

Item 3.0

Sonoma County Library Minutes of the Library Commission

September 7, 2005

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Commissioner Kunde, Vice-Chair called the meeting to order at 7:00 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Murphy's absence was excused.

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

Also present: Interim Library Director Roger Pearson, Assistant Library Director Molly McDermott, System and Technical Services Manager Jim Rosaschi, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Librarian Julia Haggar, Branch Manager Del Guidinger, General Manager SEIU Local 707 Bill Steck, and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – The regular meeting of August 3, 2005, and special meetings of July 15, 2005, and August 12, 2005.

Commissioner Bennett noted that on the August 3, 2005, minutes, page 1, *Call to Order*, under "Also Present", incoming Interim Director Roger Pearson should be listed as attending.

M/S/C (Calsy/Bertucci) to approve the minutes of the August 3, 2005, meeting as amended.

AYES: 5 NOES: 0 ABSENT: 1 ABSTAINED: 1

M/S/C (Bertucci/Bennett) to approve the minutes for the special Commission meeting of July 15, 2005, as presented.

AYES: 4 NOES: 0 ABSENT: 1 ABSTAINED: 3

M/S/C (Lynch/Bennett) to approve the minutes for the special Commission meeting of August 12, 2005, as presented. Unanimous.

CORRESPONDENCE

None

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PUBLIC APPEARANCES

General Manager Bill Steck representing SEIU Local 707 addressed the Commission. He reported there had been a very productive session yesterday with the State mediator following many months of negotiating. The mediator drafted his recommendations for what he believes to be something both parties should agree to. Mr. Steck supports the recommendations as well, and he hopes at tonight’s closed session the Commission will review and accept the proposed agreement.

ACTION ITEMS BY RESOLUTION

6.1 Resolution Requesting Fund Transfer 2005-06

M/S/C (Lynch/Bertucci) to adopt the resolution requesting fund transfers for fiscal year 2005-2006.

The resolution requires a roll call vote:

Vote:	Murphy	Absent
	Bennett	Aye
	Bertucci	Aye
	Calsy	Aye
	Hintereder	Aye
	Kunde	Aye
	Lynch	Aye

AYES: 6 NOES: 0 ABSENT: 1 ABSTAIN: 0

ACTION ITEMS BY MOTION

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

Claim: #1 North Bay Cooperative Library System, \$64,981.00, for membership dues, delivery and SuperSearch membership

M/S/C (Lynch/Bertucci) to approve the claim for payment to North Bay Cooperative Library System, in the amount of Sixty Four Thousand Nine Hundred Eighty-one dollars (\$64,981.00). Unanimous

Claim: #2 North Bay Cooperative Library System, \$12,060.10, for Gale Database purchases; Biography Resource Center.

M/S/C (Lynch/Bennett) to approve the claim for payment to North Bay Cooperative Library System, in the amount of Twelve Thousand Sixty dollars and Ten cents (\$12,060.10). Unanimous

Claim: #3 Dynix, \$78,615.61, Maintenance on Horizon 7/02/05-6/30/06.

The Commission questioned the invoice for Dynix, software maintenance billing periods, 01 Jul 05 – 30 Jun 06, which appeared twice on the invoice. The Commission asked that this charge be checked before making payment. System

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and Technical Services Manager Jim Rosaschi stated he had checked the invoice prior to submission for payment and feels that the \$78,615.61 due is within the normal expected payment range. He will check the discrepancies on the invoice. Chair Kunde directed Interim Director Pearson to verify the amount before paying it.

M/S/C (Lynch/Calsy) to approve the claim for payment to Dynix in the amount of Seventy Eight Thousand Six Hundred Fifteen dollars and Sixty-one cents (\$78,615.61) contingent upon Interim Director Pearson verification of the invoice.

7.2 Fund Development Committee Report

Commissioner Bennett reported on the Fund Development Committee meeting held on August 18th. He gave a brief summary of the leadership awareness session, updates on the direct appeal efforts and the results, along with the current newsletter. There is a need to embark on a capital campaign currently focusing on the Southwest Santa Rosa and Windsor facilities in collaboration with the City, Foundation, and Library.

Commissioner Lynch discussed the recent meeting in Sebastopol. The idea of replacing the library with a potential site in a separate location was reviewed. Also, at the last Sebastopol Facilities Leadership meeting, the City said they had a lead on a property that could be given by a developer in the northeast quadrant.

Commissioner Kunde added that Sonoma Facilities Leadership group would like to explore the potential 2006 Library Construction Bond Act. Without the assistance from outside funding, Sonoma cannot afford to build. All of this may be contingent on a site the committee is looking at outside of the city limits at Maxwell Park.

Seed Money for Facilities

Commissioner Bertucci is concerned about providing seed money for facilities setting a precedent. She feels that library monies invested in buildings that are going to be city owned is something the Library cannot afford to do. Assistant Director McDermott added, the seed money is put into designing and research and the Library has already spent \$150,000 on the Facilities Master Plan.

Fund Development Officer Peter Hunter stated that because campaigns can pay for themselves, it is possible that the library may get back its seed money investments. The Commission should consider that there is a possibility to recapture some of the costs that have put into the Fund Development program thus far. That has been a strategy from the beginning of the fund development work here.

Commissioner Bennett said, “I think it behooves the Commission to make some modest funds available to show our commitment to these programs.” He added, “Whereas we commit some funds as seed money, to initiate these programs, we also need to make it clear that these are committed to facilities that benefit the community, and the people of the community and that’s where the funds need to

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come from, not from the library! The library does not have money to do this; we will operate the library if it's built efficiently so that we can afford to operate it--built to reasonable, modern library standards, but it is the cities' responsibility to build it."

Commissioner Lynch asked, with regard to these potential motions, are there no concrete amounts mentioned? Commissioner Bertucci interjected, "I like two things in the first motion, "case-by-case" and "portion of seed money"." Commissioner Bennett added that we need some modest degree of financial commitment for these programs, but they have to be approved each and every time. He stated this principle is sound for the libraries. I think we have to agree in principle that this is the approach we want to take, if we don't make a commitment, many of these plans will flounder.

M/S/C (Bennett/Calsy) to approve on a case-by-case basis that funds be made available for a portion of seed money for new facilities. Unanimous

M/S/C (Bennett/Bertucci) to approve the Sonoma County Library Commission to conduct a capital campaign (alternate fund raising effort) to provide funds for various library facility-building programs.

7.3 Director's Report for July 2005.

Commissioner Lynch remarked on the informative report and added she now has a better sense of what is occurring around the Library. Commission Hintereder concurred.

M/S/C (Hintereder/Calsy) to acknowledge the Interim Director's report for August 2005. Unanimous

7.4 Commission/Administration Division of Labor and Communications.

Interim Director Pearson introduced a proposal on Commission/Administration Division of Labor and Communications, which is consistent with "Working Relationships", Trustee Took Kit for Library Leadership (1998), published by the California Association of Library Trustees and Commissioners. He feels the library could benefit from a clear statement on the relationship between the Commission and the Director.

Commissioner Lynch found this proposal disquieting, suggesting that Commissioners had been acting outside of the scope of acceptable norms of Commission/Administration division of labor. She is not sure the Interim Director's proposal should be considered until a permanent Director was appointed.

Interim Director Pearson responded that the policy was being proposed because there is no policy in place setting acceptable standards, and the policy language was taken directly from a library that addressed the issue.

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With respect to the proposal on communications, the Interim Director noted that the “operative” word is “official” requests. Whether dealing with budget issues or library hours, proposals for change should come from staff to the Library Director for review, and then communicated to the Commission.

Commissioner Calsy suggested, as we look towards the new Library Director interviews, this would be a good time to implement a policy. The relationship of the Commission to the new Director and the understanding between them should be established and this policy could be explained during the interviews process to potential candidates.

M/S/C (Calsy/Bertucci) that the Sonoma County Library Commission adopt the policy suggested by Interim Director Pearson relating to Commission/Administration Division of Labor and Communication, consistent with principles set forth in the chapter on “Working Relationships” published in the California Trustee Took Kit for Library Leadership (1998)

AYES: 3 NO: 2 ABSTAIN: 1 ABSENT: 1

Commission Hintereder said that the Commission should develop amongst themselves a policy following some of the suggested guidelines. Commissioner Calsy felt this was a very good point.

M/S/C (Hintereder/Bertucci) to establish an ad hoc committee to review this policy and come up with recommendations to modify as appropriate. Unanimous.

Commissioner Kunde appointed Commissioner Hintereder, as Chair, along with Commissioner Lynch and Commissioner Calsy to the Commission/Administration Division of Labor and Communications ad hoc committee.

8.1 Claims of \$2,000+ paid subsequent to August 3, 2005.

Claims discussed were: Book Invoices and Janitorial services

8.2 2004-05 fiscal year-to-date revenue and expenditure report – June 2005.

Commissioner Bennett asked Administrative Services Manager Elissa Alfano if former Director Trice had made the observation that in the budget there is \$50,000 for the new facilities project seed money? Could you tell me what fund that is in? Administrative Services Manager Elissa Alfano reported \$60,000 was in #6500, Professional Services line for the current year.

Commissioner Bennett asked, did we commit at a prior meeting \$40,000 towards the Southwest project, as seed money, and if that’s the case, was that in last year’s budget? The original amount talked about was \$100,000, but was reduced by \$40,000. Ms. Alfano added, any monies would probably be part of the #6500, Professional Services, for this year’s budget? Approved last year, and appropriated this year.

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8.3 Library Administration reorganization process.

Assistant Library Director McDermott reported she had a discussion with Commissioner Murphy regarding the reorganization process. They discussed who was going to be involved in the process. Assistant Director McDermott recommended that classification consultant Sally Brian comes back. Ms. Brian previously did the Library's Classification Study and she was interested in participating. The reorganization cannot proceed until we have the necessary job descriptions, costs, and responsibilities defined. She has been well received by staff and has a strong knowledge of our positions including administration, technicians and librarians. Commissioner Murphy suggested Assistant Library Director McDermott contact her.

Interim Director Pearson advised that he would act within his fiscal authority to secure Ms. Brian's services.

8.4 Library Director recruitment update

Assistant Library Director McDermott reported that all of the Commissioners had reviewed the applications. Ms. McDermott wanted to start contacting candidates and set up interviews. Administrative Aide Stephanie Kunkle would contact the Commissioners to check availability for interviews.

8.5 New facility planning reports.

Discussions took place earlier in the meeting during the Fund Development Committee Report.

8.6 Review proposals from Guerneville Library Advisory Board regarding branch public service hours effective January 01, 2006.

Commissioner Lynch reported that a letter was sent to her from Branch Manager Mairi Barsky on behalf of the Library Advisory Board wanting to discuss particular circumstances in Guerneville relative to the general process of changing the opening hours. Commissioner Lynch felt the points were valid and was in support of their suggested changes. Interim Director Pearson reported that at the October meeting a revised system wide schedule would be presented for approval.

LIBRARY ADVISORY BOARDS

9.1 Santa Rosa Advisory Board – Posted and ready for appointment

Commissioner Calsy reported that he had reviewed the bylaws for the Santa Rosa Library Advisory Board and there is no maximum number for members serving. Presently there are nine members serving on the board. Commissioner Calsy further added he had received an application from Dan Smith, a retired city planner.

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M/S/C (Calsy/Bertucci) to appoint Dan Smith to the Santa Rosa Library Advisory Board by resolution for the unexpired term ending June 30, 2007. Unanimous.

9.2 Windsor Library Advisory Board – Posted and ready for appointment

Commissioner Bennett deferred this item until the October 2005 meeting.

9.3 Healdsburg Library Advisory Board – Posted and ready for appointment

Commissioner Bennett deferred this item until the October 2005 meeting.

DIRECTOR'S INFORMATION ITEMS

10.1 CALTAC Special Fall Workshop – Santa Clara Library

Interim Director Pearson reported on the CALTAC Special Fall Workshop to be held at the Santa Clara Library on Saturday, October 29, 2005. He pointed out that the “Implementing RFID Today” presentation might be of interest to Commissioners.

Registration requests should be submitted to Pat Cheek in Administration no later than October 14, 2005.

10.2 California Library Association: Conference & Exhibition

Interim Director Pearson announced the California Library Association Conference and Exhibition, November 4-7, 2005 in Pasadena, California. If any of the Commissioners are interested in attending, let Administrative Aide Pat Cheek know and she will make the necessary arrangements.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Calsy reported that on Saturday, September 10th the Sonoma County Book Festival would be held in Court House Square in Santa Rosa.

In addition, the Santa Rosa Friends will be having their semi-annual Book Faire on October 21-24. During the last event, the Friends group raised over \$63,000, and \$10,000 of that went as a contribution to the Southwest Branch development project.

Commissioner Lynch reported that the Sebastopol Library Advisory Board is really interested in the Commission exploring the issue of earthquake safety in our libraries. They would like to see some standardizing of procedures, and expectations with regard to earthquake safety. She asked that Interim Director Pearson look into establishing some sort of procedures and list this item for discussion on the next agenda.

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Commissioner Bennett reported that Cloverdale just had their annual Friends meeting. Also the Wine Library Associates had a book talk presentation, “A year in the Vineyard”, a stunning pictorial history of vineyards.

Commissioner Hintereder reported that five of ten full-time employees at Rohnert Park have been summoned for jury duty in the last six months.

Commissioner Hintereder passed around an old pamphlet from North Bay Cooperative System published back in 1982, illustrated by Daniel T. Lopez, addressing the Latino community and telling them why they should visit the library. She feels this pamphlet needs to be resurrected and might be appropriate to generate some enthusiasm in the Southwest development.

Commissioner Bertucci reported that everything at the Petaluma Branch was operating well. She asked Interim Director Pearson if he had any information on the status of the New Orleans libraries. Interim Director Pearson reported that information could be found on the ALA website.

Commissioner Kunde reported the Friends of the Sonoma Library are a strong, vibrant group, and asked if the Commissioners were receiving the newsletter.

Commissioner Kunde further added that the Commission should look into some sort of preparedness policies in light of the New Orleans disaster, given California’s history of earthquakes.

Commissioner Bennett reminded the Commission that next month’s meeting started at 6:30 p.m. for the annual service awards in the Forum Room, followed by the regular Commission meeting at approximately 7:30 p.m. in the Board Room.

CLOSED SESSION

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

OPEN SESSION

Commissioner Kunde reported that the closed session convened at 9:15 p.m., in the Central Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci, Calsy, Hintereder, Kunde and Lynch. Commissioner Murphy’s absence was excused.

Also present: Interim Director Roger Pearson, 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. The closed session concluded at 10:10 p.m. It was reported that the Commission discussed the proposal presented by the State mediator and authorized the Library’s negotiator, Assistant Library Director McDermott to follow through on this proposal.

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CLOSED SESSION

Consideration of appointment or employment of Library Director
(California Govt. Code 54957)
Title: Library Director

OPEN SESSION

Commissioner Kunde reported that the closed session convened at 10:15 p.m., in the Central Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci, Calsy, Hintereder, Kunde and Lynch. Commissioner Murphy's absence was excused.

The Commission met in closed session to consider an appointment or employment of a Library Director. The closed session concluded at approximately 10:25 p.m. The Commission is presently making plans to interview five candidates and will be setting up dates for the five applicants as soon as possible.

DATE AND TIME OF NEXT MEETING

REGULAR MEETING:

Date: Wednesday, October 5, 2005

Time: 6:30 p.m.

Convene public session for special event:

Annual employee recognition ceremony

Location: Central Santa Rosa Library – Forum Room

Following event: Adjourn to the Central Santa Rosa Board Room
for regular Commission meeting.

ADJOURNMENT

The meeting adjourned at approximately 10:30 p.m. by acclamation.

Clerk