

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

November 3, 2004

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

CALL TO ORDER

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, Hintereder, Kunde, Lynch and Murphy.

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Librarian IV - Bibliographical Services Joan Seim, Supervising Library Technician Darci Egan, Librarian Julia Hagggar, and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice introduced Molly McDermott, Peter Hunter, Elissa Alfano, Joan Seim, Darci Egan, Julia Hagggar and Pat Cheek.

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Commissioner Bennett recommended that the word "Draft" not be used on the draft minutes. Discussion followed but no decision was made.

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

CORRESPONDENCE

Director Trice circulated a folder for the Commissioners' review.

PUBLIC APPEARANCES

There were no public appearances.

PRESENTATION

Library IV Joan Seim and Supervising Library Technician Darci Egan described the acquisitions, receiving, cataloging and processing functions and answered questions. The Commissioners thanked them for their educational presentation.

DISCUSSION ITEMS, PART I

7.1 Budget review: fiscal year 2004-05 budget, year-to-date revenue and expenditure report, and multi-year budget considerations.

There was general discussion about the information in the agenda packet.

ACTION ITEMS BY MOTION

8.1 Claims of \$7,000 or more requiring Commission approval
Dynix, Inc., - Horizon integrated library system delivery, installation and training
- \$133,826.44

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Ad-Vantage Marketing, - for mailing of the Library newsletter - \$15,236.96

Chair Murphy inquired about what the Ad-Vantage Marketing expense was for. Fund Development Officer Peter Hunter explained that it was for the newsletter mailing.

M/S/C (Bennett/Bertucci) to approve payment of the claims. Unanimous

- 8.2 Fund Development Office Committee's two-year program review
Commissioner Bennett, chair of Fund Development Office Committee, handed out a written report. Commissioner Lynch read it aloud in full. Chair Murphy asked each Commissioner to comment. Following the round robin, there was discussion. The Commissioners commented that Library Foundation president Melissa Kelley's letter was especially helpful. There was a general expression of consensus that the Fund Development Office has accomplished much and should continue.

M/S/C (Bennett/Hintereder) to extend the Fund Development program, and the Fund Development Officer under contract, for a period of 18 months, January 2005 through June 2006, with approximately the same budget level as now. Unanimous

Following the vote, Commissioner Bennett requested that the December meeting agenda include a discussion of tax ballot initiatives.

Director Trice passed out copies of the just-published library newsletter.

- 8.3 Sonoma County Library holiday schedule for 2005
M/S/C (Lynch/Bertucci) to approve the 2005 holiday schedule as presented, including the closure of Santa Rosa Central Library on Sunday, January 2, 2005. Unanimous

- 8.4 Sonoma County Library Commission meeting schedule for 2005
M/S/C (Lynch/Hintereder and Bennett) to approve the 2005 Commission meeting schedule as presented, with the deletion of the May 18, 2005, meeting for the Library Director's evaluation, which will be scheduled at another time for a different date. Unanimous

- 8.5 Tentative Legislative Platform for 2005
There were two motions for this item.
First motion:
M/S/C (Hintereder/Kunde) to approve the 2005 tentative legislative priorities as presented. Unanimous
Second motion:
M/S/C (Bertucci/Lynch) to give numbered priority, 1 to 4, to the bulleted priorities in the same order as presented. Unanimous

- 8.6 Windsor Library Advisory Board recommendation
M/S/C (Kunde/Bertucci) to establish a new Facility Leadership Committee for the Windsor region. Unanimous

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Chair Murphy appointed Commissioner Bennett to serve as co-chair of the committee, along with Director Trice.

- 8.7 Director's Report for October 2004
M/S/C (Hintereder/Bertucci) to acknowledge the Director's report. Unanimous
- 8.8 Library Administration transition 2005
Following discussion, Chair Murphy stated that the Commission is in agreement that Director Trice should proceed with the transition project. Chair Murphy appointed himself, Commissioner Bertucci and Commissioner Kunde to an ad hoc committee to monitor the Library Administration transition project.

ACTION ITEM BY RESOLUTION

- 9.1 Update Forum Room use policy and guidelines
M/S/C (Kunde/Bertucci) to adopt the resolution. Unanimous

LIBRARY ADVISORY BOARDS

The appointments were acted upon in the following order:

- 10.2 Windsor Library Advisory Board.
M/S/C (Bennett/Bertucci) to appoint, by resolution, Dianne Graner to the Windsor Library Advisory Board for the unexpired term ending June 30, 2005.
- 10.1 Sebastopol Library Advisory Board
M/S/C (Lynch/Hintereder) to appoint, by resolution, Laura Malcolm Olzman to the Sebastopol Library Advisory Board for the unexpired term ending June 30, 2006.

DISCUSSION ITEMS, PART II

- 11.1 Claims paid subsequent to October 6, 2004
There was no discussion.
- 11.2 Possible changes to the Commission bylaws

Commissioner Lynch recommended that throughout the bylaws "Chairman" be changed to "Chair" and "he" be changed to "s/he" and sentences containing "his" be reworded to a neutral form. Discussion followed.
M/S/C (Lynch/Bertucci) to amend the bylaws as proposed.

Vote: Ayes = 5 Abstain = 1 Absent = 1

Chair Murphy directed the Clerk to carry out the editing of the bylaws in consultation with Commissioner Lynch.

- 11.3 New facility planning reports
a) Santa Rosa Southwest Region

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Director Trice reported that the Commission Leadership committee has not met, and there is no report at this time. The Southwest/Santa Rosa project is progressing and a meeting date needs to be scheduled.

b) Sebastopol/West County Region

Commissioner Lynch reported that Group 4 Architecture made a presentation to the city council about their initial investigatory work with regard to the sites. What emerged was an interest on the part of the council in the Veterans Building in Sebastopol. Group 4 will look at the facility. Director Trice added there is also interest in continuing the discussion about what might be accomplished at Bodega Bay.

c) Sonoma Valley Region

Commissioner Kunde reported that currently Group 4 Architecture had not completed the sites study.

11.4 Automation changes report

Director Trice reported that some of the patrons are dissatisfied with the new catalog and are experiencing difficulties with using the mouse. However, problem-solving activities are on going. Staff has noticed a decline in complaints and is working with the patrons to help in the transition.

11.5 Bookmobile service report

Commissioner Hintereder questioned the service irregularities. Director Trice explained that the bookmobile had been disrupted due to staff shortages at Mendocino County Library, but that full service is now restored.

11.6 Book delivery program at Marin County Free Library

Commissioner Lynch reported that she would send an email to the Commissioners giving website information. Further discussion would be added to the December agenda.

11.7 Patron complaint – Lorraine Jordan

Following discussion, Chair Murphy stated that the item would be tabled pending further communication from the Sonoma County Commission on Human Rights.

DIRECTOR'S INFORMATION ITEMS

12.1 Petaluma Regional Library forum room

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Commissioner Bertucci reported that the carpet had been installed and the ribbon cutting ceremony was scheduled for November 12. No delays anticipated.

12.2 Cloverdale Regional Library 25th Anniversary celebration

Director Trice reported that Assistant Director McDermott, previous Branch Manager Anne Marie Murphy, Commissioner and Mrs. Bennett and Commissioner Kunde and he had attended.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Bennett asked about the Fund Development Office Committee which has been in existence for two years; should this group continue? Commissioner Lynch suggested the Commission could make a determination as to whether to constitute another committee in a few months. Chair Murphy announced that the current committee was dissolved and that the issue would be revisited in six months.

Commissioner Lynch inquired about the letter in the correspondence folder regarding dial-up access versus web access to the library catalog. Director Trice reported that the letter had been received after the November meeting agenda packet was distributed and that the letter would be placed on the December Commission meeting agenda.

Commissioner Kunde further acknowledged the wonderful efforts of the Friends of the Sonoma Valley Library.

Commissioner Hintereder asked if there was a way of keeping our mailing costs down. Director Trice reported that Telecircuit is one of the ways the library has been reducing costs, and notifying patrons by e-mail.

Commissioner Bertucci expressed her dismay over Assistant Director Molly McDermott's announcing her intent to retire.

DATE AND TIME OF NEXT MEETING

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

ADJOURNMENT

The meeting adjourned at 10:05 p.m. by acclamation.

Clerk