

Item 3.0

Sonoma County Library Minutes of the Library Commission

February 9, 2005

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session at 7:03 p.m. in the Forum Room of the Rincon Valley Regional Library. Chair Murphy presided. Commissioners Calsy and Lynch absences were excused.

Commissioners present: Bennett, Bertucci, Hintereder, Kunde, 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, Administrative Aide Pat Cheek and a list of additional attendees is attached to the minutes.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice announced a correction on the February 9, 2005 agenda. Item #3, Minutes, "special meeting of January 19, 2005", minutes submitted for approval. The minutes were not included in the packet. Under Discussion Items, #9.3, background notes, second line "special meetings are available in the Library Administration office at" should read, "special meetings are available in the Library Administration office and at".

APPROVAL OF MINUTES – Regular Meeting - January 5, 2005, and Special Meeting - January 13, 2005

M/S/C (Bertucci/Hintereder) approval of the minutes as presented. Unanimous.

CORRESPONDENCE

Director Trice circulated the correspondence folder for the Commission and public to view. He pointed out a letter from the California State University system stating it would no longer provide Internet service to the library.

PUBLIC APPEARANCES

There were no public appearances.

ACTION ITEMS BY MOTION

6.1 Claims of \$7,000 or more which require Commission approval:

Claim #1 \$13,845.00 - To iTeam Resources Inc., purchase of 45,000 magnetic strip library cards

Claim #2 \$10,875.99 - Advent for Sonoma Valley Friends of the Library purchase of public use chairs

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

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LIBRARY ADVISORY BOARDS

Appointments and reappointments:

8.1 Rohnert Park-Cotati Library Advisory Board

Commissioner Hintereder reported she had reviewed several qualified applicants and was ready to recommend Janet Kurvers to the Rohnert Park-Cotati Library Advisory Board position.

M/S/C (Hintereder/Bertucci) to appoint, by resolution, Janet Kurvers to the Rohnert Park-Cotati Library Advisory Board for the unexpired term ending June 30, 2006. Unanimous

DISCUSSION ITEMS

9.1 Claims of \$2,000+ paid subsequent to January 5, 2005.

Claim discussed were: Gateway 2000 – RPA Server and Dun-Rite Maintenance

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

Commissioner Bennett asked why there were so many zeros on line items within the Revenue and Expenditures reports. Administrative Manager Elissa Alfano responded they were only placeholders, occasionally items are budgeted in those areas and it's easier to leave them rather than reentering them in the chart of accounts. She offered to remove them if the Commission wanted.

Commissioner Murphy asked about Library Literacy, #2945, showing 21.2% revenues. He asked if the funds were grants from the State. Director Trice responded they were State grants the Library receives to support the different components of the Adult Literacy Program.

Commissioner Bennett asked about Permanent Positions, #5910. We are about \$195,000 lower than budget in this category, is the Library deliberately leaving positions open, or delaying filling positions? Assistant Director McDermott responded we don't deliberately leave positions open. Commission Bennett asked, since we were comfortably under budget could we add more manpower towards our book backlog? Assistant Director McDermott said we were currently trying to get a sense of what the needs were in the department.

Commissioner Bennett questioned the expenditures of Workers' Comp Insurance, #5940. He asked why the expenditures were below budget? Administrative Manager Elissa Alfano responded the rates have been declining due to changes by the State.

Commissioner Bennett asked about Postage-Inventory, #6411. Administrative Manager Elissa Alfano responded it was the postage used in the library mailroom and stamps used in the branches.

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Commissioner Bennett asked about County Car Expense, #7301. Administrative Manager Elissa Alfano answered they are the expenses for gasoline, and the washing of our delivery trucks at the County yard.

9.3 Fiscal year 2005-06 preliminary budget

Director Trice made reference to the preliminary budget's new handout which did not include additional salaries for the proposed reorganization. He further pointed out the preliminary budget process is to allow for the Commission to do early planning, so that on July 1st when the new fiscal year begins, an officially approved preliminary budget is set in place. Director Trice added the County prefers to have any kind of agency reorganization handled separately. Therefore, the Commission has time to approve the preliminary budget, then through a separate process, address the Library Administration reorganization, and submit the changes to the Board of Supervisors for further action.

Commissioner Bennett asked about the income budget for Literacy, the estimate is a significant reduction from last year and the year before. Does this mean we are going to cut back on literacy? Director Trice reported it was totally funded within the budget. Administrative Services Manager Elissa Alfano added there were two years of excess donations in the Fund Balance.

Commissioner Hintereder asked about changes in the Books Budget. Were there any changes in the new handout compared to the first proposal? Director Trice reported it is exactly the same.

Commissioner Kunde asked about self check-out. Director Trice responded it is Administration asking for the Commission to consider designating reserves for future projects around the idea of technology, associated inventory control, security and automatic book check out.

Chair Murphy stated he preferred the full Commission be present to approve the preliminary budget. Director Trice added the preliminary budget needed to be completed by March 20th for timely submission.

Director Trice noted that \$60,000 is included in Professional Services for projects associated with facilities planning. Additionally, he proposed that \$40,000 be moved out of the Technology budget, line #6880, to Professional Services, so there would be a full \$100,000 earmarked for facilities costs.

Director Trice proposed that the Commission consider providing \$100,000 towards the cost of conceptual design drawings for the proposed new facilities at Southwest Community Park. The City wants to aggressively move in that direction, make an application for a public library construction bond, and should the bond act pass in June 2006, they want to be ready to compete for the grant monies. A lengthy discussion followed. The Commission will continue the discussion at the April 6th meeting.

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Branch Manager Del Guidinger asked about Books and Materials, #7190. His concern is about spending all the funds that have been allocated. Will there be an aggressive way to track and push forward that guarantees that this money is spent on materials and not spent elsewhere? Administrative Services Manager Elissa Alfano reported they did a budget adjustment for extra help this fiscal year to help process backlog items and orders and the money budgeted for materials would be spent on materials.

9.4 Report on Horizon migration and ordering/process status

Assistant Director McDermott reported that management is assessing the current needs and looking at how many additional staff members might be needed. A number of avenues are currently being explored.

System and Technical Services Manager Jim Rosaschi reported that the Horizon migration was continuing to improve and the numbers of orders are increasing, bills being paid, and backlogs decreasing. He agreed to keep the Commission informed as to the progress being made and report again at the April 6th meeting.

Commissioner Bennett proposed that the Commission add an additional \$100,000 to the Books and Materials budget. His concern was that FY 2004-05 was budgeted lower than he would have liked and the proposed FY 2005-06 budget should be increased. Chair Murphy acknowledged the suggested proposal, and discussion will continue before the budget is adopted.

9.5 Library Administration reorganization

Chair Murphy discussed the progression of the Library Administration reorganization process. The Commissioners agreed that more time is needed to plan and discuss possibilities. The Commission instructed the Director to supply alternative proposals, and set a date to present the proposals. Director Trice stated the proposals would be presented at the April 6th Commission meeting.

9.6 California Library Association Legislative Day in the District

Director Trice reported there were two days for appointments during the California Library Association Legislative Days in the District. Commissioners Bennett, Bertucci, Lynch, and Calsy attended one or both meetings.

9.7 Facility planning reports

a) Santa Rosa Southwest Region

Director Trice reported the next meeting would be Wednesday, March 9, 2005. Group 4 Architecture will present a report on all of the work completed thus far by the committee.

Director Trice reported the Library Commission New Facility Leadership Committee for the Santa Rosa/Southwest Region would be meeting on Monday, February 14, 2005, at 3:30 p.m. at the Santa Rosa Central Library Board Room.

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b) Sebastopol/West County Region

Director Trice reported the Library Commission New Facility Leadership Committee for the Sebastopol/West County Region would meet on Tuesday, February 15, 2005, at 3:30 p.m. in the Sebastopol Regional Library to discuss property investigations from the city.

c) Sonoma Valley Region

Director Trice reported the Library Commission New Facility Leadership Committee for the Sonoma Valley Region would meet on Wednesday, February 16, 2005, at 3:30 p.m. at the Sonoma Regional Library to discuss property investigations.

d) Windsor Region

Commissioner Bennett reported that the first planning committee meeting was on February 3rd. The committee would start looking at existing facilities or alternatives.

Director Trice suggested to the Commission, if there was significant interest and sufficient numbers, a tour of libraries that are community based and are currently using self-service technology. He feels a tour of the new “modern” libraries would stimulate interest within the New Facilities Leadership groups.

9.8 Library Commission and Library Advisory Board document distribution

Director Trice referred to his memo endeavoring to explain how the various Library Advisory Boards and Commission documents are going to be handled and distributed. He asked that the Commission review the memo and address any concerns they might have.

9.9 Response to correspondence

Director Trice reported on a letter received by the Commission from a staff member and the way it was handled. He reported the staff member has not had the opportunity to share the idea with his/her supervisor, and was encouraged to do so; and it did happen.

9.10 Library Director’s report for January 2005

Director Trice stated the report would be presented in March.

DIRECTOR’S INFORMATION ITEMS

Director Trice reported back to the Commissioners regarding how Sonoma County Library encourages people to volunteer. One of the ways the library recruits is through the Sonoma County Library Website. On the homepage is an

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icon, “How to Help the Library” and if you click on the site, there is information about volunteering.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Bennett reported on the Wine Library Associates annual meeting on February 4th. There was a large turnout and everyone enjoyed the Pinot Noir presentation.

Commissioner Bennett reported that at the Wine Library Associates annual meeting, Director Trice was presented with a check for \$15,000 from the proceeds of the Odyssey Event.

Commissioner Bertucci reported that ALA has passed a resolution on R.F.I.D. and privacy. She would like to see a committee formed to examine the pros and cons of this technology.

Commissioner Kunde reported City Council member Ken Brown is the LAB liaison.

Commissioner Kunde reported Councilman Doug McKesson is the city liaison to Library Commission New Facilities Committee for the Sonoma Valley Region.

DATE AND TIME OF NEXT MEETING

REGULAR MEETING:

Date: Wednesday, March 2, 2005

Time: 7:00 p.m.

Location: Board Room – Santa Rosa Central Library

ADJOURNMENT

The meeting adjourned at 9.25 p.m. by acclamation.

Clerk