

# Item 3.0

## Sonoma County Library Minutes of the Library Commission Regular Meeting

April 6, 2005

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

### CALL TO ORDER

The Sonoma County Library Commission met in regular session at 6:06 p.m. in the Forum Room of the Rincon Valley Regional Library. Chair Murphy presided. Commissioners Calsy and Bennett absences were excused.

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

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

### ANNOUNCEMENTS AND INTRODUCTIONS

Director Trice asked the Commissioners to submit their California Library Association renewal invoices to Administrative Aide Pat Cheek for payment of the yearly dues.

### APPROVAL OF MINUTES – Special Meeting - January 19, 2005, Regular Meeting – February 9, 2005 and Regular Meeting – March 2, 2005

M/S/C (Lynch/Kunde) approval of the minutes for January 19, 2005, as presented.

AYES: 4 NO: 0 Absent: 2 Abstained: 1

M/S/C (Bertucci/Hintereder) approval of the minutes for February 9, 2005 as presented.

AYES: 4 NO: 0 Absent: 2 Abstained: 1

Minutes for the March 2, 2005 regular meeting are deferred until next month's meeting.

### CORRESPONDENCE

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

Commissioner Lynch asked if the books and materials backlog and processing issues had been resolved. Director Trice stated that improvements continue. Orders are increasing bills are being paid, and the backlog is decreasing.

### PUBLIC APPEARANCES

Accounting Assistant Kathy Codiga read a thank you card to the Commission. Vern Calsy, in particular, was acknowledged for taking into consideration changing the timing of the agenda items so that staff could be present during the budget and reorganization discussions.

### DISCUSSION ITEMS

6.1 Claims of \$2,000+ paid subsequent to March 2, 2005.

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Claims discussed were: City of Petaluma - Special Revenue Funds for the Petaluma building fund meeting room expansion. Commissioner Bertucci asked if the \$38,882 was from the Friends of the Library. Administrative Services Manager Elissa Alfano reported it was from the Buffum fund monies. Commissioner Bertucci asked if all the Cromwell funds have been used. Administrative Services Manager Elissa Alfano responded that they had.

Commissioner Murphy asked if item J016637, Dynix, was a one-time charge. System and Technical Services Manager Jim Rosaschi reported it was a one-time charge for hardware and software.

### 6.2 2004-2005 fiscal year-to-date revenue and expenditure report

Commissioner Lynch asked about item #5911, Part-Time Extra Help. What about expenditures on substitutes and additional help for the backlog? System and Technical Services Manager Jim Rosaschi responded that currently we have additional help in the branch at approximately 40 to 60 hours a week. The additional staff is working on processing the backlog.

Chair Murphy recognized Julia Haggard. She expressed concern about the declining book budget for the new fiscal year. In addition, she's extremely worried about not having monies left to order fiction and wanted to know what to do in the future.

Children's Librarian Patti Soderberg stated she was concerned that Children's materials monthly packs were not being unloaded and that there was also a backlog since January. Commissioner Lynch asked that a report be given at the next meeting on these issues. System and Technical Services Manager Jim Rosaschi stated he could report back to the Commission.

### 6.3 Facility planning reports

#### a) Santa Rosa Southwest Region

Director Trice reported that the Santa Rosa Southwest Region facilities planning group would meet on Wednesday, April 13, at the Meadow View School. There will also be a meeting to report on all the community input for the Southwest area on Wednesday, April 20, 2005.

#### b) Sebastopol/West County Region

Commissioner Lynch reported that there had been no activity. Director Trice added that the County is still studying the veterans' buildings. The Sebastopol Regional Facilities group will be taking a tour of the Bodega Bay School on Thursday, May 5, 2005, at 2:30 p.m.

#### c) Sonoma Valley Region

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Commissioner Kunde had nothing to report. Director Trice announced that one of the properties the group was looking at had been sold.

### d) Windsor Region

Director Trice announced there was a meeting of the Windsor Region facilities group on Thursday, February 3<sup>rd</sup>. Following the meeting, the Assistant Town Manager informed Director Trice they could do a walk-through on available properties.

#### 6.4 Guerneville Regional Library capital improvement projects

Assistant Director Molly McDermott reported that funds were available to begin repairs at the Guerneville Branch. She reported that the heating and air-conditioning system would be replaced and the roof repaired. The project should begin at the end of April and take about three weeks. Commissioner Murphy asked if the construction would disrupt service. Branch Manager Mairi Barsky spoke up to say it would not affect the patrons and that air-conditioning will still be available during library hours.

#### 6.5 Petaluma Regional Library capital improvement project

Commissioner Bertucci reported that the expansion of the Forum Room and “Dorothy’s Place” were nearly completed. Patrons are enjoying the new facilities. Assistant Director Molly McDermott reported that the new external sign would take about six-weeks to arrive. There have also been some delays with the landscaping while waiting for the installation of the new sign.

## **LIBRARY ADVISORY BOARDS**

Appointments and reappointments:

#### 7.1 Guerneville Library Advisory Board

Commissioner Lynch reported currently there were no applicants.

#### 7.2 Petaluma Library Advisory Board

Commissioner Bertucci announced the resignation of Petaluma Library Advisory Board member Marlise Tellander. The appointment has been posted and applications are being accepted.

#### 7.3 Windsor Library Advisory Board

Windsor Library Advisory Board member Ray Geopfrich has announced his resignation. The appointment has been posted and applications are being accepted.

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**DIRECTOR’S INFORMATION ITEMS**

8.1 California Library Association Library Legislative Day

Director Trice reported he would be attending the California Library Association Library Legislative Day in Sacramento on Wednesday, April 20, 2005. He has scheduled meetings with Senator Wes Chesbro, Assemblywoman Patty Berg and Assemblywoman Noreen Evans.

8.2 2004 Donations Summary Report

The Library Commission reviewed the 2004 Donations Summary Report. The report broke down into categories all the donations made to the Library in 2004. The report also included the sources of gifts and designation listings. Also discussed was the Cromwell funds given to the Petaluma Library for the capital improvement project.

8.3 Library Technician II & III salary range report

Director Trice reported back to the Commission on the Library Technician II & III hourly salary range:

|                        |                       |
|------------------------|-----------------------|
| Library Technician II  | Step 1 \$12.84 hourly |
|                        | Step 5 \$15.60 hourly |
| Library Technician III | Step 1 \$15.14 hourly |
|                        | Step 5 \$18.42 hourly |

**ACTION ITEMS BY MOTION**

9.1 Fiscal year 2005-06 preliminary budget

Director Trice began the discussion with priorities to be considered before the preliminary budget is approved at this meeting. Major areas of concern are: Benefit costs, Fund Balance Reserves, Books and Material Budget and Budget Assumptions. The Commission reviewed and discussed the final details of the 2005-06 preliminary budget.

Commissioner Bertucci expressed concern about the Book Budget being sufficient for the coming fiscal year. Director Trice referred the Commissioners to the Adjusted Book Budget and PLF graph. The \$1,510,654 is a sufficient amount for the coming year.

Commissioner Hintereder referred to the patron letter complaining that shelves are bare. Director Trice reported that backlogs have been reduced and new books are being ordered, processed and shelved.

Several members of the audience addressed the Commission with concerns about the one million dollars being designated to the Fund Balance Reserves, specifically for new self-service technology, when books and staff were lagging

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behind. Director Trice responded the library must balance major advancement projects, with escalating operational costs. Designation of reserves is for future needs.

M/S/C (Kunde/Bertucci) to approve the preliminary budget for fiscal year 2005-06 as presented. Unanimous

### 9.2 Library Administration reorganization structure

At a previous meeting, the Commission had directed Director Trice to return to today's meeting with alternative plans for the administrative reorganization to compare with the previously suggested plan. During that same period, Director Trice informed all employees that the Library Commission would welcome contributions of ideas from them, which could be submitted directly to the Commissioners or to the Director. Director Trice described nine alternative plans for the administration reorganization.

Julia Haggar presented to the Commission and audience the ideas presented by the staff. Librarian Haggar asked that the Commission consider the proposals and expressed the desire to be part of a collaborative process that included staff, Administration and the Commission in making the final decisions.

Commissioner Murphy announced that no action would be taken at this meeting. The Commission needed to review and discuss all the plans submitted. Another meeting would be scheduled to further discuss the administrative reorganization.

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

Claim #1 \$8,808.11 - O'Dell Printing Co., for printing, folding, and assembly of newsletter #5.

Claim #2 \$11,895.01 – Ad-Vantage Marketing, Inc., for postage and mailing of newsletter #5.

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

### 9.4 Fund development program leadership alliance

Fund Development Officer Peter Hunter and the Library Director recommend that the Library Commission approve forming a citizens leader-to-leader committee which would leverage already involved leadership in assisting to engage other key individuals and businesses in Sonoma County.

Commissioner Murphy suggested scheduling a meeting with the Fund Development Committee to discuss the long-range goals of fund raising, in particular, major donors and have the Director report back. Commissioner Bertucci added that she would like to see an updated mission statement for the next year.

M/S/C (Kunde/Bertucci) approval to authorize the Library Director to form a citizens leadership committee for the Fund Development program. Unanimous

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### 9.5 Director's report for March 2005

The Director's report was reviewed and discussed. Director Trice expressed concerns that the Administration needs to address a variety of issues comprehensively, which is not possible at present. Commissioner Murphy suggested that those issues related to the Library Director's scope be addressed at the Director's evaluation meeting.

Commissioner Bertucci stated she liked the comparative statistics report that Director Trice included.

M/S/C (Hintereder/Bertucci) to acknowledge the Director's report. Unanimous

## **COMMISSION MEMBER INFORMATION ITEMS**

Commissioner Kunde reported that on her trip to Arizona she visited the Scottsdale Library. She was particularly impressed with the teen section at the branch.

Commissioner Hintereder reported the Rohnert Park/Cotati Foundation purchased and donated three new concrete tables and a bench for the outdoor area and patrons are enjoying them. She also reported there was a poetry contest for both children and adults; community leaders judged the entries.

Commissioner Murphy reported that on Friday, April 15, 2005, the Santa Rosa Friends of the Library would be having their book sale at the Sonoma County Fairgrounds.

Commissioner Lynch reported that at the last Sebastopol Library Advisory Board meeting, a suggestion was made to put out laminated instruction sheets at all branch computers. The LAB felt these instructions would help patrons use the PCs and access the catalog and website.

### 11.1 Library Director Annual Evaluation

Director Trice asked the Commission to set a meeting time for his annual evaluation at the beginning of next week. The Commission suggested several dates. A date will be set when all Commissioners are available.

The Commission also discussed setting a special meeting for continued discussions on the reorganization plan. The meeting was tentatively scheduled for April 21, 2005, at 6:30 p.m. in the Santa Rosa Central Branch Forum Room.

## **DATE AND TIME OF NEXT MEETING**

### **REGULAR MEETING:**

Date: Wednesday, May 4, 2005

Time: 7:00 p.m.

Location: Board Room – Santa Rosa Central Library

(note: This location was changed after April 6<sup>th</sup> to the Rincon Valley Regional Library.)

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**CLOSED SESSION**

Assistant Director Molly McDermott announced there was no need for the closed session. The Commission briefly discussed this point and then concurred. No closed session was convened.

**ADJOURNMENT**

The meeting adjourned at 9:38 p.m. by acclamation.

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Clerk