

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

October 6, 2004

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session at 7:30 p.m. in the Board Room of the Santa Rosa Central Library. Chair Murphy presided.

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

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, Manager Systems and Technical Services Jim Rosaschi, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Local History, Genealogy, and Archive Librarian Tony Hoskins, Librarian Julia Haggar, and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice introduced Molly McDermott, Jim Rosaschi, Peter Hunter, Elissa Alfano, Tony Hoskins, and Pat Cheek.

MINUTES FOR REGULAR MEETING, SEPTEMBER 1, 2004

Commissioner Kunde questioned the header on the September minutes, pages 2-7; showed an August 3, 2004 date. Director Trice reported that the title was incorrect and would be corrected.

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

CORRESPONDENCE

Director Trice circulated a folder for the Commissioners' review.

PUBLIC APPEARANCES

Ms. Lorraine Jordan, a Sonoma County resident and a library patron, addressed the Commission regarding an incident that occurred at the Central Santa Rosa Library. Ms. Jordan asked the Commission to look into this matter. Commissioner Murphy told Ms. Jordan the Commission would.

PRESENTATION

Sonoma County History, Genealogy and Archive Librarian Tony Hoskins presented an overview of the local history and genealogy collections and associated activities.

ACTION ITEMS BY RESOLUTION

- 7.1 Resolution accepting an addition to the Leoleon Hopkins Special Revenue Fund
M/S/C (Bertucci/Kunde) to adopt the resolution. Unanimous

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- 7.2 Resolution in support of Sonoma County Reads!
M/S/C (Bennett/Kunde) to adopt the resolution. Unanimous
- 7.3 Resolution in support of 2004 Combined Fund Drive
M/S/C (Bertucci/Calsy) to adopt the resolution. Unanimous

ACTION ITEMS BY MOTION

- 8.1 Claims of \$7,000 or more requiring Commission approval
Dynix – Network hardware and software: WAN equipment - \$27,931.53
Advent – Furnishings, Petaluma expansion project - \$11,285.00
Pisenti & Brinker – Audit billings - \$11,0193.00
M/S/C (Kunde/Bennett) to approve payment of the claims. Unanimous
- 8.2 Strategic Plan Oversight Committee fourth annual report

Committee Chair Bertucci noted that the committee would return to the Commission with a proposal for a successor plan.
M/S/C (Bennett/Calsy) to acknowledge the report with thanks to the committee.
Unanimous
- 8.3 Director's report for September 2004

Commissioner Bertucci asked if the Radio Frequency ID demonstrations suggested that the library was moving towards it. Director Trice reported that we are actively monitoring how this technology unfolds nationwide in libraries.

Commissioner Murphy asked about the Friends of the Library boards forum in Rohnert Park-Cotati. Director Trice reported this was the third annual meeting of the Friends of the Library boards. Next year's annual meeting will be held in Petaluma.
M/S/C (Hintereeder/Kunde) to acknowledge the Director's report. Unanimous

LIBRARY ADVISORY BOARDS

- 9.0 Appointments and Reappointments
- I. Unexpired term ending June 30, 2005**
Windsor Library Advisory Board
Commissioner Bennett recommended Ray Goepfrich.
M/S/C (Bennett/Hintereeder) to appoint Ray Goepfrich for the unexpired term ending June 30, 2005. Unanimous
- II. Unexpired term ending June 30, 2006**
Sebastopol Library Advisory Board.
Commissioner Murphy deferred this to the November meeting.

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III. Term ending June 30, 2006

Petaluma Library Advisory Board. Youth member position.
M/S/C (Bertucci/Calsy) to reappoint Katie Young for the two-year term ending June 30, 2006. Unanimous

IV. Unexpired term ending June 30, 2007

Sebastopol Library Advisory Board.
Commissioner Murphy deferred this to the November meeting

V. Terms ending June 30, 2008.

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| Yvonne Corlizilius | Cloverdale Library Advisory Board |
| Ruth Gordon | Cloverdale Library Advisory Board |
| Joan Gravell | Cloverdale Library Advisory Board |
| Doris Dickenson | Guerneville Library Advisory Board |
| Patty Wilson | Healdsburg Library Advisory Board |
| Carol King | Petaluma Library Advisory Board |
| Tim May | Petaluma Library Advisory Board |
| Chloe DeBrunner | Rohnert Park-Cotati Library Advisory Board |
| Dorothy Blake | Sebastopol Library Advisory Board |
| Michael Sherick | Sebastopol Library Advisory Board |
| Robyn Makaruk | Sonoma Valley Library Advisory Board |
| Shirley Johnston | Windsor Library Advisory Board |

M/S/C (Bennett/Bertucci) to appoint all the twelve incumbents to listed above the respective Library Advisory Boards, each for the four-year term ending June 30, 2008. Unanimous

M/S/C (Bennett/Bertucci) to appoint Bethany Wilson to the Sonoma Valley Library Advisory Board for a full term ending June 30, 2008.

DISCUSSION ITEMS

10.1 Revenue and Expenditure Report

Commissioner Calsy asked about page 2, Total Fixed Assets percentage amount of 96.5%. Director Trice reported that it was the payment on Horizon integrated library system that was reflected in the percentage.

10.2 Claims paid subsequent to September 1, 2004.

Commissioner Calsy asked about J015313 – City of Santa Rosa. Assistant Library Director McDermott reported it was the employee's garage parking quarterly payment to the city. The rates had recently increased.

Commissioner Kunde questioned item # J-15534 – Windsor Library Reading & Kendall Jackson Reception, asking if it was Windsor Library's program similar to Sonoma County Reads! Director Trice reported it was a combination of Sonoma County Reads and the Hispanic Heritage Month event.

10.3 Response to question from September 2004 meeting regarding claims

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Administrative Services Manager Elissa Alfano addressed the question about the State Compensation Fund claims paid in the amount of \$3,455. A yearly estimation is made based on payroll and at year-end a reconciliation is done, and we compare the actual payroll costs to the estimate. If there is a difference an adjustment is made.

- 10.4 North Bay Cooperative Library System Advisory Board meeting report.
Six Commissioners attend the event.

- 10.5 California Association of Library Trustees & Commissioners (CALTAC) workshop at Cerritos Public Library.

Commissioners Bertucci and Lynch and Fund Development Officer Peter Hunter attended. Commissioner Bertucci and Peter Hunter reported.

- 10.6 Seattle Public Main Library report

Assistant Director McDermott gave a photographic report of her trip to the Seattle Public Library. Fund Development Officer Peter Hunter also visited the Library on a recent trip to Seattle.

- 10.7 New Library Facility Leadership Committees

a. Santa Rosa Southwest Region Committee

Commissioner Calsy reported that the planning is progressing. A meeting that will include the residents of the Southwest area was scheduled for October 27.

b. Sebastopol/West County Region Committee

Director Trice reported that a study session with the city council was planned for October 19, at 6:00 p.m.

c. Sonoma Valley Region Committee

Commissioner Kunde reported that Group 4 Architecture, the city council and staff have a current inventory of properties. Currently there are some properties not at a stage for public discussion

- 10.8 Petaluma Regional Library report

Commissioner Bertucci reported the expansion is progressing on time. The expected ribbon cutting ceremony is on November 12, 2004. The date reported for the ceremony in the September minutes was incorrect.

- 10.9 Forum room policy report

Assistant Director McDermott and Branch Manager Kiyo Okazaki were assigned to review and revise the Forum Room policies and procedures. The Commission asked that the wording be changed on the “Not for Profit” policy document. The word “provincial” should be changed to read, “local, state and federal”. The complete document will be presented as a resolution for adoption at the November meeting.

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DIRECTOR'S INFORMATION ITEMS

- 11.1 Cloverdale Regional Library 25th Anniversary Celebration, Saturday, October 9, 2:00 p.m. The event was announced.
- 11.2 Fiscal year 2004-05 budget. There were no questions
- 11.3 Automation changes

Systems and Technical Services Manager Jim Rosaschi reported that the staff training for the new system Horizon had been completed. The implementation of the new process was scheduled to go live on October 13. Director Trice reported that additional staff had been added on that day to help the operations run smoothly. The Commission expressed their appreciation to Jim Rosaschi and his staff for all their hard work.

- 11.4 Santa Rosa downtown parking garage planning
Director Trice reported that on Monday, October 4, there was a workshop on the design for the high-rise parking garage that will be located across the street from the Central branch on the corner of 3rd and E Streets.
- 11.5 Legislation
Director Trice reported that Senate Bill #1161 was signed by the governor and will be on the June 2006 statewide election. Director Trice added it is a fifty percent plus one vote.
- 11.6 California Library Association Annual Conference, San Jose, November 12-15
Director Trice reported that currently only Commissioners Bertucci and Hintereder were signed up to attend the CALTAC luncheon.
- 11.7 Friends of the Library boards joint meeting. Director Trice previously reported on this event.

12. COMMISSION MEMBER INFORMATION ITEMS

Commissioner Kunde asked about the Fund Development Community Leader meeting on September 22. Director Trice reported the Fund Development Office committee will be meeting to prepare a report and the information will be given at the November meeting. Commission Kunde also asked about the bylaw's review and revisions. Director Trice reported that Commissioner Lynch would present her findings at the November meeting.

Commissioner Hintereder asked about the Foundation endowment fund. Director Trice reported that most of the gifts coming from the Foundation are a result of specific project fund raising.

Commissioner Hintereder asked the Director how patron Lorraine Jordan's incident would be handled. Director Trice asked that he be allowed to prepare a report for the November meeting.

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Commissioner Hintereder reported that the Friends of Rohnert Park-Cotati Library on September 25 hosted the annual Friends boards gathering.

Commissioner Bertucci commended the Sonoma Valley Friends group on their newsletter.

Commissioner Murphy reported that the Santa Rosa Friends book sale will be October 15-19.

Commissioner Calsy reported on the successful Sonoma County Book Fair at Courthouse Square and at the Central Library on September 18.

Commissioner Bennett reported there was a Windsor Library volunteer appreciation event at the branch manager's home.

Commissioner Bennett reported the Fund Development Committee has a scheduled meeting on October 14 to discuss and review the continuation of the Fund Development program after December 2004 and report to the Commission at the November meeting

Commissioner Bennett reported that the plaque honoring Keith LeBaron on the Healdsburg Library fountain has been installed.

Commissioner Bennett reported on a Wine Librarians Association reception he attended at Stony Hill Vineyard in Napa.

Commissioner Bennett asked Director Trice if there is a problem with bookmobile service to the North coast area. Director Trice reported that there has been a disruption of services. Mendocino County Library is working to resolve the problem.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, November 3, 2004
Meeting: Regular Meeting
Time: 7:00 p.m. - Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 9:45 p.m. by acclamation.

Clerk

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