

ITEM 3.0

Sonoma County Library Minutes of the Library Commission's

Library Administration Special Meeting February 2, 2005

CONVENING

The Sonoma County Library Commission convened at 7:00 p.m. in the Board Room of the Santa Rosa Central Library. Chair Murphy presided.

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

Also present: Library Director Tom Trice and Administrative Aide Pat Cheek. Chair Murphy stated the closed session would now be held. Director Trice and Administrative Aide Cheek left at 7:02 p.m.

CLOSED SESSION

Public employee performance evaluation
(Government Code 94957)
Title: Library Director

OPEN SESSION

The open session was convened at 8:22 p.m. in the Forum Room. Chair Murphy recognized Director Trice who requested the minutes to show that the closed session on the evaluation of the Library Director was held at the request of the Library Director. Chair Murphy concurred. He then reported that no action was taken in closed session.

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

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, Administrative Services Manager Elissa Alfano, Administrative Aide Pat Cheek and a list of additional attendees is attached to the minutes.

ANNOUNCEMENTS AND INTRODUCTIONS

No announcements or introductions.

Chair Murphy stated that if there were no objections, agenda items #7 would be moved to follow public appearances. There were no objections.

PUBLIC APPEARANCES

Staff members and members of the public addressed the Commission expressing their individual concerns regarding the Library Administration reorganization

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structure and the process steps. Topics of discussion were the estimated high cost of three new positions, the desire for staff to participate in the restructure plan, insufficient personnel in the libraries, backlog issues, the declining books and materials budget and the public being negatively impacted by such changes.

ACTION ITEMS BY MOTION

Library Administration reorganization structure and process steps, continued from meeting of January 13, 2005.

The Commission addressed the proposed reorganization plan submitted by Director Trice. A lengthy discussion followed. No action was taken on the current proposal. The Commission felt the Library Administration reorganization plan warranted further discussion. They would take into consideration staff proposed plans submitted either to the Commission directly or to Director Trice. The Commission directed Library Director Tom Trice to present a revised reorganization plan with alternatives or options. The date for the proposal to be presented to the Commission will be set at the February 9, 2005 Commission meeting.

M/S/C (Bertucci/Kunde) To direct the Library Director to present a revised reorganization plan with alternatives or options. Unanimous

FISCAL YEAR 2004-05 BUDGET MID-YEAR REVIEW

Commissioner Lynch asked about Expenditures, page 2, Extra Help #5911, were we over budget on this item. Director Trice reported we were spending more than budgeted.

Commissioner Kunde questioned, Expenditures, page 2, Health Insurance #5930, the large increase in costs. Director Trice responded, at the Budget Workshop meeting, the Commission packet included a graph that projected increases in FY 2006-07 and in FY 2007-08.

FISCAL YEAR 2005-06 BUDGET PLANNING, CONTINUED FROM MEETING OF JANUARY 19, 2005

Commissioner Murphy asked the Commission to review the proposed budget keeping in mind the reorganization plan needs to be considered before it could be finalized.

Commissioner Bennett asked about Expenditures, page 2, Permanent Positions #5910. Does that figure include the proposed permanent positions expense for the reorganization plan? Director Trice reports the expenses were included.

Commissioner Bennett -- I have an observation to make here. I'm looking at the Fund Balance, and I see that as of June 30, 05 we are projecting 4.4 million dollars, Fund Balance, and June 30, 06, 4.1 million that is down 300,000, and then down another 50,000 in '07, and then an increase in FY '08. It's not good, that the Fund Balance is decreasing, but I don't find it alarming. Maybe out further in the future it may become more alarming,

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because property taxes revenue are not counted upon increasing as they have been, and the state PLF funds are not certainly guaranteed and so the future is uncertain. However, there is a relatively moderate decrease and I'd like to propose a question. "If we were to add some additional funds in next year's budget for books and materials and other material, would we have the capacity to process them?" Commission Hintereder added we don't have the capacity to process them now. Commissioner Bennett stated, I'm not sure it is true. I know that we have a backlog, and have the understanding that the backlog is decreasing and hopefully in the not to distant future it would decrease to an ordinary level. I know the complications of the Horizon system has a contributory to the problem in processing and I do have every hope that is if not totally resolved, at least largely resolved in the near future and if that's the case then I think the backlog should continue to decrease and arrive at a balance, and fit the needs of our libraries and our public. So again I propose the question, "Do we have the physical capacity to handle this budget in processing the books and materials. And if so, do we have the capacity to handle a somewhat moderately higher budget for materials?" Director Trice responded we are scheduled to give you a more detailed report on the entire technical processing issue at your meeting next week. And we can plan to provide as much information as we can on this question as part of this report. Commissioner Bennett stated, "My observations at this point is the Fund Balance which is extremely important, coz we must maintain that, by law and by good fiscal sense. It doesn't seem to be decreasing radically, I would like to see more money in the book budget assuming that we can come through and get those materials processed. I would like to keep this number for Books and Materials budgets open to change.

Commissioner Bennett expressed concern about the declining Fund Balance as of June 30, 2005. He asked if we were to add some additional funds in next year's budget for books and material would we have the capacity to process those items? Director Trice responded that a more detailed report on the entire technical processing issue would be presented at the next meeting.

Commissioner Bennett discussed the declining Fund Balance through FY 2007, at which time in FY 2008 the Fund Balance showed an increase. He felt there was no reason to be alarmed with the figures. Commissioner Bennett proposed the question to the Commission that additional funds could be added to the Books and Materials budget. He further added that if the budget were increased, would we have the capacity to process those items. Director Trice responded that a more detailed report on the entire technical processing issue would be presented at the next meeting.

Commissioner Kunde asked about the 9.75% figure on page 8, Expenditure Percentages, FY 2005-06. Administrative Services Manager Elissa Alfano responded it is simply a countywide format in budgeting. It is a comparative figure and shows the percentage increase from the prior year.

Commissioner Bennett expressed concern about the high Workers' Comp costs. He asked the administration to put together a comparative summary that would

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show how acute the problem is. Director Trice responded he would report on this at the March 2, 2005 Commission meeting.

Commissioner Bennett asked Director Trice to report on the cost of hiring additional Tech II's and Tech III's. He wanted salary information, benefits, computer costs, and space issues costs. Director Trice responded he would present the information at the next meeting.

Director Trice asked the Commission to review the proposed agenda for the February 9, 2005 meeting. Items on the agenda include:

- FY 2005-06 continued discussions on preliminary budget
- Claims of \$7,000
- Library Advisory Board appointments/reappointments
- Discussion Items
- Claims of \$2,000
- Revenue and Expense report
- Report on Horizon migration, ordering and processing status
- Progress statement on Library Administration reorganization
- Report on the California Library Association Legislative days in the district
- New Facilities Planning Committee reports
- Commission and Library Advisory Board information distribution and its management
- Information on volunteer recruitment
- Correspondence

DATE AND TIME OF NEXT SPECIAL MEETING

Date: Wednesday, February 9, 2005
Meeting: Regular Meeting
Time: 7:00 p.m.
Location: Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 9:55 p.m. by acclamation

Clerk