

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

September 1, 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: Bennett, Bertucci, Calsy, Hintereder, Kunde, Lynch and Murphy.

Also present: Library Director Tom Trice, Fund Development Officer Peter Hunter, Librarian Julia Haggar, Coordinator of Children Services Susan Coffman and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice introduced the new Coordinator of Children Services Susan Coffman and Reference Librarian Julia Haggar. Director Trice announced that Assistant Library Director Molly McDermott and Services Manager Elissa Alfano would not be present.

Minutes for Regular Meeting, August 3, 2004

Commissioner Bennett questioned page 2, item 6.1. At the time of the convening, Commissioner Calsy was not present. Commissioner Calsy arrived at the meeting during the “Action Items by Resolution” discussion of item 6.2. It will be noted that Commissioner Calsy arrive late, and his name stricken from “Commissioners present”.

M/S/C (Kunde/Bertucci) to make the changes to the minutes.

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

CORRESPONDENCE

Director Trice circulated a folder with flyers and a letter from the new state librarian in response to our letter to her.

PUBLIC APPEARANCES

No public appearances.

ACTION ITEMS BY RESOLUTION

6.1 Resolution commending Norma Kennemer for her 20 years of service on the occasion of her retirement.

M/S/C (Hintereder/Lynch) to adopt the resolution. Unanimous

ACTION ITEMS BY MOTION

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

ADW Government, Inc., \$10,436.30 – Novell server upgrade
M/S/C (Bertucci/Kunde) to approve payment of the claim. Unanimous

7.2 Director's report for August 2004

Commissioner Murphy questioned why the Rohnert Park-Cotati Library circulation figure for the year showed a 37.5% increase and asked if there was sufficient staff to handle the growth. Director Trice stated that staff was added when the new facility opened.

Commissioner Murphy asked about the “bingo cards” and wanted to know what they were. Director Trice stated they were motivators for participation in the summer teen reading program allowing the winner to receive a gift certificate.

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

LIBRARY ADVISORY BOARDS

8.1

I. Guerneville Library Advisory Board

New term ending June 30, 2008. Posted and ready for reappointment or appointment

Commissioner Lynch reported that no one has applied other than Dorothy Ruppert. Commissioner Lynch moved to reappoint Dorothy Ruppert to the Library Advisory Board for the term expiring June 30, 2008.

M/S/C (Lynch/Bertucci) to reappoint Dorothy Ruppert, for the unexpired term ending June 30, 2008. Unanimous

II. Windsor Library Advisory Board

Vacancy—unexpired term ending June 30, 2005. Posted and ready for appointment

Commissioner Bennett deferred this item until the October 6, 2004 meeting.

Commissioner Bennett announced that there was a resignation from Joan Scarper on the Windsor Library Advisory Board, term expiring June 30, 2005.

III. Announcement only. 14 positions are eligible to be filled at the October 6, 2004, Library Commission meeting

Commissioner Murphy reported these positions are eligible for reappointment or new appointment at the October 6, meeting.

Commissioner Kunde questioned the Sonoma postings. Director Trice stated the next opportunity to fill the vacancies will be at the October 6th meeting.

Commissioner Bertucci asked if any of the incumbents expressing interest in reappointment had been contacted. Director Trice stated that he had contacted them all.

Commissioner Lynch reported that there was a new vacancy on the Sebastopol Library Advisory Board. Evelyn Taylor resigned; unexpired term ending June 30, 2007.

Commissioner Kunde asked about incumbent Robyn Makaruk's reappointment to a full term ending June 30, 2008. Director Trice responded that it would be on the October 6th agenda. Commissioner Kunde asked when the vacancy created by Wendy Swanson's term ending was posted. Director Trice will check the date of the posting for that position.

DISCUSSION ITEMS

9.1 Revenue and Expenditure Report

Commissioner Bertucci questioned the item on page 2, #7186 Books/Materials-Gifts. Director Trice stated zero could not divide the calculation; it is an error statement.

Commissioner Murphy questioned page 2, #7190 Books/Materials totals asking if this was the PLF. Director Trice stated this is not the PLF. But rather the roll forward of the unspent collection development monies from last fiscal year that is re-budgeted for this year.

Commissioner Bennett questioned the Use of Fund Balance - \$432,168, asking why it's a negative number, and the year-to-date number is also a negative. Asking if we were five hundred thousand dollars farther behind than we anticipated. What does that \$987,518 represent? Director Trice reported that it is an accountant's balancing number. Finance needs to have the bottom line figures correspond to equivalent bottom line figures on the revenue side and it has no real meaning as far as actual revenues received or expenditures made.

9.2 Claims paid subsequent to August 3, 2004. Attached report on claims of \$2,000 or more, certain Trust Fund claims, and Journal Vouchers.

Items discussed were PG&E, Monthly HVAC Maintenance and Heather Brandenburg.

9.3 Fiscal year 2003-2004 annual report.

The Commission discussed usage of staff development funds and major building improvements in fiscal year 2003-04.

9.4 Forum room policy report.

Director Trice reported that Assistant Director McDermott was on vacation. The report is complete and would be presented at the October meeting.

9.5 \$.35 look up fee status report.

Director Trice reported that the branch managers have discussed this issue, and have reported that the customers like the process and there are no major issues.

9.6 New Library Facility Leadership Committees

a. Santa Rosa Southwest Region Committee

Commissioner Calsy reported that the planning is progressing through staff meetings. Director Trice reported that Group 4 Architecture, the city and the library are working together. Commissioner Murphy appointed himself to the planning committee.

b. Sebastopol/West County Region Committee

Commissioner Lynch reported that nothing had changed since the last meeting. Another meeting will be scheduled in October when Group 4 Architect has their preliminary report/evaluations on possible sites. Director Trice added that on September 18, 2004 the city of Sebastopol is holding a community workshop about the northeast area specific plan and he urged Commission members to attend.

c. Sonoma Valley Region Committee

Commissioner Kunde had nothing to report. Currently no meeting date has been set.

9.7 Petaluma Regional Library report

Commissioner Bertucci reported the expansion is progressing on time. The expected ribbon cutting ceremony is on November 15, 2004.

9.8 Fund Development Office Committee report

Commissioner Bennett reported that the committee recently met. Indian gaming activities were discussed. The committee put this issue on hold until next year.

Fund Development Officer Peter Hunter announced that a premier group of community leaders were invited to hear a presentation about Sonoma County Library. The meeting is on September 22, at the Rincon Valley Library. In addition, the newly formatted newsletter has been mailed.

9.9 Frequency of reports: committees, functions, projects

Commissioner Bennett would like to see a formal presentation at each commission meeting on major areas of the library. Commissioner Murphy directed Director Trice to proceed and create a schedule.

9.10 Bylaws and rules of order

The Commission reviewed the bylaws and discussed changing the language. Chairman Murphy appointed Commissioner Lynch to review and recommend changes at the next meeting.

9.11 California Association of Library Trustees and Commissioners (CALTAC) workshop at Cerritos Public Library

Director Trice reported that Commissioner Lynch and Commissioner Bertucci were attending the CALTAC workshop on September 24 and 25, in Cerritos, California. The workshop will allow library trustees and commissioners the opportunity see the Cerritos Library and to hear about the philosophy behind it.

9.12 North Bay Cooperative Library System Advisory Board meeting report

Director Trice reported that six of the Commissioners would be attending the meeting. The meeting will be held at Napa Valley College in Saint Helena.

DIRECTOR'S INFORMATION ITEMS

10.1 Fiscal year 2004-05 budget

The library budgeted \$212,000 for PLF and the actual number came in at \$187,000.

10.2 Legislation

Director Trice reported that Senate Bill #1161 did pass and is awaiting action by the Governor. Proposition 1A, which will be on the November ballot, is legislation that will put into law the budget deal made by the state with local government entities.

The final state budget unfunded the California Teleconnect Fund. Legislation to restore it is pending.

10.3 Overdue fine increase implementation

Director Trice reported that flyers were being distributed to the public informing them that effective October 1, 2004, fines will increase.

10.4 Dynix to Horizon staff training implementation

Director Trice reported that the library is currently training all staff members on the new Horizon operating system and each branch will be closed for one day. The go live date on this project is October 13, 2004.

10.5 Statistics collection terminology

Director Trice responded to the Commission's question about the year-end statistics report. The "bookmobile" line is for circulation count that we get when the system is down and we use the backup checkout method.

10.6 Collection agency terminology

Director Trice explained that the use of the word “waives” in the Collection Agency report is for when the library forgives charges. There are various reasons why fees are forgiven. Example: good will gestures or errors made by the library.

10.7 Library Facilities Master Plan methodology

Director Trice explained that in the report where the population served is zero indicates that currently there is no library building in that service area.

10.8 Library Foundation update

Director Trice reported that the Library Foundation board met and adopted its commitment for this fiscal year to the library. Their generous commitment will grant \$10,000 for the purchase of Spanish language materials, \$5,000 for general support to the Summer Reading Club for 2005, \$4,500 for the adult book club, \$7,500 to purchase the book for the Sonoma County Reads program and \$14,000 for outreach programs of the summer reading club to nine YMCA camps throughout the county. \$24,000 is for the renovation of Santa Rosa Central Branch fountain. Commissioner Murphy moved that the Commission formally express their gratitude to the Foundation by letter. M/S/C (Kunde/Calsy) that a letter of appreciation and gratitude be sent to the Foundation. Unanimous

11. COMMISSION MEMBER INFORMATION ITEMS

Commissioner Kunde reports that the Sonoma Friends of the Library were acknowledged for their fine work in an editorial in the local paper.

Commissioner Kunde asked for paper copies of the signed final drafts of the minutes for the year 2004. Director Trice responded they would be sent.

Commissioner Hintereder reported that she was in the process of dissolving the Amigos de la biblioteca 501(c) (3) organization. Commissioner Hintereder also reported the Summer Reading program was going well at the Rohnert Park-Cotati Library.

Commissioner Bertucci reported that the Petaluma Friends group is a large contributor to the Petaluma Branch and she wanted to acknowledge their efforts.

Commissioner Murphy reported that the Santa Rosa Friends had sent a letter promoting the October book sale; pointing out that they are nearing the cumulative one million dollar mark.

Commissioner Murphy reported that Director Trice, Services Manager Elisa Alfano and he attended the Board of Supervisors budget hearing. During the meeting, Supervisor Brown commended the Library Director Tom Trice for his good work. The Chairman of the Board Reilly recognized Commissioner Murphy and asked that Commissioner Murphy convey to each of the Commission members his appreciation for their service. He also commended the library on the Strategic Plan and its ongoing implementation.

Commissioner Calsy reported on two events. The Friends Book Faire will be on October 15-18th. On September 18th the third annual Sonoma County Book Fair in Courthouse Square will take place. Commissioner Calsy also attended the retirement party for Norma Kennemer given by the Central Santa Rosa Library staff.

Commissioner Lynch reported that the Guerneville Friends are having their book sale on Saturday 4th. In addition, Sebastopol is having an art show reception on October 6th. The theme of the show will be architectural designs.

Commissioner Bennett reported that the three north county branches are having their book sales, also, and art shows. Commissioner Bennett also reported on the recent Library Advisory Board meeting in Windsor. The Facilities Master Plan was discussed. Members expressed interest in meeting with Director Trice to discuss facility planning.

Director Trice announced that on Monday, October 4th in the Central Library Forum Room, the city of Santa Rosa would hold a public hearing on the proposed design for the new parking garage that will be built across from the library.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, October 6, 2004
Meeting: Regular Meeting
Time: 6:30 p.m. – Forum Room – Service Awards
7:30 p.m. - Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 9:15 p.m. by acclamation.

Clerk