

**Sonoma County Library
Minutes of the Library Commission**

January 4, 2006

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 7:03 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Hintereder and Commissioner Lynch’s absences were excused.

Commissioners present: Bennett, Bertucci, Calsy, Kunde, and Murphy.

Also present: Director Sandy Cooper; Assistant Library Director Molly McDermott; System and Technical Services Manager Jim Rosaschi; Fund Development Officer Peter Hunter; Administrative Services Manager Elissa Alfano; and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – The regular meeting of December 7, 2005.

Commissioner Kunde reported that under line item 7.3, second paragraph, the vote should show Commissioner Kunde abstained. Commissioner Calsy added he was absent at the December 7, 2005 meeting and did not second the motion that Commissioner Lynch had made. Commissioner Bennett reported on page one, Approval of the Minutes, “Commissioner Kunde reported,” should read, “Commissioner Bennett reported.” Commissioner Bertucci noted that on page five, line item 8.7, the “Park’s Department” should not have an apostrophe; the appropriate title is: “Recreation and Parks Department.” Commissioner Bennett reported that under line item 8.6, the last sentence, “He will continue,” should read, “We will continue.” Commissioner Bennett added that on page three, line item 7.4, “Mr. Trice had just return,” should read, “Mr. Trice had just returned,” and page four, line item 8.1, “maintenance costs and being,” should read, “maintenance costs if they are.”

M/S/C (Bertucci/Bennett) to approve the minutes of the December 7, 2005 meeting as amended. Ayes: 4 No: 0 Abstain: 1 Absent: 2

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CORRESPONDENCE

Director Sandy Cooper circulated a letter from the City of Sebastopol regarding two planning meetings in Sebastopol and a pamphlet on the February CALTAC workshops.

PUBLIC APPEARANCE

There were no public appearances.

PRESENTATION

Commissioner Murphy reported that Adult Services Coordinator Barbara O’Hara and System and Technical Services Manager Jim Rosachi had prepared a summary of on-line resource costs for the Commission. The staff is preparing an in-depth presentation of selected on-line resources for the February Commission meeting.

ACTION ITEMS BY MOTION

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

Claim#1: Gateway 2000 - \$29,210.74 – twenty-two staff personal computers M/S/C (Bertucci/Calsy) to approve the claim for payment to Gateway 2000 in the amount of Twenty-nine Thousand, Two Hundred Ten dollars and Seventy-four cents. Unanimous.

Commissioner Bennett asked if the Library goes through a bid process when it purchases a large number of computers. System and Technical Services Manager Jim Rosaschi responded that the California Multiple Award Schedule (CMAS), a statewide contract, guarantees County entities the government rate on computers, which are the lowest rates available. Commissioner Bennett asked if Gateway was the only product available, or if other personal computer manufacturers have comparable prices. Mr. Rosaschi said he was not sure. Mr. Rosaschi stated that the Library has used other computers over time, but that Gateway has proven more reliable. Commissioner Calsy asked Mr. Rosaschi to provide competitive prices on comparable equipment. Mr. Rosaschi stated he would create a report before the next large purchase.

Claim #2: Ad-Vantage Marketing, Inc., - \$10,170.09 – Fund Development year-end letter appeal.

M/S/C (Bennett/Bertucci) to approve the claim for payment to Ad-Vantage Marketing, Inc., in the amount of Ten Thousand, One Hundred Seventy dollars and Nine cents. Unanimous.

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7.2 Authorization to provide matching seed money (50/50) in the amount of \$2,380 to the City of Sonoma to conduct site study of proposed 1.7-acre Maxwell Regional Park.

M/S/C (Kunde/Bertucci) to authorize up to \$2,500 from Professional Services on a 50/50 matching basis as seed money for a site assessment of the 1.7-acre site in Maxwell Regional Park, contingent upon a commitment from the City of Sonoma to support the assessment with a matching share. Unanimous.

Following a brief discussion about the Maxwell Regional Park site and the City of Sonoma, the Commission agreed to move forward with the tentative first steps towards a potential Sonoma Valley Regional Library site.

7.3 Authorization to accept proposal of Group 4 Architecture to conduct a site study of proposed 1.7-acre Maxwell Regional Park for a potential Sonoma Valley Regional Library site.

M/S (Kunde/Calsy) to authorize the Library Director to execute an agreement with Group 4 Architecture in an amount not to exceed \$5,000 in Professional Services fund to conduct a site assessment of a 1.7-acre parcel in the Maxwell Regional Park as a potential Sonoma Valley Regional Library site.

Commissioner Bennett expressed concern about the Sonoma County Library contracting directly with Group 4 Architecture to do the site evaluation. He noted that the Library could be setting a precedent by paying for expenses the City should initiate. Commissioner Bennett feels the City should be contracting directly with Group 4 Architecture with the Library offering to share the costs 50/50, not to exceed \$5,000.

Amended motion: M/S/C (Bennett/Calsy) the Sonoma County Library Commission authorizes Library Director Cooper to contact the City of Sonoma requesting that they execute a contract with Group 4 Architecture in an amount not to exceed \$5,000 to conduct a site assessment of a 1.7-acre parcel in the Maxwell Regional Park as a potential Sonoma Valley Regional Library site. Unanimous.

7.4 Director’s report for December 2005

Commissioner Calsy reported he liked the format of Director Cooper’s informative report. The Commissioners agreed, stating they liked her descriptive, narrative style.

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

DISCUSSION ITEMS

8.1 Claims of \$2,000+ paid subsequent to December 7, 2005.

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Claims discussed were: Thea Evensen, J018894, salary for a new Literacy instructor, October and November 2005; PG&E, J018938, utilities billing for 9/30-11/21/05.

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

Commissioner Bertucci noted that the background statement for the year-to-date revenue and expenditure report should read November 2005 not December 2005.

Commissioner Bennett asked about line item #4118, Jail Settlement. Administrative Services Manager Elissa Alfano reported that it was a restitution settlement for the vandalism damage at the Rincon Valley Library.

Commissioner Calsy asked about the difference between line items #6410 Postage and #6411 Postage-Inventory. Administrative Services Manager Elissa Alfano stated the Library used County postage in the past, and it was a way of keeping the funds separate. Commissioner Bennett asked if the two funds could be combined. Ms. Alfano said it could be changed.

8.3 Budget timeline and proposed agenda for Special Budget Workshop scheduled for January 18, 2006.

Commissioner Bertucci asked if the Commissioners would receive packets prior to the meeting. Director Cooper said the packets would be mailed on January 12, 2006. She added that it would include a report on the administrative restructuring.

8.4 Fund Development Office report

Commissioner Murphy asked if Fund Development Officer Peter Hunter wanted to give a progress report on the year-end appeal that had been mailed out in early December. As of January 3, 2006, the number of donors totaled 324 with 206 (63.50%) new donors. The cumulative total of gifts to the Sonoma County Library and the Library Foundation for this joint effort solicitation is \$27,083 as compared to \$8,651 last year.

Sonoma County Library	\$22,113
Library Foundation	<u>\$ 4,970</u>
	\$27,083
Gifts include: Restricted for Children/Teens	\$3,475
Restricted for Southwest Branch	\$8,173
Unrestricted	\$7,405

Newsletter #7 is in its final draft stage. It will go to press in early February with a mail date in late February. For the year 2006, the Library will only publish two newsletters. The second issue for 2006 will be mailed in September.

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Commissioner Bennett asked Mr. Hunter a series of questions about the Miller Endowment. The result was an agreement that Mr. Hunter should provide information about the Miller Endowment at the next meeting.

Director Cooper asked that the Fund Development Committee meet in February to discuss the Miller Endowment and a number of other issues. Cooper added she would also like some time to meet with Mr. Hunter, review the entire scope of the library's gifts and donations, and then talk with the Committee and subsequently the Commission.

8.5 New facility planning reports

1. Santa Rosa Southwest Region

Director Cooper reported that she and Assistant Director McDermott would be meeting with Recreation and Parks Department Director Marc Richardson and Group 4 Architecture on January 10, 2006 to begin the substantive discussions about developing the building program.

2. Sebastopol/West County Region

Director Cooper reported that the City of Sebastopol is having two planning meetings on the redevelopment of the Northeast area of town on January 14 and January 19, 2006.

3. Sonoma Valley Region

Commissioner Kunde had nothing to report beyond the earlier discussion.

4. Windsor Region

Commissioner Bennett reported that the New Facility Leadership Committee met on December 8, and several key members were unable to attend due to illness or the holidays. However, many Library Advisory Board members have started attending the New Facility Leadership Committee meetings to offer support and keep the momentum on this project moving. Discussions about a potential partnership between the city and a developer are continuing.

Commissioner Bennett added that currently the City, developers, and attorneys are discussing labor versus non-union issues for the building of a new facility and at this point, no decisions have been made.

Commissioner Bennett concluded his report with a request from the New Facility Leadership Committee to ask Director Cooper if she would prepare a general presentation for the Town Council of Windsor by the end of March 2006. The purpose would be to generate more support from the Town Council for the project.

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4 **LIBRARY ADVISORY BOARDS**

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6 9.1 Santa Rosa Library Advisory Board

7 Unexpired term ending June 30, 2008. Posted and ready for appointment
8 Santa Rosa Library Advisory Board (Lilia Perez-Delgado resignation).

9 Deferred until the February Commission meeting.

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11 9.2 Healdsburg Library Advisory Board

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13 New four-year term ending June 30, 2009. Posted and ready for appointment
14 Healdsburg Library Advisory Board (Gloria Hersch left the board).

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16 Deferred until the February Commission meeting.

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18 **DIRECTOR’S INFORMATION ITEMS**

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20 Director Cooper reported that Assistant Director McDermott monitored the recent
21 storm situation at the various branches. The primary problem was staff being able
22 to get to and from work. Sebastopol and Guerneville closed on Saturday, and
23 Petaluma closed early at 1:00 p.m. on Saturday. Ms. Cooper added she was glad
24 to report that no significant damage was done to any of the branches.

25
26 Director Cooper added that a message would go out to the branch managers
27 authorizing them to waive fines and fees for patrons who were unable to return
28 books due to Library closures because of flooding. This would also include books
29 damaged in the flood.

30
31 Director Cooper reported that CLA’s Legislative Day in the District would be
32 held two dates: January 27 and February 3. Ms. Cooper will let the
33 Commissioners know definitely what the dates are and arrange for scheduling.

34
35 The State did a *Staying Connected Survey* to look at the quality of public access
36 computing in the State’s public libraries; they issued a “report card.” Ms. Cooper
37 was proud to say that the Sonoma County Libraries received straight A’s! The
38 report covered integrated support with library operations as part of the general
39 budget; replacement policy; and the way we manage service and keep the
40 computers up and running 99% of the time. Congratulations to Mr. Rosaschi for a
41 job well done.

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43 **COMMISSION MEMBER INFORMATION ITEMS**

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45 Commissioner Kunde reported on the good media coverage the Friends of the
46 Sonoma Valley Library continue to receive. She also shared a letter to the editor
47 from Ms. Caroline Moore of Healdsburg printed in *The Press Democrat* on
48 December 19, 2006, advocating hiring locals in the Library system.

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Commissioner Kunde asked that the multi-year projections document, which is distributed to the Commission for the budget workshop, be re-formatted. Elissa Alfano responded that the County mandates the format of the document.

Commissioner Bertucci reported on the Petaluma Branch’s annual staff Christmas luncheon in December.

Commissioner Murphy:

- Asked the Commissioners if anyone knew who the new Chairman of the Board of Supervisors is. The Commissioners did not know.

Commissioner Calsy:

- Noted that the Santa Rosa Library Advisory Board meeting will be on January 18, 2006, and Catherine Held would be showing a video titled, *What You Can Do to Help Local Kids Learn to Read*.
- Reported that the Winter Master Gardeners series would begin in February and that the Toddlers Program would begin at the end of January.

Commissioner Bennett:

- Reported on meetings and events, including the Cloverdale Library Advisory Board, which met on January 3; the Windsor Library Advisory Board meeting next week and the Wine Library Associates Annual Meeting on February 2, 2006, at the Kendall-Jackson Winery in Fulton.
- Asked the Commissioners if they had received their invitations; and if not, he would make sure they got an invitation to this popular event.
- Reminded the Commission that the Wine Library Associates annual fundraiser, Sonoma Odyssey, would be held this year in September rather than June.

Commissioner Murphy acknowledged and welcomed Mr. Terry Oden of the Santa Rosa Friends group, who was an observer.

DATE AND TIME OF NEXT MEETING

Special Meeting – Fiscal Year 2006-2007 Budget Planning Workshop

Date: Wednesday, January 18, 2006

Time: 9:00 a.m.

Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 8:30 p.m. by acclamation.

Clerk