

Item 3.0

Sonoma County Library Minutes of the Library Commission

December 7, 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 7:07 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Calsy's absence was excused.

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

Also present: Interim Library Director Roger Pearson; Assistant Library Director Molly McDermott; Director-Designate Sandra M. Cooper; System and Technical Services Manager Jim Rosaschi; Fund Development Officer Peter Hunter; Administrative Services Manager Elissa Alfano; Branch Manager Anne Marie Murphy; Branch Manager Mairi Barsky; Branch Manager Del Guidinger; David Erickson, Climate Protection Campaign; and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

Commissioner Murphy welcomed incoming Sonoma County Library Director Ms. Sandra Cooper. Ms. Cooper will start her employment with the Library on Thursday, December 15, 2005.

APPROVAL OF MINUTES – The regular meeting of November 2, 2005.

Commissioner Bennett reported that under Presentation, fifth line "Chancellor's Place, an assisted living facilities" should read "Chancellor Place, an assisted living facility". And page seven, Commissioner Member Information Items, seventh paragraph, "concert series that are presently" should read, "concert series that is presently". Commissioner Bertucci added that paragraph five in the same section; "Day of the Living" should be changed to "Day of the Dead". Commissioner Kunde reported that on page eight, last paragraph "benefits as agree" should read, "benefits as agreed".

M/S/C (Lynch/Bertucci) to approve the minutes of the November 2, 2005, meeting as amended.

Ayes: 5

No: 0

Abstain: 1

Absent: 1

CORRESPONDENCE

Commissioner Murphy reported a folder containing two letters responding to the Sonoma County Historical Society and Windsor Regional Library Advisory Board Chair

Minutes of the Library Commission – December 7, 2005

Christine Peasley, reviewed at the November 2 Commission meeting, were being circulated.

PUBLIC APPEARANCE

Climate Protection Campaign (CPC) representative Dave Erickson addressed the Commission. He reported the CPC is currently working with nine Sonoma County cities advising them on how to reduce their greenhouse gas emissions and working primarily to help these entities on energy efficiency improvements. He further added that the CPC works in partnership with the Local Government Energy Partnership (LGEP), which provides technical assistance to help local government make improvements in public facilities. Mr. Erickson asked that the Commission approve the authorization to release historical billing data on the Library's energy usage for all branches to the CPC so that they can perform an analysis of the billing records and track use and gas emissions.

Windsor Regional Branch Manager Anne Marie Murphy asked the Commission to again review the correspondence that was directed to them by Windsor Regional Library Advisory Board Chair Christine Peasley, along with the response letter written by Interim Director Roger Pearson. Ms. Murphy added that the Windsor Library Advisory Board was very supportive of the staffing request and hoped the Commission would again review the details of the letters and discuss it with the Administration.

Ms. Murphy also questioned the statement in the November 2, 2005 meeting minutes that a brief discussion followed the review of the correspondence from Chair Christine Peasley. Ms. Murphy said she attended the meeting and does not remember any discussion. Interim Director Pearson stated the brief discussion was simply direction from Chair Murphy to respond to Ms. Peasley's letter.

PRESENTATION

System and Technical Services Manager Jim Rosaschi made a progress report on processing materials. Interim Director Pearson asked for this report to assure the Commission that the flow of materials was greatly improved over the same period last year when there were many problems associated with the Horizon migration. Mr. Rosaschi reported that extra temporary staff was needed to keep on track this year.

The Commission expressed many questions and concerns.

ACTION ITEMS BY MOTION

- 7.1 Claims of \$7,000 or more, which require Commission approval.
Claim: #1 Piseni & Brinker, \$8,221.50, fourth and final billing for audit of financial statements

M/S/C (Bertucci/Hintereder) to approve the claim for payment to Piseni & Brinker in the amount of Eight Thousand Two Hundred Twenty-One dollars and fifty cents. Unanimous.

Minutes of the Library Commission – December 7, 2005

7.2 Sexual Harassment Policy

The Commission agreed to adopt the Sexual Harassment Policy for the Library that is modeled closely on the policy adopted by the County of Sonoma. A policy was prompted by the passage of AB 1825 requiring that employers provide supervisors with two hours of sexual harassment training every two years.

M/S/C (Lynch/Bertucci) to adopt the proposed policy on sexual harassment and further require supervisors to review this policy with all existing staff members and all new hires as part of their training. Unanimous.

7.3 Climate Protection Campaign

Following a brief discussion and the public appeal by Climate Protection Campaign representative David Erickson, the Commission agreed to authorize the release of utility usage records of the Sonoma County Libraries to the Climate Protection Campaign.

M/S/C (Hintereder/Lynch) to authorize Interim Director Pearson to sign the release form for the Climate Protection Campaign to receive customer information from PG&E on the Library's behalf; and, specifically, to request and receive billing records, billing history and all meter usage data used for bill calculation for all Sonoma County Library Facility Accounts regarding utility services furnished by the utility. Ayes: 5 No: 0 Abstained: 1 Absent: 1

7.4 Director's report for December 2005

Commissioner Hintereder thanked Interim Director Pearson for his very informative reports. She felt his in-depth reporting kept the Commission informed of recent activities and hoped to see it continued.

Commissioner Kunde asked if Interim Director Pearson had contacted retired Library Director Thomas G. Trice to see if a luncheon could be organized with the Commissioners in honor of his retirement. Interim Director Pearson responded that Mr. Trice had just returned from an extended trip and asked that he be contacted early next year to arrange a luncheon.

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

DISCUSSION ITEMS

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

Claims discussed were: PG&E - preparing for a large increase in the bills; EBSCO - the libraries on-line subscriptions, North Bay Cooperative annual Proquest and Newsstand services.

Minutes of the Library Commission – December 7, 2005

Commissioner Bennett asked Jim Rosaschi about database costs and data maintenance costs and if they are included as part of the book budget. He asked that some information be provided early next year on the types and costs of some on-line databases.

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

Commissioner Bennett questioned line item #7190, Books and Materials. Commissioner Bennett asked if 33% of the fiscal year was over and 20% or \$270,000 of the book budget was expended. The \$270,000 spent doesn't equate with the \$600,000 Jim just said was spent and encumbered.

Jim responded that his information from the Horizon system is more current than the data provided in the report to the Commission.

Elissa responded that the financial report covers expenditures through October 31, 2005. She has been keeping an eye on the book budget and \$300,000 more was spent between October and now, which when added to the \$270,000 already spent, nearly equals Jim's estimate of \$600,000.

8.3 Fund Development Office report

Fund Development Officer Peter Hunter gave a progress report on the Fund Development Committee meeting held November 28, to discuss the funding plan, timelines, policies and procedures for the Santa Rosa Southwest project. The committee approved the plan to conduct a quiet campaign for a Southwest Branch goal of \$600,000, with an immediate focus on \$300,000 to assist the City of Santa Rosa in funding for architectural designs and State Library Bond 2006 application costs.

Mr. Hunter reported that the year-end appeal had been mailed out and that, within the first few days, gift incomes have exceeded previous records.

Newsletter #7 is being worked on, with mailings expected in late February. Mr. Hunter also passed out a graph showing the increase in gift income following each mailing of the newsletters.

8.4 Earthquake preparedness

Assistant Director McDermott had received packets from the County and distributed them to the Commission and the Branch Managers. The Branch Managers will review the information with staff.

Ms. McDermott reported she had looked into the estimated costs of retrofitting shelves in the branches that are currently not in compliance with the code. Central Santa Rosa Library does not need any upgrades along with Healdsburg, Cloverdale, Rohnert Park, Rincon Valley and Windsor. However, Sebastopol, Petaluma, Northwest, Guerneville and Sonoma are in need of upgrades. Ms.

Minutes of the Library Commission – December 7, 2005

McDermott got some preliminary costs for making the necessary upgrades. She reported Sebastopol could conceivably run around \$58,000, Petaluma \$133,000, Northwest \$43,000, Guerneville \$21,000 and Sonoma \$53,000. The next step would be to approach the cities regarding retrofitting the shelves.

8.5 Review Special Budget meeting date

The Commission agreed to the meeting date set for Wednesday, January 18, 2006.

8.6 Commission and Library Advisory Board Minutes and Agenda distribution

Interim Director Pearson stated that the information was for review and discussion and currently not an action item. He has distributed it to two Library Advisory Boards, and the two LABs concur with the new procedures. We will continue to get input from the remaining LABs and Branch Managers before implementing this policy.

8.7 New facility planning reports

1. Santa Rosa Southwest Region

Interim Director Roger Pearson reported that Director Sandy Cooper, Assistant Director Molly McDermott and Fund Development Officer Peter Hunter were planning to meet with Santa Rosa's Assistant City Manager Marc Richardson along with a representative from the Recreation and Parks Department on December 16, to determine what the next necessary steps are following the hiring of an architect.

2. Sebastopol/West County Region

Commissioner Lynch reported that on Saturday, January 14, there will be another meeting to discuss the northeast quadrant. The meeting will be held at the Sebastopol Community Center.

3. Sonoma Valley Region

Commissioner Kunde reported that the Library Commission New Facility Leadership Committee is currently trying to schedule a meeting in December.

Interim Director Pearson reported that a 1.7-acre parcel at Maxwell Farms might be available. He met with Steve Sharpe from the County Administrator's Office and Mark Cleveland from the Regional Parks Department to discuss the site. They discussed the potential for a new library on that particular site. Mr. Pearson added that there were many advantages and many disadvantages at this site. He contacted Group 4 Architecture to see about doing a thumbnail analysis on the property. Principal Architect Wayne Gehrke stated his firm could do the analysis for around \$4,500.

Minutes of the Library Commission – December 7, 2005

Assistant Director McDermott asked Mr. Pearson if he had heard anything on the Sebastiani property. Interim Director Pearson answered that the City Manager felt the Sebastiani site has no potential as a future site.

4. Windsor Region

Commissioner Bennett reported that the New Facility Leadership Committee for Windsor has a meeting scheduled for Thursday, December 8, 2005, at the Windsor Regional Library Forum Room.

LIBRARY ADVISORY BOARDS

9.1 Windsor Library Advisory Board

M/S/C (Bennett/Bertucci) by resolution to appoint Jean Parnes to the Windsor Library Advisory Board for the unexpired term ending June 30, 2007. Unanimous.

9.2 Cloverdale Library Advisory Board

M/S/C (Bennett/Lynch) by resolution to appoint Walter Hauck to the Cloverdale Library Advisory Board for the unexpired term ending June 30, 2008. Unanimous.

9.3 Healdsburg Library Advisory Board

M/S/C (Bennett/Hintereder) by resolution to appoint Carolyn Harrison to the Healdsburg Library Advisory Board for the unexpired term ending June 30, 2008. Unanimous.

9.4 Healdsburg Library Advisory Board – Posted and ready for appointment New position – 4-year term ending June 30, 2009

Deferred until January 2006.

At the November 2, 2005 Commission meeting, Commissioner Calsy announced he had a candidate interested in joining the Santa Rosa Library Advisory Board and would like to appoint her. Due to Commissioner Calsy's absence, Chair Murphy read Ms. Crystal T. Mangahas' letter of interest to the Commissioners.

M/S/C (Murphy/Bertucci) by resolution to appoint Crystal T. Mangahas to the Santa Rosa Library Advisory Board for a new term ending June 30, 2009. Unanimous.

DIRECTOR'S INFORMATION ITEMS

Interim Director Roger Pearson is completing his four-month temporary assignment; he shared a document titled *Significant Issues and Tasks* with recommendations for priorities and opportunities. The Commission thanked

Minutes of the Library Commission – December 7, 2005

Interim Director Pearson for his good suggestions and expressed their great appreciation for all his efforts during the transition.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Kunde reported on the good media coverage the Friends of the Sonoma Valley Library continue to receive. The Kenwood Press recently reported that their latest book sale netted approximately \$9,000.

Commissioner Hintereder reported that on Tuesday, November 29, the Rohnert Park Chamber of Commerce held their annual holiday tree lighting celebration at the Rohnert Park/Cotati Library.

The Rohnert Park-Cotati Regional Library Volunteer Appreciation Luncheon was held on Wednesday, December 7, 2005.

Commissioner Bertucci reported on the “Art of Hope: Invisible Women of Darfur” painting exhibition by artist Beverly Collins presented by the Petaluma Arts Council and the Friends of the Petaluma Library from November 21 through December 2.

Commissioner Lynch reported that a children’s book sale at the Sebastopol Regional Library was scheduled in early December and an adult book sale in January 2006. In addition, the Armchair Travel Series will be offered again in February on Tuesday evenings.

Commissioner Bennett reported that the art shows at both Windsor Regional Library and at Cloverdale Regional Library were both outstanding.

The Wine Library Associates will hold their annual event, Odyssey, in September 2006, rather than in June.

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 9:22 p.m. by acclamation.

Clerk