

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

December 1, 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 Boardroom 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, Assistant Library Director Molly McDermott, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, System and Technical Services Manager Jim Rosaschi, Vice President and Senior Library Advisor of Dynix Inc., Jim Wilson, Administrative Aide Denise Lewers, Integrated Library System Manager Mike Dawe, Facilities Coordinator Jim Fullmer, Librarian Julia Haggar, and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice introduced System and Technical Services Manager Jim Rosaschi and Vice President and Senior Library Advisor of Dynix, Inc., Jim Wilson.

Jim Wilson, Dynix, Inc., made a brief presentation about the Horizon migration at the libraries. Mr. Wilson has been on site for the last two days to offer support, answer questions, and troubleshoot problems with the new system. Director Trice thanked Jim Wilson and acknowledged the continuing efforts and support of Jim Rosaschi, Denise Lewers and Mike Dawe.

Director Trice invited the Commission to the Library Foundation's annual meeting, December 10th at 3:00 p.m. in the Boardroom.

MINUTES FOR REGULAR MEETING - November 3, 2004

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

Vote: Ayes = 6 Abstain = 1 Absent = 0

CORRESPONDENCE

Director Trice circulated a folder for the Commissioners' review.

PUBLIC APPEARANCES

There were no public appearances.

Minutes of the Library Commission – December 1, 2004

ACTION ITEMS BY MOTION, PART 1

6.1 Audit report for year ended June 30, 2004 – Pisenti & Brinker

Pisenti & Brinker Senior Auditor June Nguyen presented a report on the annual audit for the Sonoma County Library, fiscal year July 1, 2003 through June 30, 2004. Ms. Nguyen reviewed the published audit results and financial highlights for the Commission and reported that the Sonoma County Library was in compliance and did well in the audit.

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

PRESENTATION

Director Trice introduced Assistant Library Director Molly McDermott and Facilities Coordinator Jim Fullmer. Assistant Director McDermott presented an overview of the buildings and grounds operations and maintenance. Facilities Coordinator Jim Fullmer described the practicalities of the maintenance function and answered questions. The Commission thanked them for their informative presentation.

ACTION ITEMS BY MOTION

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

Group 4 Architecture, Planning and Research invoices - \$7,322.90

Ad-Vantage Marketing, Inc., invoices for newsletter and address verification setup - \$13,882.00

O'Dell Printing Company invoices for printing of newsletter and remit envelopes - \$11,010.15

M/S/C (Lynch/Kunde) to approve payment of the claims. Unanimous

8.2 Legislative platform for 2005

M/S/C (Hintereider/Kunde) to approve legislative platform as presented. Unanimous

8.3 Library Director's report for November 2004

Commissioner Murphy asked Director Trice who the new Sonoma County Assistant County Administrator is. Director Trice reported his name is Jim Anderson and he is the former Mendocino County Administrator.

Commissioner Murphy asked about the Windsor Rotary Club meeting. Had there been a discussion about the need for an expanded or new facility? Director Trice reported most questions were about system wide services.

Commissioner Bennett commented on the Director's report condensed version and would like to see more information. Director Trice responded by saying he hopes to provide more details in future reports.

M/S/C (Kunde/Calsy) to acknowledge the Director's report. Unanimous

LIBRARY ADVISORY BOARDS

Appointments and reappointments:

Minutes of the Library Commission – December 1, 2004

9.1 Sebastopol Library Advisory Board

Commissioner Lynch recommended Geoffrey Skinner for the Sebastopol Library Advisory Board.

M/S/C (Lynch/Bennett) to appoint, by resolution, Geoffrey Skinner to the Sebastopol Library Advisory Board for the unexpired term ending June 30, 2007.

Unanimous

DISCUSSION ITEMS

10.1 Claims paid subsequent to November 3, 2004

Claims discussed were: I Team Resources, ABD Insurance, Baker & Taylor and Books on Tape

10.2 2004-2005 Fiscal year to date revenue and expenditure report

Commissioner Calsy asked if the Appropriation of Contingencies amount is a percentage of some amount or a set amount. Director Trice responded that it is a set figure and the amount is the same every year.

10.3 Library ballot measures in California

Director Trice began discussions on the various topics that the Commission will need to look at carefully as the Commission begins to explore funding and ballot measures. Some of the issues that need attention are the ballot measure process in California, various public entity funding mechanisms and how they work, and components of ballot measure strategy, special tax issues and the roles of consultants. Director Trice suggested that the next step for the Commission would be to have an expert come to a meeting who can speak knowledgeably about the variety of funding mechanisms that exist.

10.4 Facility planning reports

a) Santa Rosa Southwest Region

Commissioner Murphy reported that a focus group met to identify specific civic needs for the area, along with utilizing Southwest Community Park. Commissioner Calsy reported on a focus group meeting at Roseland School. Director Trice reported the next meeting scheduled is an advisory group meeting.

b) Sebastopol/West County Region

Commissioner Lynch reported that Bill Dodson, AXIS Architecture, had made a presentation regarding a potential joint project with Bodega Bay School.

With regards to the City of Sebastopol proper, the group is waiting for an expanded investigation report of potential sites, including the Veteran's building. Director Trice added that the County is doing its own internal investigation of properties. The Commission committee will wait to meet until the County information is available.

Minutes of the Library Commission – December 1, 2004

c) Sonoma Valley Region

Commissioner Kunde reported there had been no meetings. Currently, Group 4 Architecture is investigating sites. Director Trice added that the City was hoping to speak with an owner of a property, and asked for time to make that contact. Commissioner Kunde reported that she had an owner that she wanted to meet with regarding a site. Currently the owner has not been available.

d) Windsor Region

Commissioner Bennett reported that this region is in the formative stage, and that no meeting has been set.

10.5 Book delivery program at Marin County Free Library

Commissioner Lynch reported on the Marin County Free Library Book Delivery Program. This service offers materials to people who are housebound. Currently there are a large number of volunteers, however, few patrons utilize the service at this point.

10.6 Commission ad hoc committee on Library Administration transition report.

Commissioner Murphy report that the committee met on November 19th with a second meeting scheduled for December 2nd. The group is in an organizational stage, and is beginning to address the issues surround the transition.

Commissioner Bennett asked Director Trice what was the nature of the discussions he was having with employees. Director Trice responded that he was meeting with staff members to listen to their ideas, hear comments, get feedback and discuss budget planning information for 2005.

10.7 Correspondence from Lorraine Bazan

Director Trice reported that System and Technical Services Manager Jim Rosaschi had an opportunity to have a conversation with Ms. Bazan; in addition, a follow up letter was mailed. The conversation and letter seemed to resolve the concerns of Ms. Bazan.

10.8 Correspondence from Nick Alva

The Commission discussed the letter from Nick Alva recommending that the Library staff receive recognition or an incentive for their hard work and efforts during the Horizon migration. Following a discussion, it was the decision of the Commissioners to send an email to all employees conveying their appreciation for the efforts made during the Horizon transition, along with a printed version to be posted at each branch. Commissioner Murphy will respond to Nick Alva on behalf of the Commission.

M/S/C (Lynch/Bertucci) to adopt the motion conveying Commission appreciation of staff.

Minutes of the Library Commission – December 1, 2004

Vote: Ayes: 6 No: 0 Abstain: 1 Absent: 0

DIRECTOR'S INFORMATION ITEMS

11.1 California Library Association annual conference

Director Trice reported that Commissioners Hintereder and Bertucci attended the CALTAC luncheon. Director Trice toured the new San Jose Public Library at San Jose State. He also attended a ballot measure strategic planning seminar and the California Library Association Legislative Committee meeting.

Commissioner Kunde circulated a note from Kathy Nixon thanking the Commission for allowing her to use an extra ticket for the CALTAC luncheon.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Murphy reported that the Santa Rosa Friends took in an estimated \$35,000 at their book sale and exceeded the cumulative one million dollar mark.

Commissioner Calsy announced that he would be attending the retirement party for Anita Hoyt at the Union Hotel Pizza and Pasta on December 9, 2004, at 6:30 p.m.

Commissioner Lynch reported an interest in removing the wall artwork in the children's area of the Sebastopol branch. The Sebastopol Library Advisory Board requests the library look into a plan on how to handle patron and employee safety in the event of an earthquake.

Commissioner Bennett reported that the Wine Library Associates have an event planned for December 3, 2004. A noted wine historian will be talking about wine, art and civilization.

Commissioner Kunde reported that the latest book sale by the Sonoma Valley Friends group was very successful.

Commissioner Hintereder reported that Tim Smith had resigned from the Rohnert Park/Cotati Library Advisory Board, due to his election to City Council.

Commissioner Bertucci reported that the Petaluma Library had experienced delays with the opening of the forum room. A walkthrough is scheduled for December 9th. However, the ribbon cutting ceremony took place on November 12th.

Fund Develop Officer Peter Hunter announced that Cloverdale's manager, Debbie Hand, reported a library patron had seen the Fall 2004 Newsletter and walked into the branch and presented her with a \$1,000 check for use at the library. In addition, the amount of donations from the Fall 2004 Newsletter mailings has doubled.

Minutes of the Library Commission – December 1, 2004

Director Trice announced that Fund Development Officer Peter Hunter had recently undergone emergency gallbladder surgery.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, January 5, 2004
Meeting: Regular Meeting
Time: 7:00 p.m. - Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 10:40 p.m. by acclamation.

Clerk

Minutes of the Library Commission – December 1, 2004