

Sonoma County Library Minutes of the Library Commission

November 2, 2005

Note: M/S/C = Moved/Seconded/Carried

CALL TO ORDER

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

Commissioners present: Bertucci, Calsy, Hintereder, Lynch, Murphy 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, Branch Manager Anne Marie Murphy, Branch Manager Del Guidinger and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Commissioner Murphy thanked the Commission for their expressions of support and encouragement during his absence. He also thanked Commissioner Kunde for chairing the Commission meetings while he was out.

APPROVAL OF MINUTES – The regular meeting of October 5, 2005.

M/S/C (Lynch/Kunde) to approve the minutes of the October 5, 2005, meeting as presented.

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

Chair Murphy reported that a claim from iTeam Resources, Inc., in the amount of seven thousand eight hundred eighty-six dollars had been submitted following the printing and distribution of the Commission packets. Chair Murphy called for a motion to add the claim to the agenda.

M/S/C (Kunde/Calsy) moved that the Sonoma County Library Commission add to the agenda the claim from iTeam Resources, Inc., in the amount of seven thousand eight hundred eighty-six dollars to the agenda. Unanimous.

CORRESPONDENCE

Minutes of the Library Commission – November 2, 2005

Interim Director Roger Pearson circulated a folder containing a letter he prepared responding to Ms. Barbara Swary, Attorney for the Council on Aging representing Lorraine Jordan.

Interim Director Pearson asked the Commission to review two additional letters that had been copied and handed out. The first letter was from Christine Peasley, Chair of the Windsor Regional Library Advisory Board and the other from the Sonoma County Historical Society. He added the letters would be added to next month's agenda for further discussion.

PUBLIC APPEARANCE

None

PRESENTATION

Windsor's Branch Manager Anne Marie Murphy gave a detailed presentation about ongoing programs at her Windsor branch. She reported the Windsor branch has the largest population of children in the whole county. Many of their programs are aimed towards these children as well as teens. Some of the programs include; Family Fun Nights, pre-school Storytimes, Summer Reading groups, Latino Outreach programs, Teen Book groups and an occasional visit to Chancellor Place, an assisted living facilities where she hosts pre-school Storytimes for the benefit of the residents. She shared photographs and talked about the enthusiasm this program has created within the community. The Commission thanked Anne Marie for her delightful presentation.

ACTION ITEMS BY RESOLUTION

7.1 Management and Confidential Library Employee Benefits

Commissioner Kunde noted that on the proposed resolution concerning Management and Confidential Library Employee Benefits for Fiscal Year 2005-2006, page 1, last paragraph, last word in paragraph, "An" should read "A".

M/S/C (Hintereder/Bertucci) to adopt the resolution approving the Management and Confidential Library Employee Benefits for fiscal year 2005-2006 as amended. Unanimous.

7.2 Resolution commending Library Director Thomas G. Trice on the occasion of his retirement.

Commissioner Murphy asked Interim Director Pearson to contact retired Director Tom Trice to make arrangements for a luncheon in order to present the resolution of service. Interim Director Pearson stated he would contact Mr. Trice.

M/S/C (Bertucci/Kunde) to adopt a resolution of service commending Thomas G. Trice on the occasion of his retirement. Unanimous.

Minutes of the Library Commission – November 2, 2005

ACTION ITEMS BY MOTION

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

Claim: #1 iTeam Resources, Inc., \$7,886.00, for software support for Print Vend Stations

M/S/C (Lynch/Bertucci) to approve the claim for payment to iTeam Resources, Inc., in the amount of Seven Thousand Eight Hundred Eighty-Six dollars (\$7,886.00). Unanimous.

- 8.2 Audit Report for year ended June 30, 2005

Senior Partner at Pisenti & Brinker Ray Pounds gave a brief overview of the fiscal year-end June 30, 2005, audit. Mr. Pounds commended Administrative Services Manager Elissa Alfano for the wonderful job she did in assisting the firm complete the audit process in a timely manner.

Mr. Pounds reported that there were two findings concerning internal control issues that needed to be addressed. The first is adequate controls to prevent the misuse of cash handling in branches and second is the public computer printing fees not being properly collected and recorded.

Staff reported that good progress is being made on the first item, and work is being done on the second.

Commissioner Calsy asked that Administrative Services Manager Elissa Alfano explain the format of the audit report and discuss the findings during the budget workshop scheduled in January. Commissioner Calsy added that thoroughly understanding the audit report would assist the Commission during budget planning sessions. Administrative Services Manager Elissa Alfano said she would plan to explain the audit report at the Commission's Special January Budget meeting.

Commissioner Bertucci asked about the Hopkins Fund in Special Revenue Funds. Mr. Pounds of Pisenti & Brinker explained the Hopkins Fund is now considered a major fund and must be broken out into it's own special fund.

M/S/C (Lynch/Bertucci) to accept the audit report for the fiscal year 2004-05. Unanimous.

- 8.3 Interim Library Director's report for October 2005

Commissioner Calsy asked what had precipitated sexual harassment training for supervisors? Interim Director Pearson stated that a new State law mandates that employer groups our size provide Sexual Harassment training for managers and supervisors at least once every two years.

Minutes of the Library Commission – November 2, 2005

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

- 8.4 Sonoma County Library holiday schedule for 2006.

M/S/C (Hintereder/Kunde) to adopt the 2006 holiday schedule as presented. Unanimous.

- 8.5 Sonoma County Library Commission meeting schedule for 2006.

M/S/C (Hintereder/Bertucci) to adopt the 2006 Commission meeting schedule as presented. Unanimous.

DISCUSSION ITEMS

- 9.1 Claims of \$2,000+ paid subsequent to October 5, 2005.

Claim discussed were: Rincon Valley restitution vandalism settlement; monthly credit card charges for parking, and Piseni & Brinker audit payments.

- 9.2 2004-05 fiscal year-to-date revenue and expenditure report – September 2005.

Commissioner Calsy asked about Item # 6190, Landscape Services. He wanted to know which facilities were covered by this cost. Assistant Director McDermott replied it was our contracted maintenance cost for Central Santa Rosa, Northwest Regional, Rincon Valley Regional, Healdsburg Regional, Sonoma Valley Regional, and Guerneville Regional branches.

Chair Murphy questioned Item #6411, Postal Inventory. He was concerned about the high level of spending at this point in the year. Administrative Service Manager Elissa Alfano stated the increased cost was due in significant part to the cost for returned mail postage fees in connection with bulk mailings by the Fund Development Office. There is a charge for returned mail when addresses are incorrect or out of date. Fund Development Officer Peter Hunter added, the Library requests that mail be returned to assist with tracking address changes and keeping our database current. He stated further that every effort is being made to reduce these amounts and that we are noticing gradual improvement in the accuracy of the database.

- 9.3 Library Administration reorganization process.

Assistant Library Director McDermott reported Sally Brian, compensation and classification consultant, has interviewed staff that could be affected by the implementation of a flat management structure. Currently, Ms. Brian is out of the country, and will return within two weeks. Upon her return, Ms Brian will present a report suggesting some organizational alternatives and how to move forward with the reorganization.

Minutes of the Library Commission – November 2, 2005

Assistant Director McDermott reported to the Commission that Ms. Brian's overall costs to prepare this report would not exceed \$3,000.

9.4 Fund Development Office report

Fund Development Officer Peter Hunter gave a progress report on the individual Library campaign goals for the Santa Rosa Southwest, Sebastopol, Sonoma and Windsor areas. Progress continues as the community library committees continue to meet and plan. The Sonoma Valley Facilities Leadership Committee will meet on November 8, at the Sonoma Valley Library.

Fund Development Officer Peter Hunter is organizing a meeting for the Fund Development Office Committee in November to discuss funding planning, timelines, policies and procedures for the Santa Rosa Southwest project.

Mr. Hunter reported a year-end appeal would be mailed out on approximately November 14. This mailing will be the first collaborative effort between the Sonoma County Public Library Foundation and the Fund Development Program to raise monies for Library programs. The appeal will seek to match two \$10,000 Foundation dollar-for-dollar challenges, one for Southwest Santa Rosa Library Building Fund and the other for Children's Books; plus, the Commission's Miller Fund will challenge gifts for the building fund and Children's books as approved at the August 3, 2005 meeting. For the first time a donor upgrade program will be tried with 900 previous donors from last year's annual fund.

Newsletter #7 is currently being worked on with publication expected in late January or mid-February.

9.5 Earthquake preparedness

Assistant Director McDermott reported she had spoken with Deputy Emergency Services Coordinator Paul Hess from the County to see what procedures and precautions they employ. Currently, the County is distributing earthquake preparedness information packets to all of their departments and employees in order to raise awareness. Ms. McDermott received packets from the County and distributed them to the Commission and the Branch Managers.

Ms. McDermott is also looking into the estimated costs of retrofitting shelves in our branches that are currently not in compliance with the code. Once there is an estimate she will approach the City of Santa Rosa regarding retrofitting the shelves. She reported that the newer branches tend to have shelving that is in compliance with newer codes.

9.6 New facility planning reports

1. Santa Rosa Southwest Region

Minutes of the Library Commission – November 2, 2005

Interim Director reported the Santa Rosa City Council will collect development impact fees that may help pay for architectural and planning costs for the proposed new Library in the Southwest area.

2. Sebastopol/West County Region

No report.

3. Sonoma Valley Region

Interim Director Pearson reported there would be a meeting on Tuesday, November 8, 2005 at the Sonoma Valley Region Library in the Forum Room.

4. Windsor Region

No report.

LIBRARY ADVISORY BOARDS

10.1 Windsor Library Advisory Board – Posted and ready for appointment

Deferred until December.

10.2 Cloverdale Library Advisory Board – Posted only

Deferred until December.

10.3 Healdsburg Library Advisory Board – Posted only

Deferred until December.

10.4 Healdsburg Library Advisory Board – Posted and ready for appointment

Deferred until December.

Commissioner Calsy announced he had a candidate interested in joining the Santa Rosa Library Advisory Board and would like to appoint her. Interim Director Pearson stated we would add it to the agenda for December.

DIRECTOR'S INFORMATION ITEMS

a) Climate Protection Campaign

Interim Director Pearson reported he had received official release forms that would allow the Climate Protection Campaign access to the Libraries' utility bills. Currently, the Deputy County Council Kathy LaRocque is reviewing the release forms.

Minutes of the Library Commission – November 2, 2005

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Kunde reported that she attended the CALTAC workshop on Saturday, October 29th at the Santa Clara Library.

Commissioner Lynch had nothing to report.

Commissioner Calsy reported that on Tuesday, October 18, the Press Democrat featured an article about what you could do to help local children learn to read by

Catherine Held. Commissioner Calsy phoned the author and had a nice conversation with her. In addition, Commissioner Calsy invited her to attend the next Santa Rosa Library Advisory Board meeting on January 18, 2006.

Commissioner Calsy also reported that Santa Rosa's Friends had their semi-annual Book Faire in October. The approximate earnings were close to \$37,000.

Commissioner Murphy spoke about the letter from the Sonoma County Historical Society, and the concluding paragraph's suggestion to meet with the Commission to further discuss their ideas and thoughts. Chair Murphy asked that Interim Director Pearson write a response to the Sonoma County Historical Society acknowledging the communication and indicate that after Director Cooper arrives in mid-December, a meeting will be arranged.

Commissioner Bertucci asked that the Sonoma County Historical Society letter and the Christine Peasley, Chair of the Windsor Library Advisory Board letter be added to the agenda in the near future for further discussion.

Commissioner Bertucci added the Petaluma Library has been very active with programs surrounding the "Day of the Dead" celebrations in October.

Commissioner Bertucci discussed Petaluma's concert series that is presently ongoing. She distributed a brochure with the up coming concerts.

Commissioner Hintereder reported that the Rohnert Park/Cotati Library Advisory Board had excellent attendance at the last meeting. Representatives from the Rohnert Park City Council, and the Mayor of Cotati attended.

M/S/C (Kunde/Bertucci) moved that the Sonoma County Library Commission go into closed session for the purpose of consideration of appointment or employment of a Library Director. Unanimous.

CLOSED SESSION

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

Title: Library Director

Minutes of the Library Commission – November 2, 2005

OPEN SESSION

Commissioner Murphy reported that the closed session convened at 9:02 p.m., in the Central Santa Rosa Library Board Room. Commissioners present: Bertucci, Calsy, Hintereder, Kunde, Lynch and Murphy. Also present Interim Library Director Roger Pearson and Assistant Director Molly McDermott. Commissioners Bennett's absence was excused.

The Commission met in closed session to confirm the appointment and employment of Ms. Sandra Cooper as Director of the Sonoma County Library.

Following the closed session, the Commission returned to open session and a motion was made by Commissioner Lynch and seconded by Commissioner Bertucci to confirm the appointment of Ms. Sandra Cooper as Director of the Sonoma County Library effective December 2005, at a date to be determined, at an annual salary of \$137,000, and other terms and benefits as agreed upon in the offer of employment developed by Assistant Library Director Molly McDermott. Passed unanimously.

DATE AND TIME OF NEXT MEETING

Date:	Wednesday, January 4, 2006
Time:	7:00 p.m.
Location:	Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:05 p.m. by acclamation.

Clerk