

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

January 5, 2005

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, Librarian Julia Haggart, Branch Manager Del Guidinger and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Commissioner Murphy on behalf of the Commission expressed their condolences to Director Trice and his family for the passing of his father-in-law.

Commissioner Bertucci announced Petaluma Regional Library’s Forum Room/Friends Store opening celebration on Sunday, January 9, 2005 between 1:00 and 4:00 p.m.

MINUTES FOR REGULAR MEETING – December 1, 2004

Commissioner Kunde reported that two items on page 4, item 10.6, needed to be corrected; “Commissioner Murphy report” was changed to “Commissioner Murphy reported” and “issues surround the transition” to “issues surrounding the transition”. M/S/C (Bertucci/Lynch) approval of the minutes as amended. Unanimous.

CORRESPONDENCE

Director Trice circulated the correspondence folder. Commissioner Kunde commented on the letter from Sharilyn Parmeter and the Director’s response.

Commissioner Murphy circulated an email received from Circulation Tech III Dustin Zuckerman who made a proposal to the Commission to waive certain fines that occurred during the Horizon transition. Commissioner Murphy requested that Director Trice add this item to the February 2005 agenda for discussion.

Commissioner Murphy reported that he responded in writing to Nick Alva. A copy of the letter was in the correspondence folder.

PUBLIC APPEARANCES

There were no public appearances.

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ACTION ITEMS BY RESOLUTION

- 6.1 Resolution commending Joan Seim on the occasion of her retirement.

Commissioner Bennett reported a correction to the resolution was needed in the fifth paragraph; “WHEREAS, has played a key role” changed to WHEREAS, Joan has played a key role”.

M/S/C (Kunde/Bennett) to adopt the resolution as corrected. Unanimous

ACTION ITEMS BY MOTION

- 7.1 Consideration of changing the opening time at all regional branches and Central to be 10:00 a.m. (Monday through Saturday)

The Commission discussed the suggestion of changing hours at the branches.

Director Trice reported the approach would be to do a simple patron survey. Use a task force of staff members to examine the actual pre- and post. operating activities. In addition, the advice of the nine Library Advisory Boards would be sought. A complete package of information will be compiled between now and April or May.

M/S/C (Lynch/Hintereder) to authorize the Library Administration to conduct an internal assessment, solicit the advice of the Library Advisory Boards and study the questions of changing opening hours to 10:00 a.m. Monday through Saturday, as it applies to the particular branches. Unanimous.

- 7.2 Claims of \$7,000 or more which require Commission approval.

Claim #1. **INFORMATION ONLY.**

\$17,651.55. To Fireman’s Fund Insurance for Liability insurance, 1st installment of quarterly payments.

Claim #2. \$45,913.87. To Gateway 2000 for the purchase of thirty-five computers.

Claim #3. \$53,530.14. To Dynix for system reliability and response time tests.

Claim #4. \$8,477.45. To iTeam Resources, Inc., print vendor hardware and software, maintenance (1 year)

Claim \$5. \$11,284.73. Advent, furnishings – Petaluma expansion project, 2nd payment.

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

- 7.3 Library Director’s report for December 2004

Commissioner Murphy commented on the volunteer recognition report and he felt the volunteers should receive a commendation by the Commission. Commissioner Bertucci suggested a letter should be written to the recipients from the Commission expressing appreciation for all that they have done. Commissioner Murphy will write the two volunteers.

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Commissioner Bertucci commented she was pleased to see recognition given to Library Graphic Artist Denise Kruse for her exceptional work.

Commissioner Calsy reported that the date for the Southwest Community Park advisory group meeting was incorrect. It should be changed from December 7th to December 8, 2004.

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

LIBRARY ADVISORY BOARDS

Appointments and reappointments:

8.1 Rohnert Park/Cotati Library Advisory Board

Commissioner Hintereder reported there is one vacancy on the Rohnert Park/Cotati Library Advisory Board created by the resignation of Tim Smith. Currently, Commissioner Hintereder is accepting and reviewing applications for this unexpired term ending June 30, 2006.

DISCUSSION ITEMS

9.1 Claims of \$2,000+ paid subsequent to December 1, 2004.

Claim discussed were: Blackbaud, (Mailing Address Validation)

9.2 2004-2005 Fiscal year to date revenue and expenditure report

Commissioner Murphy asked about item #6630, Audit/Accounting Services. Administrative Services Manager Elissa Alfano reported it was a one-time payment for those services.

Commissioner Kunde asked about item #4113, Returned Checks. Administrative Services Manager Elissa Alfano reported that whenever there is a returned check to the Library, the County charges a fee. This balance reflects fees that have not been collected.

Commissioner Bennett asked about item #7190, Books/Materials. Why, at twenty-percent of the monies spent, is the Library's total so low and is the library not making book purchases in a timely manner? Director Trice reported that a one-time re-budget of FY 2003-04 unspent funds was proving difficult to expend. Assistant Director Molly McDermott added that the transition to Horizon has also caused delays in the ordering process. The Technical Services staff is working to correct the problem.

Commissioner Murphy asked for a progress report on Horizon at next month's meeting.

9.3 Commission ad hoc committee on Library Administration transition report.

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Commissioner Murphy reported that Commissioner Bertucci, Commissioner Kunde, Director Trice, Assistant Director McDermott and himself had met twice since the last meeting. Director Trice reported he had received input from the committee in turn presented the committee with transition possibilities. There will be a special Commission meeting on Thursday, January 13, 2005 at 12:30 p.m., on this topic.

9.4 Facility planning reports a) Santa Rosa Southwest Region

Commissioner Calsy reported on three Southwest Community Park Advisory Committee meetings and a bilingual focus group meeting at Roseland School. Commissioner Calsy reported he had also attended a Community Action Committee meeting for the Northwest area of Santa Rosa. No report on the New Library Facility Leadership Committee.

b) Sebastopol/West County Region

Commissioner Lynch had nothing to report.

c) Sonoma Valley Region

Commissioner Kunde reported there had been no meetings. Commissioner Kunde reported she had made inquiries about one potential property and may have information at a later date.

d) Windsor Region

Commissioner Bennett reported that the first planning committee meeting is scheduled for February 3rd at 3:00 p.m.

9.5 Fund Development Program report

Fund Development Officer Peter Hunter reported that the fall newsletter #4 had been mailed to 70,000 people. The gift income to date for the newsletter is \$6,832 from 139 donors. A year-end appeal was mailed to 32,000 people in December and gifts received from this mailing total \$6,586. For the year ending 2004, total gift income is \$35,350 from 547 donors.

DIRECTOR'S INFORMATION ITEMS

10.1 Library Director's vision for Sonoma County Library.

The Commission acknowledged Director Trice for sharing his vision statement.

10.2 Notification of Commission position terms which expire February 28, 2005.

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Commissioner Murphy reported that the Board of Supervisors had reappointed him to the Library Commission for the four-year term ending June 30, 2009. Commissioner Hintereder will be reappointed at the January 11th Board of Supervisors' meeting.

COMMISSION MEMBER INFORMATION ITEMS

Director Trice announced that Library Foundation President Melissa Kelly and he would be on radio station KSRO, Thursday, January 6th at 12:30 p.m. talking about the library.

Commissioner Bennett announced that the Wine Library's annual meeting is scheduled for February 4th at 6:45 p.m. at the Healdsburg Regional Library. The subject of the presentation will be Pinot Noir.

Commissioner Bennett asked what the Library was doing to encourage volunteerism in our Library system. Director Trice responded that more discussion was needed and he would add this item to a future agenda.

Commissioner Murphy reported that he had attended a Foundation meeting and was very impressed by the dedication of the group and their strong focus on fund raising.

Commissioner Murphy announced that if any of the Commissioners were in the Southwest Santa Rosa area, take some time to visit Southwest Community Park. This is the location the city is focusing on for a potential branch library.

Commissioner Bertucci announced the party on Sunday, January 9th at the Petaluma Regional Library and encouraged everyone to attend.

Commissioner Hintereder reported that Home Depot in Rohnert Park had present the Library with a \$500.00 store money card at its grand opening in December.

Commissioner Hintereder reported that the Rohnert Park Chamber of Commerce held its annual holiday tree-lighting ceremony party at the Library.

Commissioner Kunde ask Director Trice if the San Jose State University Library and City of San Jose Public Library were two separate libraries both located on the campus. Director Trice responded it is one joint library, the only one of its kind in the United States, and used by both the University and public.

Director Trice announced the Sebastopol Facilities Planning Committee meeting scheduled for Thursday, January 20th at 1:30 p.m.

Director Trice announced the first Windsor Facilities Planning Committee meeting is scheduled for Thursday, February 3rd, 3:00 p.m.

Director Trice reported that the Santa Rosa Friends of the Library hit their one million dollars cumulative mark, and the Library's next newsletter will celebrate

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all of the Friends cumulative giving. The total amount raised since 1965 is: \$3,446,000.00.

DATE AND TIME OF SPECIAL MEETING

SPECIAL MEETING: LIBRARY ADMINISTRATION REORGANIZATION

Date: Thursday, January 13, 2005
Time: 12:30 p.m.
Location: Board Room – Santa Rosa Central Library

DATE AND TIME OF SPECIAL MEETING

SPECIAL MEETING: 2005-2006 BUDGET PLANNING WORKSHOP

Date: Wednesday, January 19, 2005
Time: 9:00 p.m.
Location: Board Room – Santa Rosa Central Library

DATE AND TIME OF NEXT MEETING

REGULAR MEETING:

Date: Wednesday, February 2, 2005
Time: 7:00 p.m.
Location: Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 8:45 p.m. by acclamation.

Clerk

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