotati Regional Library’s one-year anniversary celebration on July 21, 2004, was a huge success.

The Rohnert Park Historical Society has tentatively approved an arrangement with Sonoma County Library for use of the conference room.

Commissioner Bertucci reported that, due to the Forum Room construction, summer reading programs are being held in the Children’s Room. Also, during the month of August, children’s story hour will be held at the old Carnegie Library, now the museum.

Commissioner Lynch announced that her students in Child Development class have been observing activities in their local libraries.

Commissioner Murphy added that the next meeting would be held on Wednesday, September 1, 2004, at 7:00 p.m.

**DATE AND TIME OF NEXT MEETING**

Date: Wednesday, September 1, 2004  
Meeting: Regular Meeting  
Time: 7:00 p.m.  
Location: Board Room – Santa Rosa Central Library

**ADJOURNMENT**

The meeting adjourned at 9:20 p.m. by acclamation.

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Clerk