

# Item 3.0

## Sonoma County Library Minutes of the Library Commission

June 1, 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, 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 May 4, 2005, and special meeting of May 10, 2005.

Commissioner Bertucci noted that the May 24, 2005 background memo had the incorrect date. Change the "Regular meeting of May 1, 2005" to "Regular meeting of May 4, 2005".

M/S/C (Bertucci/Lynch) to approve the minutes of the May 4, 2005 meeting and correct the background memo. Unanimous

M/S/C (Kunde/Lynch) to approve the minutes of the May 10, 2005 meeting. Unanimous

### **CORRESPONDENCE**

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

### **PUBLIC APPEARANCES**

Reference Librarian Julia Haggard addressed the Commission, requesting the Commission move Item #7.6, Materials ordering status report, up on the agenda following Item #6.1. There were no objections from the Commission.

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. Children's Librarian Patti Soderberg found the idea disturbing and expressed concern that the limits being imposed would hinder any discussions from the audience. Commissioner

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Murphy responded, it is not a perfect solution. However, during previous meetings, staff members and the public had made their concerns well known to the Commission. So for this particular meeting, discussion limits will be set.

### ACTION ITEMS BY MOTION

#### 6.1 Library Administration reorganization structure (continued)

Each Commissioner expressed their viewpoints on the reorganization structure and agreed to narrow the structure down to one model and give direction to the Library Director to return to the Commission with a more detailed organizational chart and cost estimates.

Commissioner Hintereder read a letter she authored to staff, management and the Commission. Highlights of her recommendations follow:

- Introduction of a human resource function, in-house or through the County
- Reinstate full-time Administrative Aide to assist the Director
- A broadening of the Administrative Council

Commissioner Lynch sent each Commissioner an email prior to the meeting which revealed information collected through comparison based libraries she had contacted. She discussed Human Resources' issues and also addressed administrative structures. Commissioner Murphy recommended a more in-depth look at how other libraries handle Human Resources' issues.

Commissioner Calsy referred to the statement he had read at the May 4, 2005 Commission meeting. He stated he felt that the models submitted by Director Trice, specifically model number nine, and staff model number one were suitable, but the Commission should consider some slight modifications to the organizational chart based on estimated costs.

Commissioner Kunde reported that she still favored model number nine submitted by Director Trice and model number one submitted by staff. She did feel however, it is essential to have some sort of Human Resource component.

Commissioner Bertucci also shared information collected from three County libraries on a comparison basis. She further added, that according to the Classification Study, it was necessary to hire a Human Resource Manager in the near future. She felt either the Library should contract with the County or hire a professional.

Chair Murphy expressed his concern about the financial impact of what the Commission does during these difficult fiscal times. He does agree there is a real need for a Human Resource professional, and that a cost estimate should be done to determine if the position should be a new hire or outsourced with the County. His immediate concern is to address the problem of staffing needs and to assure there are enough personnel to handle current workloads in the libraries.

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M/S/C (Lynch/Hintereder) moved that the Sonoma County Library Commission tentatively approve a library structure which has the following characteristics, one that would have a management style similar to model number one submitted by staff with particular interest to the role of Human Resources Manager and two that the Library Director by the July 6, 2005, Library Commission meeting present the Commission with a more detailed organizational chart based on this administrative structure along with cost estimates.

Ayes: 5 No: 1 Abstain: 0 Absent: 1

### 6.1.5 Materials ordering status report

\* (Commission approved moving Item #7.6 following Item #6.1 and shown as (Item #6.1.5)

Director Trice referred the Commission to the Year End-Revenue/Expense report, line item #7190, Books and Material expenditures. The original budget that was adopted last summer was \$1,589,009. In February 2005 the Commission approved a transfer of \$238,261 to the Extra-Help line item so the revised budget, item #7190, is \$1,350,658. As of today, there are \$806,471 of claims that have been paid, \$71,076 of claims that are pending. Then there are the unopened boxes that have arrived in recent orderings estimated at \$100,000. Between now and the end of this month, there could potentially be another \$150,000 in orders. Director Trice felt this was a fair estimate and it would leave about \$70,000 unexpended at the end of the fiscal year. Commissioner Calsy asks what percentage of expenditure would we see at the end of the fiscal year. Director Trice felt we would come in at around 90%.

Director Trice added there has been a concerted effort in recent months to balance the amount of ordering, while maximizing expenditures, yet balancing orders that come in so that they can be handled by the Technical Services staff. The effort is ongoing, and there shouldn't be an enormous backlog at the end of the fiscal year.

### 6.2 Proposed change of opening time report

Director Trice reported that the study results have been assembled, and have been reviewed in full by the Director's Administrative Council and Branch Managers and ready for a motion.

Central Branch Manager Jody Orlick requested that the motion include an exception for Central. She added, Central is the only facility open on Sunday, and Monday is a day off for several public staff. If Central were to open at 10:00 a.m. on Monday, the net savings in time is only half an hour, or .8%, over the course of a week, which does not support the intent of the proposal to lengthen pre-opening work time.

M/S/C (Lynch/Bertucci) moved that the Sonoma County Library Commission approve a proposal to change the opening time to be 10:00 a.m., Monday through Saturday, with exceptions for Santa Rosa Central Library and Cloverdale and Guerneville Regional Libraries, effective January 1, 2006; and further approve that the proposal be presented to the Library Advisory Boards for review and response by no later than September 22, 2005.

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

Claim #1 \$8,081.64 – O’Dell Printing Co., for Fund Development Program letter of appeal – letter, enclosure, reply cards, and envelopes  
M/S/C (Kunde/Bertucci) to approve payment of the claim. Unanimous

Claim #2 Fireman’s Fund Insurance - \$17,656.55 for Sonoma County Library’s quarterly liability insurance  
M/S/C (Bertucci/Kunde) to approve payment of the claim. Unanimous

### 6.4 Proposal to conduct Fiscal Year 2004-2005 library audit

The Library Commission received a letter from Piseni & Brinker LLP asking them to confirm or amend the understanding of the arrangements for the services to be performed for the Library’s FY 2004-2005 year ending, June 30, 2005, audit. The estimated annual fee is \$20,200 which has increased 7% from last year’s payment.

M/S/C (Lynch/Bertucci) to approve the audit arrangement for FY 2004-2005.  
Unanimous

### 6.5 Director’s Report for May 2005

Commissioner Murphy reported that he enjoyed the San Jose Public Library branches tour on May 16, 2005.

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

## DISCUSSION ITEMS

### 7.1 Claims of \$2,000+ paid subsequent to May 4, 2005

Claims discussed were: Santa Rosa Printing Co., and RACO Industries

### 7.2 2004-05 fiscal year-to-date revenue and expenditure report

Commissioner Kunde questions Item #6521, County Services. Director Trice reported it is the charge for processing of our claims. General discussion followed, and there were no further questions.

### 7.3 New facility planning reports:

#### a. Tour of San Jose Public Library branches

Director Trice reported that the San Jose Public Library tour was successful. Three libraries were visited while in San Jose, the West Valley Library, Tully Branch Library and the Berryessa Branch Library. There was a strong turnout for the tour that included City Managers, Advisory Board members, Friends Board members, staff members and Commissioners.

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### b. Workshop on June 6, 2005, at Rohnert Park-Cotati Regional Library

Group 4 Architecture will present a workshop at the Rohnert Park-Cotati Regional Library in Rohnert Park on June 6, 2005 from 3:00 – 5:00 p.m. Group 4 Architecture will discuss public library building designs and also grant application methodology.

### c. Santa Rosa Southwest Region:

#### 1. City/Library joint visioning and feasibility study report

Group 4 Architecture presented the final feasibility study for the development of a new library, community center, and aquatic center for the Santa Rosa's Southwest Community Park. Commissioner Calsy remarked that the PowerPoint presentation was excellent and that there seems to be a lot of enthusiasm and interest in the project.

#### 2. New Library Facility Leadership Committee report

Director Trice reported that the committee had not met since March 2005. He felt that following the June 6, 2005 workshop, in Rohnert Park, a meeting would be scheduled sometime in July.

### d. Sebastopol/West County Region

Commissioner Lynch said there was nothing new to report. She did add that all those who participated in the tour on May 5, 2005, to Bodega Elementary School enjoyed it.

### e. Sonoma Valley Region

Commissioner Kunde had nothing to report

### f. Windsor Region

Commissioner Bennett was absent and there was no report.

### 7.4 Guerneville Regional Library capital improvement project report

Assistant Director McDermott reported that the heating and air-conditioning construction at the Guerneville Branch is moving forward and is currently on schedule.

### 7.5 Petaluma Regional Library capital improvement project report

Commissioner Bertucci reported that Petaluma Regional Library's new exterior sign has been installed. She also reported they would be painting the concrete in the next few weeks.

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7.6 \* Item #7.6 follows Item #6.1 as #6.1.5 under Action Items

7.7 Overdue notices

Director Trice revised the background statement to read as follows: “Attached are samples of the Library’s overdue notices and other notices that Unique Management, Inc., will generate and send for us.” The Commission reviewed and discussed the notice examples. Commissioner Hintereder didn’t like the Spanish examples and offered suggestions to pass along. Director Trice said he would share her comments.

7.8 Fund Development Office Committee report

Commissioner Calsy reported on the May 12, 2005 meeting. Fund Development Officer Peter Hunter summarized his goals to the committee for the remainder of 2005 with a timeline he distributed to the group.

He added that recently a solicitation went out to 40,000, along with an August/September appeal being planned and finally one more solicitation scheduled for year-end. Fund Development is continuing to work closely with the Foundation, library members and the community leaders. An awareness program meeting is scheduled for Thursday, June 2, 2005, at Rincon Valley Regional Library at 7:30 a.m. Its purpose is to build a strong leadership group.

Commissioner Murphy expressed concern about the amount of funds raised thus far. Commissioner Calsy added that fund raising was a slow process and that he had expected to see it in a non-paying status for some period of time. However, Commissioner Kunde worried that library patrons who were being solicited would start looking for “those extra services” or “want something tangible to look at”, and would wonder where and when the monies would start showing up.

7.9 Telecommunications network and Internet service provider transition report

System and Technical Services Manager Jim Rosaschi reported that the transition to Sonic.net was progressing nicely. He added there might be some down time on a Sunday or Monday later this month during the network conversion. All branches would not be shut down at the same time and would cause minimum interruptions. Books checked out will not be affected, however check-ins will be handled later. Manager Rosaschi reassured the Commission that the transition’s end result would be better response time, and a faster network.

### **LIBRARY ADVISORY BOARDS**

8.1 Santa Rosa Advisory Board – Posted and ready for appointment

Commissioner Calsy announced he had no applicants for the unexpired term ending June 30, 2005 resulting from John Bennett’s resignation.

8.2 Santa Rosa Advisory Board – Posted and ready for appointment

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Commissioner Calsy announced he had no applicants for the unexpired term ending June 30, 2007 resulting from Barbara Ressue's resignation.

### 8.3 Windsor Library Advisory Board – Posted and ready for appointment

Deferred until the July 6, 2005 Commission meeting.

### 8.4 New four-year terms ending June 30, 2009 - Posted and ready for appointment or reappointment.

#### *a. Cloverdale Library Advisory Board*

1. 4-year term. Incumbent Herdis Gudmund applied for reappointment
2. 4-year term. Incumbent Jane Snibbe applied for reappointment

#### *b. Guerneville Library Advisory Board*

1. 4-year term. Incumbent Rod Barth applied for reappointment
2. 4-year term. Incumbent Arline Jones applied for reappointment
3. 4-year term. Incumbent John Schubert applied for reappointment
4. 4-year term. Incumbent Stephen Spector applied for reappointment

#### *c. Healdsburg Library Advisory Board*

1. 4-year term. No incumbent. (Gloria Hersch leaving the board)

#### *d. Rohnert Park-Cotati Library Advisory Board*

1. 4-year term. No incumbent (Barbara Butler leaving the board)
2. 4-year term. Incumbent Hertzell Harrison applied for reappointment
3. 4-year term. Incumbent Sara Dawn Shafer applied for reappointment

#### *e. Santa Rosa Libraries Advisory Board*

1. 4-year term. No incumbent (Christie Fish leaving the board)
2. 4-year term. a) see agenda item 8.1 or b) if filled, reappoint; if not filled, ready for appointment

#### *f. Sebastopol Library Advisory Board*

1. 4-year term. Incumbent Rhea Voge applied for reappointment
2. 4-year term. Incumbent Richard Welin applied for reappointment

#### *g. Sonoma Valley Library Advisory Board*

1. 4-year term. Incumbent Laurell Meredith applied for reappointment

#### *h. Windsor Library Advisory Board*

1. 4-year term. Incumbent Dianne Graner applied for reappointment
2. 4-year term. a) see agenda item 8.3 or b) if filled, reappoint; if unfilled, ready for appointment

M/S/C (Lynch/Bertucci) moved that the Sonoma County Library Commission reappoint all incumbents that applied for reappointment and to serve for an additional four-year term ending June 30, 2009. Unanimous

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### **DIRECTOR'S INFORMATION ITEMS**

#### 9.1 Grant application to Sonoma County Board of Supervisors

Director Trice reported that a 2005-06 Advertising Fund Grant Application has been submitted to the Sonoma County Board of Supervisors for fund monies to continue the Library's successful Sonoma County Historical Photographs Project.

### **COMMISSION MEMBER INFORMATION ITEMS**

Commissioner Lynch reported she would not be at the August 3, 2005 Commission meeting.

Commissioner Calsy reported he would not be at the July 6, 2005 Commission meeting.

Commissioner Murphy reported he would not be at the August 3, 2005 Commission meeting.

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 9:12 p.m. in the Rincon Valley Regional Library Forum Room. Commissioners present: Calsy, Hintereder, Kunde, Lynch and Murphy. Commissioner Bennett's absence was excused. 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 labor negotiator Molly McDermott. There was no action taken. The closed session concluded at 10:00 p.m.

### **CLOSED SESSION**

Public employee annual performance evaluation (Government Code 54957)  
Title: Library Director

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### **OPEN SESSION**

Commissioner Murphy reported that the closed session convened at 10:01 p.m. in the Rincon Valley Regional Library Forum Room. Commissioners present: Calsy, Hintereder, Kunde, Lynch and Murphy. Commissioner Bennett's absence was excused. Also present: Director Tom Trice. The Commission met in closed session to discuss Director Trice's annual performance evaluation. There was no action taken. The closed session concluded at approximately 10:40 p.m.

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

#### **REGULAR MEETING:**

Date: Wednesday, July 6, 2005

Time: 7:00 p.m.

Location: Central Santa Rosa Regional Library – Board Room

### **ADJOURNMENT**

The regular meeting adjourned at approximately 10:45 p.m. by acclamation.

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Clerk