

Item 3.0

Sonoma County Library Minutes of the Library Commission

May 4, 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 Forum Room of the Rincon Valley Regional Library. Commissioner Murphy presided. Commissioner Bennett's absence was excused.

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

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

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – The regular meeting of March 2, 2005; the regular meeting of April 6, 2005; the special meeting of April 15, 2005; and the special meeting of April 26, 2005

M/S/C (Hintereder/Calsy) to approve the minutes of the March 2, 2005 meeting. The record shows that Commissioners Hintereder, Calsy and Bertucci approved the minutes.

M/S/C (Lynch/Hintereder) to approve the minutes of the April 6, 2005 meeting. Commissioners Bertucci, Hintereder, Lynch, Murphy and Kunde are recorded as ayes. Commissioner Calsy abstained.

Commissioner Calsy noted that on the April 15, 2005 minutes, the convening time and the opening of the closed session convening time were the same and needed to be corrected.

M/S/C (Calsy/Kunde) to approve the minutes of the April 15, 2005 meeting as amended. Unanimous

M/S/C (Hintereder/Bertucci) to approve the minutes of the April 26, 2005 meeting. Unanimous

CORRESPONDENCE

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

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Commissioner Hintereder commented on the Barbara Le Mieux letter and felt that the patron's concerns are valid with regards to the noise levels in the libraries and she hoped the problem would be addressed. Director Trice stated he hoped his letter answered Ms. Le Mieux's concern and that branch managers continually reinforce libraries' guidelines for conduct.

PUBLIC APPEARANCES

Commissioner Murphy addressed the audience, stating that when the Library Administration reorganization structure discussions began, each person would be allowed to speak only once and a three-minute limit would be set as a general guideline. There was no public comment.

ACTION ITEMS BY MOTION

6.1 Library Administration reorganization structure (continued)

Each Commissioner spoke in turn expressing their concerns and preferences regarding the several models presented by Director Trice and staff members.

Commissioner Lynch read a letter from Commissioner Bennett who was absent. Commissioner Bennett prefers models eight and nine.

Commissioner Kunde reported that after reviewing all models presented she preferred model nine submitted by Director Trice.

Commissioner Lynch favored the recommendations presented by the staff in proposal number one. In addition to the suggested plan, she felt there should be more reporting to the Director.

Commissioner Hintereder recommended proposal number one submitted by staff as the model she favored.

Commissioner Calsy referred to the Management Assessment study as a vehicle to continue in the planning of this current reorganization. Commissioner Calsy recommended that models number eight and nine submitted by Director Trice be considered with some slight modifications as well as proposal number one submitted by the staff.

Commissioner Bertucci recommended that salary levels be addressed within the various models present to the Commission. Her preferences are models eight and nine submitted by Director Trice and proposal number two submitted by the staff. In addition, Commissioner Bertucci feels that according to the Classification Study, which expressed a need for a professional Human Resource manager in the near future, she felt either the Library should contract with the County or hire a professional.

Chair Murphy spoke of his thoughts regarding the major reorganization initiated by the impending retirement of Assistant Director Molly McDermott. His concern

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is that the restructuring plan be both efficient and affordable, with the Library's long-term future considered and no interim programs or temporary solutions. He feels it is imperative to establish an Administrative Services division that would include fiscal and risk management operations of the library, a Human Resources new hire in time and a Facilities Manager position.

Commissioner Murphy therefore stated he sees the need to hire a competent person to head what is really not a new department but rather a reshuffling of existing responsibilities. Under his proposal, we lose one position, that of an Assistant Library Director, and pick up two new hires that will head an Administrative Services division and Public Services division.

Commissioner Murphy also added that the head of the Administrative Services department immediately institute a workload analysis study and make specific recommendations that would address staffs' concerns over the need for additional staffing.

Commissioner Murphy ended by saying that the Commission has a common objective to bring about an Administrative structure that is both responsible and responsive, and that the Commission is committed to working with Administration and staff to achieve this goal.

Commissioner Murphy added that his proposal most closely resembled model number nine submitted by Director Trice. However, he does not support the designation of any one person as Deputy Director.

Discussions and questions followed with staff members and the Commission.

The Commission narrowed the number of proposals being considered to two. No further action was taken on this matter and the Administrative Reorganization structure discussion will continue at the June 1, 2005, Commission meeting.

M/S/C (Calsy/Bertucci) To narrow the number of proposals being considered to:

- Staff submitted proposal number one
- Director Trice's proposal number nine

Unanimous

Reference Librarian Julia Haggard asked the Commission to move Item 7.6 up on the agenda so that meeting participants could hear the materials ordering status report before they left the meeting. There were no objections from the Commission and they voted to move Item 7.6 up. Unanimous.

7.6 Materials ordering status report

Director Trice reported on acquisitions and orders as the Library approaches the end of fiscal year 2004-05. The ordering and processing procedures have stabilized, and by the end of the fiscal year we will have expended most of the book budget. We can expect a smooth transition as we approach the new fiscal year. The system is running smoothly and no backlogs are expected.

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Reference Librarian Julia Haggart asked the Commission to move Item 7.2 up on the agenda so that meeting participants could hear the proposed change of opening time report before they left the meeting. There were no objections from the Commission and they voted to move Item 7.2 up. Unanimous

7.2 Proposed change of opening time report

Director Trice reported that the proposed changing of the opening times for all branches was progressing. Several efforts have been going on since January 2005. Library Advisory Boards have discussed it; staff committee has examined pre-and post opening procedures and the public has been polled. All of the information has been collected and the Director's Administrative Council is currently reviewing the packet. Next week it will be distributed to the branch managers and based upon their input, a summary report will be prepared for the June 1, 2005 Commission meeting.

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

Claim #1 \$12,834.44 - To Dynix for the annual Horizon hardware and software maintenance.

M/S/C (Bertucci/Hintereder) to approve payment of the claim. Unanimous

Claim #2 \$11,628.00 – To Community Media Center of Santa Rosa for the Institutional Network contract

M/S/C (Lynch/Calsy) to approve payment of the claim. Unanimous

Claim #3 \$17,801.00 to CENIC for annual Internet service provider fees.

M/S/C (Calsy/Lynch) to approve payment of the claim. Unanimous

6.3 Travel reimbursement for job candidates

Assistant Director McDermott explained to the Commission that this Library expense is standard practice for recruiting. She explained the amount of the reimbursement needed to be increased, as travel and airfare have also increased. Commissioner Lynch asked, at what staff level do we offer this benefit. Assistant Director McDermott responded it would be Librarian II's or higher.

M/S/C (Calsy/Bertucci) to approve the reimbursement increase and to update the language in the policy. Unanimous

6.4 Director's Report for April 2005

Commissioner Murphy asked Director Trice if there was anything to report following the meeting with the developer in Windsor and Peter Hunter on April 22, 2005. Director Trice reported it was more of a get acquainted session. Which emphasized Facilities Master Plan and how open the Library is to collaborative kinds of opportunities that may present themselves.

M/S/C (Calsy/Kunde) to acknowledge the Director's report for April 2005. Unanimous

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DISCUSSION ITEMS

- 7.1 Claims of \$2,000+ paid subsequent to April 6, 2005.

Claims discussed were: Pacific Gas and Electric bills and temperature guidelines for the branches.

- 7.2 * Item 7.2 follows Item 7.6 under Action Items

- 7.3 New facility planning reports:

- a. Tour of San Jose Public Library branches

Director Trice reported that the bus would leave on Monday, May 16th at 7:30 a.m. from the Sonoma County Fairgrounds in the Brookwood parking lot and continue on to Petaluma Regional Library for a second pick up at 8:00 a.m. and return around 5:30/6:00 p.m. The Commissioners will receive the itinerary and additional information next week.

- b. Santa Rosa Southwest Region

1. City/Library joint discussion series advisory board report

Commissioner Calsy reported there were two meetings in April for the Southwest Community Park Advisory Board. On April 13, 2005, members that have worked on the committee looked at a PowerPoint presentation reviewing work completed thus far and on April 20, 2005, the same presentation was shown at the Finley Center.

2. New Library Facility Leadership Committee report

The Commission's New Library Facility Leadership Committee has not met since March 2005.

- c. Sebastopol/West County Region

Commissioner Lynch said there was nothing new to report. She did report there would be a tour of the Bodega Elementary School on May 5, 2005, at 2:30 p.m.

- d. Sonoma Valley Region

Commissioner Kunde had nothing to report

- e. Windsor Region

Commissioner Bennett was absent and there was no report.

1. New Library Facility Leadership Committee report

Commissioner Bennett was absent and there was no report.

Director Trice added, that although there was a lack of activity surrounding Sonoma Valley and the Sebastopol committees, the tour to San Jose might generate more enthusiasm. He reported there was a sizable contingent from both communities for the tour. He also announced that a building design workshop on how to apply for the bond act grants and how to plan and construct public libraries had been set for Monday, June 6, 2005 at 3:00 p.m. at the Rohnert Park/Cotati Regional Library. Those invited to the workshop were also invited on

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the San Jose tour. Group 4 Architects will present the meeting, along with Kathy Page and Associates.

7.4 Guerneville Regional Library capital improvement project report

Assistant Director McDermott reported that the heating and air-conditioning construction at the Guerneville Branch had been temporarily delayed due to the rains. They continue to proceed and the branch patrons and staff have not been affected by the construction.

7.5 Petaluma Regional Library capital improvement project report

Commissioner Bertucci reported that Petaluma Regional Library had been promised the new exterior sign next week, at which time it will be installed. She also reported that “Dorothy’s Place” was still well-received and doing great.

7.6 * Item 7.6 following Action Items

7.7 Change of Internet service provider and upgrade of the telecommunications network report.

System and Technical Services Manager Jim Rosaschi reported that the library would be changing from CENIC to Sonic.net as the Internet service provider.

7.8 Climate Protection Campaign request for billing information report

Director Trice reported that he had written an authorization letter to Pacific Gas & Electric Company allowing the release of billing records to the Climate Protection Campaign and that the letter had been forwarded to the Climate Protection Campaign president. Commissioner Murphy added, that there would be no financial commitment from the Library beyond signing the authorization form.

7.9 2004-2005 fiscal year-to-date revenue and expenditure report

Commissioner Calsy asked about Books/Materials, Item #7190. He asked if there would be an increase beyond the 47% expended. Director Trice stated that this report was only through the end of March 2005. There have been many invoices put through in April, and there should be a significant increase on the next report.

7.10 Fiscal year 2004-05 budget: third quarter report

The Commission reviewed the third quarter report. There was no discussion or questions.

7.11 Fund Development Office Committee meeting agenda

Director Trice announced that a meeting had been set for Thursday, April 12, 2005, 2:00 - 4:00 p.m. at Santa Rosa Central Board Room. He asked the Commissioners for agenda items. Commissioner Murphy asked for a report on

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prospective fund raising donors. Commissioner Lynch asked for a report on what fundraising activities have been planned.

LIBRARY ADVISORY BOARDS

8.1 Guerneville Library Advisory Board – Posted and ready for appointment

Commissioner Lynch announced she had two applicants. She would like to appoint Peter Andrews to the Guerneville Library Advisory Board for the unexpired term ending June 30, 2006.

M/S/C (Lynch/Kunde) to appoint Peter Andrews to the Guerneville Library Advisory Board by resolution for the unexpired term ending June 30, 2006. Unanimous.

8.2 Petaluma Library Advisory Board

Commissioner Bertucci announced that she has an applicant for the open Petaluma Library Advisory Board position. Erroll Stevenson was nominated for the position for the unexpired term ending June 30, 2006.

M/S/C (Bertucci/Hintereder) to appoint Erroll Stevenson to the Petaluma Library Advisory Board by resolution for the unexpired term ending June 30, 2006. Unanimous.

8.3 Windsor Library Advisory Board

Commissioner Bennett was absent. Deferred to the June 1, 1005 meeting.

Director Trice announced that at the June 1, 2005 Commission meeting there would be a full set of vacancies to either appoint or reappoint for the term expiring June 30, 2009. Those incumbents whose terms are expiring have been contacted and asked if they want to be reappointed for the next four-year term.

DIRECTOR'S INFORMATION ITEMS

9.1 Legislation

Director Trice reported on Library Legislation Day in Sacramento on April 20, 2005. Senator Wes Chesbro met with the California Library Association Library delegation.

9.2 Catalog/Internet user guide

Director Trice reported that a new laminated guideline to help patrons understand basic operating instructions for access to the computer and instructions for using the mouse. It is currently being tested in the Sebastopol branch, and it seems to be well received. Currently, the new instruction sheet is in English and if successful, a Spanish version will be created.

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COMMISSION MEMBER INFORMATION ITEMS

Commissioner Lynch had nothing to report.

Commissioner Calsy reported that the Santa Rosa Friends of the Library Book Faire at the Sonoma County Fairgrounds earned approximately \$40,000 and was very successful.

Commissioner Murphy had nothing to report.

Commissioner Bertucci had nothing to report.

Commissioner Hintereder had nothing to report.

Commissioner Kunde had nothing to report.

CLOSED SESSION

Conference with agency labor negotiator (Govt. Code 54957.6)
Agency negotiator: Molly McDermott
Employee organization: SEIU Local 707

OPEN SESSION

Commissioner Murphy reported that the closed session convened at 9:34 p.m. in the Rincon Valley Regional Library Forum Room. Commissioners present: Bertucci, Calsy, Hintereder, Kunde, Lynch and Murphy. Also present: Director Tom Trice, Agency Negotiator Molly McDermott and System and Technical Services Manager Jim Rosaschi. The Commission met in closed session to discuss ongoing negotiations and progress reports from negotiator Molly McDermott. There was no action taken. The closed session concluded at 9:53 p.m.

DATE AND TIME OF NEXT MEETING

REGULAR MEETING:

Date: Wednesday, June 1, 2005

Time: 7:00 p.m.

Location: Rincon Valley Regional Library Forum Room – Santa Rosa

ADJOURNMENT

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

Clerk