

Sonoma County Library Minutes of the Library Commission

July 6, 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 Board Room of the Santa Rosa Central Library. Commissioner Murphy presided. Commissioner Calsy's absence was excused.

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

Also present: Library Director Tom Trice, Assistant Library Director Molly McDermott, System and Technical Services Manager Jim Rosaschi, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Reference Librarian Julia Haggar, Branch Manager Del Guidinger and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – The regular meeting of June 1, 2005, and special meeting of June 13, 2005.

Director Trice noted that on the minutes of June 1, 2005, Item 6.2, page 3, last paragraph, third line, reads "Monday through Friday," it should be "Monday through Saturday"
M/S/C (Lynch/Kunde) to approve the minutes of the June 1, 2005, as amended.

YES: 5 NO: 0 ABSENT: 1 ABSTAINED: 1

M/S/C (Bertucci/Lynch) to approve the minutes of the June 13, 2005, special meeting as presented. Unanimous

CORRESPONDENCE

Director Trice circulated a copy of a letter from the Office of the County Administrator regarding Scheduled FY 05-06 Final Budget Hearings. He pointed out that any technical adjustments to the proposed budget should be submitted to the office no later than Friday, July 28, 2005.

PUBLIC APPEARANCES

There were no public appearances

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ACTION ITEMS BY MOTION

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

Claim: #1 Dynix, \$11,251.00 for Network installation services: T1 at Rincon Valley and Northwest

M/S/C (Bennett/Kunde) to approve the claim for payment to Dynix in the amount of Eleven Thousand Two Hundred Fifty-one dollars (\$11,251.00) Unanimous

Claim: #2 Waterworks Industries, Inc., \$20,666.00 for the fountain at Central Santa Rosa Branch

M/S/C (Hintereeder/Kunde) to approve the claim for payment to Waterworks Industries, Inc., in the amount of Twenty Thousand Six Hundred Sixty-six dollars. (\$20,666.00) Unanimous

- 6.2 Nomination of Friends of Santa Rosa Libraries for a City of Santa Rosa merit award.

Commissioner Bertucci asked when the City would make its decision. Director Trice answered that the application needs to be submitted in early August, the City then makes their decision sometime in the middle of August and the awards are given out at the end of August or in early September.

M/S/C (Bertucci/Bennett) to approve the nomination of the Friends of the Santa Rosa Libraries for a 2005 City of Santa Rosa Merit Award. Unanimous

- 6.3 Appoint Roger Pearson as Interim Library Director and authorize the Commission Chair to execute a contract.

Commissioner Bennett asked if Roger Pearson, the Commission or an attorney had provided the retainer agreement. Chair Murphy reported the agreement is one that Mr. Pearson has used while employed in other interim jobs. Chair Murphy further added that Roger Pearson's counsel has reviewed it, and County Counsel Kathy LaRocque has approved it.

Chair Murphy asked Director Trice, based on a conversation he had with Roger Pearson if August 15th is the approximate date he would start? Director Trice answered yes.

Commissioner Bennett questioned if Roger Pearson's rate of pay is hourly and based on a 40-hour week, and if activities took him beyond the 40-hours a week, would the additional time be compensated. Chair Murphy answered that according to his agreement it would not.

M/S/C (Kunde/Hintereeder) to appoint Roger Pearson as the Interim Library Director and authorize the Chair to execute a contract for said services.

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DISCUSSION ITEMS

- 7.1 Claims of \$2,000+ paid subsequent to June 1, 2005.

Claims discussed were: Demco Inc., Art's 2001, Community Media Center, and the Traveling Lantern

- 7.2 2004-05 fiscal year-to-date revenue and expenditure report – May 2005.

Administrative Services Manager Elissa Alfano reported on Item #7190, Books and Materials. Invoices to date are estimated to be \$450,000 with an additional \$100,000 that has been processed since this report was prepared. Director Trice added that additional amounts will be encumbered and therefore expended out of the fiscal year 04-05 budget and after the encumbrances are completed we will have expended this category down to approximately \$32,000.

Commissioner Bennett asked about the percents expended in the #6500 series. He felt the percentages were very low and wondered if they would come up to full budget, or were they going to come in significantly under budget. Director Trice responded that they would be under budget. He added there had been several under spent accounts and the monies would be returned to the fund balance for this year. Commissioner Bennett asked if we had been under budget during previous years? Director Trice responded that we have historically been under budget for the last several years.

Commissioner Bennett asked about Item #2945, Library Literacy. Will the expenditures typically come in at the last minute? Director Trice responded this line item represents real cuts for fiscal year 04-05 of approximately \$21,000. However, the library has absorbed those cuts through other revenues. He added the basic Literacy program has been funded in full in spite of cuts.

Commissioner Murphy asked about Item #7180, Literacy Program, we've only expended 72% thus far. Director Trice stated you should see the final figures at the close of books for FY 2004-05 on next month's report. Administrative Services Manager Alfano added it would also be slightly under, due to the cuts in the program.

Commissioner Bennett questioned Item #3484, Library Fines and Delinquent Collections, why is this line item only at one-third of the budget? Director Trice reported this had been an unusual year for collections with the migration to Horizon. Systems and Technical Service Manager Jim Rosaschi added, in order for the library to move to Horizon, we had to turn off the collection agency until we could be certain that we could bill our patrons correctly for their kept items. It was turned on again in June.

Commissioner Bennett asked what kind of donations were in Item #4102 Donations/Reimbursements, and why was it showing at only 36.0%. Director Trice answered that these funds consist of miscellaneous donations, some gift monies from the Friends, and the estimation for donations we expect to

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come in through the Fund Development program. Director Trice added this account had been reduced for the FY 05-06 budget.

Commissioner Bennett asked about the Use of Fund Balance remaining balance of \$1,625,353. Administrative Services Manager Elissa Alfano reminded the Commission this report is for May 2005, and in June, there were three payroll periods due to our twenty-six-payroll cycle. You will see the \$750,000 coming through just on payroll alone, and the Books/Materials amount of \$450,000 that has been expended.

Commissioner Murphy asked about Item #7120, In-Service Training, and why was only 10.9% expended. Director Trice responded indications show us that there has not been a lot of in-service training this year. This is due partly to training we have provided in-house for our staff and the huge discount we've receive from InfoPeople. Systems and Technical Services Manager Jim Rosaschi added he had hoped to use technical services monies for training, however, due to the migration to Horizon his staff has not been able to take advantage of training funds.

7.3 Materials ordering status report.

Director Trice reported that most of the books budget would be expended once all the encumbrances are cleared. All of the scheduled order groups were ordered except one in the juvenile area. The orders have been coming in and within the next few weeks, the unopened boxes will be addressed and processed. And by August 1st, there should be a pretty smooth transition into work on the current fiscal year.

Commissioner Bennett asked if we had any kind of system in place so that during the current fiscal year we would not experience the difficulties we had with ordering and processing last year. System and Technical Services Manager Jim Rosaschi responded we now have a good sense of the workload and how we can budget time for ordering and pace the ordering to match what is coming in and then being processed. Commissioner Bennett asked if we had sufficient personnel to handle the workload. Manager Rosaschi replied, yes, however, it has been a challenge; no overtime was permitted and we hired extra help to allow us to get beyond this imbalance.

A general discussion followed touching on several topics.

- Shifting funds from one budget category to another
- Funding additional staff
- Procedure for developing the book budget
- Workload impacts of increasing the book budget
- The relationship of the book budget to other operating expenses
- Changes in Reference service
- Allocations of positions across the system
- Mid-year adjustments to the adopted budget

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- Reclassification of positions

7.4 Library Administration reorganization structure.

The Commission had directed the Assistant Library Director McDermott to initiate a recruitment process for a Library Director. Chair Murphy asked Assistant Library Director McDermott as to the status of the search.

Assistant McDermott responded that she had started the process of recruiting immediately. Currently, the position is advertised on the ALA website, CLA, CALIX, Library Hotline, Library Digital Services, NBC, Library Job Pages, and all the standard places we advertise when looking for library professionals. She added, Technical Services Manager Jim Rosaschi attended the ALA conference last month and he took recruiting materials to the show; and there were no interested candidates or any real expressions of interest or applications submitted locally.

Chair Murphy informed the Commission that Commissioners Calsy and Lynch would constitute the recruitment committee and that Commissioner Calsy would chair the group. He added that the Commission will continue to be the liaison with Assistant Director McDermott and participate with preliminary screenings to the extent it seems appropriate.

Commissioner Bennett wanted to communicate his viewpoints to the Commission and Administration on the reorganization structure decision made at the June 1, 2005, meeting. He reminded the Commission that he had written a letter, which expressed his viewpoints, concerns and suggestions, read by Commissioner Lynch at the May 4, 2005 Commission meeting. Commissioner Bennett felt it was important that he make the observation, had he been there, and had he the opportunity to vote, he would have voted against the proposal that was approved by the Commission. Commissioner Bennett added, “Although I know it would not have changed anything, it does express my viewpoint and I personally feel it was the wrong decision”. He further added, that he would abide by the decision made and would work with all concerned towards a successful transition.

7.5 New facility planning reports.

- a. Report on workshop held June 6, 2005

Director Trice reported there was a good turnout at the Group 4 Architecture Workshop in Rohnert Park.

- b. New Library Facility Committees report

1. Santa Rosa Southwest Region:

Commissioner Calsy was absent and Director Trice reported there was nothing to report.

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2. Sebastopol/West County Region

Commissioner Lynch reported that there was much uncertainty within the group, such as potential sites and whether they were available, the idea of the city's involvement in development, and the County not knowing what it is going to do with the Veteran's Building property. Chair Murphy asked if Group 4 Architecture had presented any kind of report or recommendations in terms of site locations. Director Trice reported an inventory report was presented to the city council many months ago, and we are currently waiting for the city to move through its process.

Director Trice also reported that Commissioners Lynch, Kunde, and Calsy, along with Assistant Director McDermott, Fund Development Officer Peter Hunter and himself, attended the tour of the Bodega Bay Elementary School. He added that school officials are very interested in continuing conversations with the library about a potential library site at the school. The school may be eligible to apply for construction funds from the California Department of Education for a library building that could potentially evolve into something more than just a school library. Because of that interest, Director Trice said he would like to continue conversations with the Superintendent of Schools if the Commission concurs. The Commission concurred.

3. Sonoma Valley Region

Commissioner Kunde stated there was very little activity with the group and that other regions seemed to be progressing and she is concerned for Sonoma Valley. Group 4 Architecture and the city have not made any progress on finding a site. She expressed concern about Sonoma Valley not having a site, and the risk of not being able to submit proposals for funding measures in 2006. Director Trice agreed with Commissioner Kunde and suggested a meeting date be set immediately.

4. Windsor Region

Commissioner Bennett reported there had been little activity recently however, a Facilities Group meeting has been scheduled for Tuesday, July 26, 2005, and he hopes to have more information by the August 3rd meeting.

7.6 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 near completion.

7.7 Petaluma Regional Library capital improvement project report.

Commissioner Bertucci reported that Petaluma Regional Library's new exterior sign has been installed and that all major projects have been completed. Some

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small painting projects are currently going on, and should be completed very soon.

7.8 Fund Development Office Committee report.

Fund Development Officer Peter Hunter reported on the generous gift of \$100,000 from the John D. and Doreen D. Miller Fund via the Community Foundation Sonoma County. The donation was made to the Library on June 21, 2005. The gift transfer is unrestricted and Director Trice will provide suggestions to the Commission at the August meeting for its use.

Fund Development Officer Peter Hunter added that the library would now maintain the Sonoma County Public Library Foundation's database. This will allow the Foundation to better manage their contact lists, produce labels for mailings and other needs.

In addition, the Community Awareness Leadership #2 meeting was held at the Rincon Valley Regional Library on June 2, 2005. Community leaders participated, several Commissioners attended, and a local parent from the Rincon Valley Regional Library was the guest speaker.

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, although a little behind schedule currently. The Systems Department would be phasing this roll out very carefully because of the complicated effects it could have on the library's everyday functions. Central is scheduled for the first conversion, with each branch following shortly thereafter. All branches will not be shut down at the same time so there will be minimum interruptions. He added we are simply changing from one service provider to another with the added benefit of a faster and more reliable service.

7.10 Merger of Dynix and Sirsi

System and Technical Services Manager Jim Rosaschi reported to the Commission that on June 21, 2005, Dynix announced the merger of Dynix with another library automation company, Sirsi. Commissioner Hintereder asked how the library would be affected? Manager Rosaschi answered; it will most likely benefit the libraries. With the merger of Dynix and Sirsi, two long-time library technology leaders now joining to form a single company, we would see a stronger customer base, leading-edge products, and dependable services for libraries and consortia.

LIBRARY ADVISORY BOARDS

8.1 Petaluma Library Advisory Board – Posted and ready for appointment

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Commissioner Bertucci reported that there were no applicants for the Petaluma Library Advisory Board position previously held by Ninfa Ortiz for the unexpired term ending June 30, 2007. The position is posted and ready for appointment.

8.2 Santa Rosa Advisory Board – Posted and ready for appointment

Commissioner Calsy was absent. The matter will be deferred until the August 3, 2005 Commission meeting. The position is posted and ready for appointment. Barbara Ressue previously held the position for the unexpired term ending June 30, 2007.

8.3 New four-year terms ending June 30, 2009 - Posted and ready for appointment.

a. *Healdsburg Library Advisory Board*

Commissioner Bennett announced there were no applicants for the position.

b. *Rohnert Park-Cotati Library Advisory Board*

Commissioner Hintereder nominated Richard Robison to the Rohnert Park-Cotati Library Advisory Board for the four-year term ending June 30, 2009.

M/S/C (Hintereder/Bertucci) to appoint Richard Robison by resolution to the Rohnert Park/Cotati Library Advisory Board for the full four-year term ending June 30, 2009. Unanimous

c. *Santa Rosa Libraries Advisory Board*

Commissioner Murphy nominated Arlene Mandell and Cleo Konhoff to the Santa Rosa Library Advisory Board for the four-year terms ending June 30, 2009.

M/S/C (Bertucci/Hintereder) to appoint both Arlene Mandell and Cleo Konhoff by resolution to the Santa Rosa Library Advisory Board for the full four-year term ending June 30, 2009. Unanimous

d. *Windsor Library Advisory Board*

Commissioner Bennett nominated Lisa Bollman to the Windsor Library Advisory Board for the four-year term ending June 30, 2009.

M/S/C (Bennett/Bertucci) to appoint Lisa Bollman by resolution to the Windsor Library Advisory Board for the full four-year term ending June 30, 2009. Unanimous

DIRECTOR'S INFORMATION ITEMS

Director Trice reported there had been no word from the State regarding Library budget items and he expected to hear from California Library Association lobbyists within the next few days.

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COMMISSION MEMBER INFORMATION ITEMS

Commissioner Bennett reported the Wine Library Associates held their annual fundraiser at Richard's Grove. Although there was limited attendance this year, approximately \$18-20 thousand dollars was raised for the Wine Library.

Commissioner Lynch had nothing to report.

Commissioner Murphy had nothing to report.

Commissioner Bertucci announced that Branch Manager Kiyo Okazaki had just returned from her vacation in Japan.

Commissioner Hintereder had nothing to report.

Commissioner Kunde reported that there had been another book sale in Sonoma. In addition, the last Library Advisory Board had an especially low attendance, and they were unable to have a quorum; until member George Pick arrived later that evening.

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 9:00 p.m., in the Central Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci, Hintereder, Kunde, Lynch and Murphy. Commissioner Calsy'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.

DATE AND TIME OF NEXT MEETING

REGULAR MEETING:

Date: Wednesday, August 3, 2005
Time: 7:00 p.m.
Location: Central Santa Rosa Library – Board Room

ADJOURNMENT

The regular meeting adjourned at approximately 10:03 p.m. by acclamation.

Clerk