

Item 3.0

Sonoma County Library Minutes of the Library Commission

March 2, 2005

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session at 7:01 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Bennett presided. Commissioners Murphy, Kunde and Lynch absences were excused.

Commissioners present: Bennett, Bertucci, Calsy and Hintereder.

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Adult Services Coordinator Barbara O'Hara, Administrative Aide Ruth Maloney, Branch Manager Anne Marie Murphy, Children's Librarian Patti Soderberg, Reference Librarian Julia Haggar, Administrative Aide Pat Cheek and a list of additional attendees is attached to the minutes.

ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice announced on the agenda, item #14, a date and time for the April 6, 2005 Commission meeting needed to be set. He recommends 6:00 or 6:30 p.m. to start the meeting due to a heavy agenda. He also announced the location of the meeting would be at Rincon Valley Regional Library – Forum Room.

Director Trice introduced Coordinator of the Literacy Program, Ruth Maloney.

Ruth Maloney introduced the Literacy staff: Student Coordinator Sherries Oakmon, ESL Teacher Carole Zahniser, Santa Rosa City School's Liaison and Bilingual Aide Ernesto Sanchez, Adult Services Coordinator Barbara O'Hara, FFLP Tutor Christina Evans and FFLP Tutor Karen Whissen.

APPROVAL OF MINUTES – Regular Meeting - January 19, 2005, and Special Meeting - February 2, 2005

Commissioner Calsy noted on the January 19, 2005 minutes, page 4, paragraph five, "salaries were in line with other industries", he would like the word "industries" changed to "professions". Commissioner Bennett added that on page 2, paragraph 3. "Elissa Alfano explained the expenditures are over by" should read, "Elissa Alfano explained the expenditures are lesser by". Commissioner Bennett recommended postponing the vote of the minutes until the April 6th meeting due to a lack of a quorum.

Commissioner Calsy noted on the February 2, 2005 minutes, page 3, first paragraph, "Director Trice responded that a more detail report" should read, "Director Trice responded that a more detailed report".

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Commissioner Bennett stated that the minutes of February 2, 2005, page 2, first paragraph, “of three new positions, the need for staff” should read “of three new positions, the desire for staff”. He also questioned page 2, the last paragraph. He did not understand the paragraph’s intent and wanted the tape checked.

M/S/C (Bertucci/Calsy) to approve the minutes of February 2, 2005, as amended. Unanimous.

CORRESPONDENCE

Director Trice circulated the correspondence folder for the Commission to view.

Commissioner Bertucci asked if we had received an answer from Ann Hancock, Climate Protection Campaign. Director Trice reported we had not.

PUBLIC APPEARANCES

Reference Librarian Julia Haggar addressed the Commission. She stated the SEIU Local 707 has a concern about the Assumption’s 1% placeholder for a new contract.

In addition, Ms. Haggar wanted to know the amount of money, not the percentage that was cut from the Material’s budget? And how much of that money was used for additional staff?

Ms. Haggar reported that staff members would present one or two counter proposals on the reorganization within the next week so they could be included in the Commission packet.

Ms. Haggar expressed concern about item 8.7, Library Technician II & III salary range background. She would like to know the hourly rate for the Tech II positions. Julia felt the annual figures were misleading because no Library Technician II works full time.

Commissioner Bennett stated these issues would be taken into consideration during the budget planning discussions.

STAFF PRESENTATION: ADULT LITERACY PROGRAM

Ruth Maloney and members of the Sonoma County Library Literacy Program gave a detailed presentation on the program. She stated that one of the goals of the Literacy Program is to teach adult learners how to read and write in English at the functional level. The program also offers several programs within the communities such as kindergarten readiness courses, classes at the Sonoma County Jail, journal writing, job skills classes, health issues’ classes in schools and writing children’s books. In addition, the Library collaborates with many local agencies such as: California Parenting Institute, Even Start, Head Start, Santa Rosa School District and the Sonoma School District.

The Commission thanked Ruth Maloney for the informative presentation.

ACTION ITEMS BY MOTION

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

Claim #1 \$42,000.00 - To City of Santa Rosa for building maintenance & improvements contract, yearly payment

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Claim #2 \$40,112.84 – To Dynix for yearly maintenance of the integrated library system

Commission Bertucci asked about the payment to the City of Santa Rosa. Is this contract due to end soon? Assistant Director McDermott answered it is the joint facilities maintenance fund for larger projects and there is one year remaining on the contract. M/S/C (Hintereder/Bertucci) to approve payment of the claims as listed. Unanimous.

7.2 Director's report for January and February 2005

Commissioner Hintereder requested that more information be provided in the Director's reports. Director Trice suggested this could be an agenda item for his annual evaluation.

Commissioner Bennett stated he was pleased to see forms such as personnel forms, supply requisitions, printing requisitions, and monthly branch reports available on the Library's Intranet.

Commissioner Calsy asked about the Library's delinquent accounts collection service. He asked about the consistency of the \$6.64 return for each \$1.00 invested. Director Trice reported it stayed fairly consistent at that amount. M/S/C (Bertucci/Calsy) to acknowledge the Director's report. Unanimous

DISCUSSION ITEMS

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

Claims discussed were: Blakeslee Electric – Re-lamping at Petaluma, City of Healdsburg – Monthly utilities and Knogo North America – Repair of security gate in the Annex

8.2 2004-2005 fiscal year-to-date revenue and expenditure report

Commissioner Calsy had a question about Donations/Reimbursements, #4102. Was the amount of \$186,000 cash donations received? Director Trice stated that line item included cash donations, and an occasional reimbursement. Commissioner Bennett added that the Library was only at 20% currently, and asked if we were running behind at this point in the fiscal year. Administrative Manager Elissa Alfano responded that in years past all donations were run through the operating accounts, now however, we have some Donations/Reimbursements accounted for in the Special Revenue Funds. Another factor is the Fund Development Office; we are not seeing the level of donations that we anticipated.

Commissioner Bennett asked if this category was diminishing, and have we adjusted for this in fiscal year 2005-06. Director Trice reported he thought that we had, but he would check the figures.

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Commissioner Bertucci asked about revenue and expenditures for Library Literacy, #2945 being out of balance. Director Trice responded, the expenditures do not all show up in one line, they are distributed among other expense lines.

Commissioner Bennett had a question about State-Lib-SB 358, #2566. Does that amount come in one large amount? Director Trice responded that it does. Commissioner Bennett asked if we would see approximately \$200,000. Director Trice stated that we would.

Commissioner Bennett asked about Automated Systems, #6516. Is that line item still perceived to be a valid amount and will you spend that amount this fiscal year? Director Trice responded we would not be spending a large amount due to the recent purchases of several computers last year.

8.3 Facility planning reports a) Santa Rosa Southwest Region

Commissioner Calsy updated the Commission on recent meetings. He reported the next Santa Rosa/Southwest Region meeting would be Wednesday, March 9, 2005, 6:30 p.m. at Meadow View School. Group 4 Architecture will present a report on all of the work completed thus far.

b) Sebastopol/West County Region

Commissioner Bennett reported there was nothing specific to report. He discussed a city-sponsored meeting for the northeast area in Sebastopol that is slated for improvement and redevelopment.

c) Sonoma Valley Region

Commissioner Bertucci reported that the city meeting centered on a discussion of property inventories, and trying to choose a possible site. She further recommended that a group tour of the new “modern” libraries would stimulate interest within the New Facilities Leadership groups and keep the process moving.

d) Windsor Region

Commissioner Bennett reported that the first planning committee meeting was successful and that the Town Council is fully participating in the discussions.

Director Trice reintroduced the idea of a tour to libraries that are community based and are currently using self-service technology. Commissioners, members of the New Facilities Leadership committees, members of City Councils, and certain staff members would be invited. The Commission concurred and agreed that Director Trice organize a trip for late May or early June.

8.4 Fund Development Program report – Peter Hunter

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Fund Development Officer Peter Hunter gave an oral report with emphasis on the building of a leadership group for the Fund Development Program. He also reviewed the Gift Income Report for 2004 and discussed the current newsletter.

8.5 Technical processing progress report

Director Trice gave a status report on the current Technical Processing backlog. To date, there are only 34 unopened boxes compared to the last meeting when there were 150 unopened boxes. The oldest unopened box is from February 22nd and twelve of the 34 boxes came in yesterday. In terms of orders waiting to be sent to the vendors, we are caught up and the process is manageable. In the past two weeks, considerable monies have been expended. He reported that \$523,000 has been spent this fiscal year, and another \$300,000 is scheduled to go to Budget and Finance. We are closer to budgeted expenditure levels.

8.6 Workers' compensation summary report

Commissioner Hintereder thanked Director Trice for the reports and graphs on Workers' Compensation. She stated that several letters had been presented to the Commission regarding increases in work related injuries and was surprised to see an actual decrease in claims on the graphs. Assistant Director McDermott reported that the figures and graphs are accurate and the information comes directly from State Fund's reports. She added that we are currently working with an agent from State Fund who is evaluating all of the branches for safe working conditions in an attempt to keep costs and claims down. Following the reviews, we will receive a report from State Fund.

Commissioner Calsy commented on the high and varied premium costs and claims over the past years. Administrative Services Manager Elissa Alfano reported that costs had gone out of control due to an increase in claims throughout the State, however, rates are currently coming down.

8.7 Library Technician II & III current salary range.

Commissioner Bennett thanked Director Trice for the Library Technician II & III salary range report. He asked if it included benefits. Director Trice reported it was only the annual salary; benefits would be an estimated additional 28%. He also reported, that per Reference Librarian Julia Hagggar's question on hourly salaries for Library Technician II's, he would gather the information and report back.

DIRECTOR'S INFORMATION ITEMS

Director Trice reported that on Saturday, March 5, 2005, 9:00 a.m., CALTAC's Northern California Workshop would be at the Dublin Public Library. Reservations are still open for anyone wanting to attend.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Hintereder had nothing to report.

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Commissioner Calsy presented to the Commission the flyers and information he gathered on his trip to the Portland Library. He also reported on the Literacy Program’s award ceremony he attended.

Commissioner Bertucci reported she would try to attend the CALTAC Northern California Workshop where Director Trice would be speaking.

Commissioner Bennett reported on the Healdsburg Friends annual meeting. The group had a small ceremony dedicating the fountain in memory of Keith LeBaron.

AGENCY LABOR NEGOTIATOR

Library agency labor negotiator identified (Govt. Code 94957.6)
Molly McDermott, Assistant Library Director

Director Trice reported that the Library’s agency negotiator is Assistant Director Molly McDermott and she is being publicly identified as such.

DATE AND TIME OF NEXT MEETING

Director Trice recommended, although out of sequence, that the Commission set an earlier time for the April 6, 2005 Commission meeting due to a heavy agenda. Commissioner Bennett suggested 6:00 p.m., and the location of the meeting would be held in the Rincon Valley Forum Room at the Rincon Valley Regional Library. The Commission concurred.

M/S/C (Calsy/Bertucci) to convene at 6:00 p.m. at the April 6, 2005 Commission meeting in Rincon Valley Regional Library Forum Room. Unanimous

REGULAR MEETING:

- Date: Wednesday, April 6, 2005
- Time: 6:00 p.m.
- Location: Rincon Valley Regional Library Forum Room – Rincon Valley

CLOSED SESSION

- Conference with agency labor negotiator (Govt. Code 94957.6)
- Agency negotiator: Molly McDermott
- Employee organization: SEIU Local 707

OPEN SESSION

Commissioner Bennett reported that the closed session convened at 9:33 p.m. in the Santa Rosa Central Library Board Room. Commissioners present: Commissioners Bennett, Bertucci, Calsy and Hintereder. Also present: Director Tom Trice and Agency Negotiator Molly McDermott. There were no decisions made or action taken. The closed session concluded at 10:22 p.m.

ADJOURNMENT

The regular meeting adjourned at 10:22 p.m. by acclamation.

Clerk