

Sonoma County Library
Minutes of the Library Commission

February 1, 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 6:08 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Lynch’s absence was excused.

Commissioners present: Bennett, Bertucci, Calsy, Hintereeder, 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 – Regular meeting of January 4, 2006, and special meeting of January 18, 2006.

Corrections noted included:

- Commissioner Calsy did attend the January 4, 2006 meeting;
- on page three, line 15, “a conduct” should read “conduct a;”
- on page five, line 19, “on January 10, 2006” should be moved to follow “Group 4 Architecture” on line 18, in order to read correctly.

M/S/C (Bertucci/Calsy) to approve the minutes of the January 4, 2006 meeting as amended. Unanimous.

Corrections noted included:

- on page one, line 32, “scheduled” should be “schedule;”
- on page seven, line 46, “at Statement of Position” should be “a Statement of Position;”
- on page 5, line 22, “so that people can do their jobs” does not read well and proposed it read, “ so that administrative personnel can do their jobs.”

M/S/C (Bennett/Calsy) to approve the minutes of the January 18, 2006 special meeting as amended. Unanimous.

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Commissioner Bennett recommended that when referring to “staff” in the minutes, the recorder should consider differentiating between the Administrative staff and staff (Librarians, Technicians, etc.) for clarification. Director Cooper responded we would make the change.

Commissioner Calsy referenced Sally Brian’s report, “Recommendation #1: That the Director’s Administrative Council (DAC) expands the membership and takes the necessary steps to include appropriate staff in planning and decision-making.” Mr. Calsy asked if Commission members could attend the DAC meetings. Director Cooper responded that the Commissioners are welcome at any time. However, the meeting is held weekly and, if they would like updates, she would send minutes electronically.

CORRESPONDENCE

Items in the Correspondence folder included:

- a letter to the Commission from Sebastopol City Manager David Brennan regarding an energy conservation program to aide in reducing greenhouse gas emissions. Director Cooper will prepare a response that outlines steps already taken and explains that some of the recommendations are not appropriate for a library facility;
- e-mails from Jim Fullmer and Tom Laudari, staff in the Facilities Department, outlining the need for changes in the staff and organizational structure of their unit;
- a memorandum from the State Library with Public Library Fund Allocations, 2005-2006;
- a letter to Mike Fuson, Sonoma’s City Manager, confirming that the City would take the lead in contracting with Group 4 Architecture to conduct the site evaluation of the Maxwell Regional Park location.

PUBLIC APPEARANCE

There were no public appearances.

ACTION ITEMS BY MOTION

6.1 Authorization to hire Library Communications Strategies to work with the Sonoma County Library staff to prepare a strategic communications plan to build community awareness and support for recommendations in the Facilities Master Plan.

Commissioner Calsy asked how this project differs from the work that Group 4 Architecture has done. Director Cooper replied that this project is an assessment to determine what the library needs to communicate to build awareness of and support for the Facilities Master Plan. The result will be a plan that outlines how we can best communicate about the facilities needs. The focus is different from that of Group 4.

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M/S/C (Hintereder/Bertucci) to authorize the Library Director to execute an agreement with Library Communications Strategies in an amount not to exceed \$22,000 to assist the Library in preparing a strategic communications and marketing plan to build awareness of and support for the Facilities Master Plan. Unanimous.

6.2 Approval of payment to Sally Brian

Commissioner Calsy asked how many hours Ms. Brian spent on the project. Director Cooper responded that Ms. Brian had not provided that information; however, she had worked more than originally anticipated. Commissioner Hintereder asked about the initial quote of \$2,500. Ms. Cooper responded that she had checked the minutes of the October 5 and November 2 meetings and Assistant Director McDermott had estimated that her fees and expenses would be approximately \$3,000 to \$5,000. Director Cooper added that the Commission only discussed Ms. Brian's fee and took no formal action. Ms. Cooper said that Ms. Brian had spent additional time on the project after her arrival, which caused the costs to be higher. Commissioner Murphy added it was money well spent.

M/S/C (Kunde/Hintereder) to authorize the Library Director to pay the invoice from Sally Brian for \$7,500. Unanimous.

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

Claim #1: Airco Commercial Services, Inc., \$10,865.00, heating and air-conditioning maintenance.

M/S/C (Bennett/Calsy) to approve the claim for payment to Airco Commercial Services, Inc., in the amount of Ten Thousand, Eight Hundred Sixty-five Dollars (10,865.00) Unanimous.

Claim #2: SirsiDynix, \$36,830.00, eleven routers

M/S/C (Kunde/Bennett) to approve the claim for payment to SirsiDynix, in the amount of Thirty-six Thousand, Eight Hundred Thirty Dollars (\$36,830.00). Unanimous.

6.4 Library Director's report for January 2006

Commissioner Murphy asked about the January 26 meeting that she and Elissa Alfano had with the new County budget analyst. Director Cooper responded that they discussed how the County recommended managing the proposed transition to the Assistant Director's retirement, since such a personnel action requires approval by the Board of Supervisors. Ms. Cooper said that the County does not have a mechanism to allow for two incumbents in the same positions as had been proposed in the recommendations prepared by Sally Brian. The County staff recommends that the Library submit a request for the two new positions with the

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explanation that the Library will delete the Assistant Director's position at the time of Molly McDermott's retirement.

M/S/C (Bertucci/Kunde) to acknowledge the Director's report. Unanimous.

7.1 Continue discussion of FY 2006-2007 Budget

7.1a Follow-up information

Chair Murphy asked if there were any questions regarding the follow-up information that Director Cooper had submitted in Item 7.1a.

Questions about the information included:

- Page 3, line 35, #7120, In-Service Training: concern that the budgeted funds are not used. Does Administration have any suggestions on how to get staff to use the funds? Director Cooper said she was also concerned about staff not taking advantage of the benefit provided by the MOU and that she will work on this issue with staff in the coming months.
- Page 1, #3480, Fines and Fees: What amount do we pay to the collection agency? Administrative Services Manager Alfano responded we normally pay them \$3,500 a month.
- Page 4, line 6, Literacy Program: Please explain the statement that reads: "If the library does not provide an additional \$25,000 to pay the cost to cover the cost of the Families for Literacy Coordinator, the program will have to be reduced." Director Cooper referred the Commission to Attachment B, which outlines the projected budget for the Literacy program. If the program continues to operate at the same level as last year, expenditures would exceed revenues by \$16,067. If the Library does not provide additional funds, the Library will be forced to reduce expenditures for the program.

Commissioner Murphy asked for clarification on the revenue and expenditures for Literacy as reflected in the FY 2006-2007 Budget Discussion Draft. Administrative Services Manager Alfano responded that the proposed expansion of \$25,000 for Literacy is listed under line item #6540, Contract Services.

7.1b Draft Fiscal Year 2006-2007

Director Cooper gave an overview of the FY 2006-2007 Budget Discussion Draft. Ms. Cooper reported that the revenue figures are the same as those presented at the budget workshop on January 18. The expenditure draft has an "expansion" column, which includes the potential increases if the library expands its programs and services. The sum total of the potential items is \$544,371, which includes

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increases in three categories: Salaries and Benefits, Contract Services, and Books and Materials.

Commissioner Murphy asked about page 3, line #5923, PERS-Loc Bds., what is this? Administrative Services Manager Alfano responded it is the amount that the employer has to pay into the PERS retirement program.

Commissioner Murphy asked about page 2, Sub-Total – Other Financing Sources, PY Appropriations Revenue. Administrative Services Manager Alfano responded these are the encumbered items that are carried over from one year to the next.

Commissioner Murphy asked about page 2, Use of Fund Balance. Is the proposed FY 2006-07 amount of \$437,971 a positive or negative number? Administrative Services Manager Alfano responded it represents a decrease in the Fund Balance.

Commissioner Murphy asked about page 5, line item #8562, Computer Equipment. Why is the percentage minus 100.0%? Director Cooper responded that currently there is nothing budgeted for computer equipment in that line.

Commissioner Calsy asked about page 2, line item #4118, Jail Settlement. Administrative Services Manager Alfano responded that it is restitution for vandalism at the Rincon Valley Branch.

Commissioner Bennett asked about Attachment A, page 5, the document showing the breakdown of the materials expenditure by format. Mr. Bennett commented on the note that Solano County Library reported owning twice as many video/DVD items as Sonoma. Commissioner Bennett added that the video collection is used five times more than any other materials and that he thinks the Library should increase its collection.

7.1 c List of possible action items for March agenda

The Commission discussed the last sentence under item #1, “Please confirm that you do not wish to proceed with the creation of the Building Mechanic I position,” as suggested in Sally Brian’s report. Commissioner Bennett responded that the Commission did not come to that conclusion. The goal was to separate that position from the reorganization. He added if Administration and staff consider this position critical, there is no reason not to go ahead and create a Building Mechanic I position.

Director Cooper went on to say that she recognized the fact that Tom Laudari and Jim Fullmer need additional staff, but there are also staffing issues at the branches and funds are limited. The Commission agreed to postpone consideration of the position until the organizational assessment is completed.

The Commissioners discussed the potential \$434,000 increase in the Books/Materials budget, which would bring the total allocated to that line to 12%,

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the target in the library's strategic plan. Commissioner Bennett noted that the result would be a \$550,000 reduction in the reserves. The Commission decided to reduce the Books/Material budget increase so that expenditures total 10.5% of the budget.

7.2 Updating the purchasing policy

Director Cooper reported that the proposed change to the policy was to make sure that the Commission did not have any questions before being asked to take action at the next meeting. Commissioner Murphy stated the present policy is five years old. Director Cooper noted that the dollar limits in the policy are still consistent with the County, but that the delegation of purchasing authority needs to be changed in preparation for the Assistant Director's retirement. The Commission did not request any additional information

Commissioner Bennett asked about 7.1c, item 3, the proposal to contract with Page & Moris to conduct Phase I of the Facilities Improvement Planning. What is this item? Director Cooper responded that the Facilities Improvement Plan would be an interim step to improve the facilities while the Library works to implement the Facilities Master Plan. Commissioner Bennett asked about the anticipated costs of hiring Page & Moris and whether funds were available. Director Cooper responded that the money is available.

7.3 Claims of \$2,000 or more

There was no discussion.

7.4 Fiscal year-to-date revenue and expenditure report

Commissioner Murphy announced we are halfway through the fiscal year. Director Cooper informed the Commissioners that the numbers on this month's report are the same numbers seen at the budget workshop on January 18.

Commissioner Calsy asked about Expenditures, line item #6085, Janitorial Services. Does one firm service all of the Library branches? Assistant Director McDermott responded that a single firm provides the service for the entire library system.

7.5 New facility-planning reports:

Santa Rosa Southwest Region:

- Director Cooper reported that she and Assistant Director McDermott had attended a Project Management Team meeting that morning.
- She met with Recreation and Parks Department Director Marc Richardson on January 23 to discuss coordinating efforts.
- There are plans to reactivate the Southwest Community Advisory Committee.

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- Group 4 Architecture will make a presentation to the Santa Rosa Advisory Board at its March 15 meeting.
- Group 4 is working on a survey for distribution in the Southwest Santa Rosa area with questions regarding the new library and recreational facilities.
- Kathy Page, who is working with Group 4 Architecture, is scheduling interviews and focus groups in the Southwest community.

a) Sebastopol:

- Commissioner Bennett reported that he, along with several library staff members and Friends, attended a focus group with representatives of other cultural organizations and community groups to discuss potential plans for the redevelopment of the Northeast area of Sebastopol.

b) Sonoma Valley:

- Commissioner Kunde reported that we are waiting for the City of Sonoma to execute an agreement with Group 4 Architecture for the Maxwell Regional Park site evaluation.

c) Windsor:

- Commissioner Bennett reported that there was nothing new to report in Windsor and that the Facilities Leadership Committee wanted the new library director to make a presentation to the City Council. Director Cooper reported that the Council's liaison to the Library Advisory Board suggested that library supporters initiate a grassroots effort to convince the Council of the importance of a new building for the library.

8 Library Advisory Boards

8.1a Santa Rosa Library Advisory Board.

Commissioner Calsy stated that the number of members for the Santa Rosa Library Advisory Board is not set in the bylaws. For that reason, Commissioner Calsy would like to close the posting created by Lilia Perez-Delgado's resignation and re-post it in the future if the need arises.

8.1b Sebastopol Library Advisory Board

Director Cooper reported that the library notified Commissioner Lynch of the open position on the Sebastopol Library Advisory Board. Currently, this position is posted only and will be ready for appointment at the March Commission meeting.

8.2 Healdsburg Library Advisory Board

Commissioner Bennett deferred action until the March 2006 meeting.

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8.3 Rohnert Park-Cotati Library Advisory Board

Commissioner Hintereder reported that the Rohnert Park-Cotati Library Advisory Board created a new youth position at its last meeting. Currently, this position is posted only and will be ready for appointment at the March Commission meeting.

DIRECTOR'S INFORMATION ITEMS

Director Cooper reported that she attended the most recent Labor Management Committee meeting. The discussion included the on-going concerns about staff security at smaller branches on Fridays/Saturdays and holidays during the lunch hour, when one staff person is in the building alone.

Director Cooper asked the Commissioners how they felt about the smaller branches closing at noon for lunches on Fridays/Saturdays and holidays when there are only two staff members working. Ms. Cooper added there is a safety issue when there is only one person in the branch at any given time. Commissioner Hintereder suggested hiring college students to work during the overlap. Director Cooper responded she would look into it. The Commission indicated that they would be willing to consider the issue.

Administrative Aide Cheek asked the Commissioners to confirm their attendance at the meetings scheduled with Assemblywomen Patty Berg on Friday, February 24, at 10:30 a.m. and Wes Chesbro's aide Jim Leddy on Friday, February 17, at 11:00 a.m.

Ms. Cheek also informed Commissioner Kunde and Director Cooper that they were registered for the Northern CALTAC workshop on Saturday, February 25. Commissioner Bertucci asked to be registered for the workshop as well.

Director Cooper reminded the Commission that the election of new officers would take place at the March meeting.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Hintereder:

- Commissioner Hintereder reported that banners created by local artists for the City of Rohnert Park would be displayed at the Rohnert Park-Cotati branch.
- Commissioner Hintereder asked the Commissioners to consider appointing Spanish-speaking applicants to the Library Advisory Boards when positions were available in order to represent the ever-increasing Spanish population in our communities.

Commissioner Bertucci:

- Commissioner Bertucci asked if anyone going to the CALTAC workshop would be interested in carpooling. Commissioner Kunde offered to drive.

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- Commissioner Bertucci asked about the progress on staff assignments and the workflow study. Has that analysis started? Director Cooper responded the study would begin in July.
- Commissioner Bertucci reported there was a good turnout at the Petaluma Advisory Board meeting. She added that the Petaluma group has a very active youth member who is a great asset.

Commissioner Murphy reported that the City of Santa Rosa approved a proposed eleven-story complex across the street from the Library. Construction will begin next year.

Commissioner Calsy:

- The pre-school story time for 2-5 year olds started last Monday and there was a nice turnout.
- The California Parenting Institute did a presentation on teaching young children how to read at the last Library Advisory Board meeting.
- The Master Gardening series has begun. Rose pruning is the topic for this Saturday’s meeting.

DATE AND TIME OF NEXT MEETING

Regular Meeting
Date: Wednesday, March 1, 2006
Time: 7:00 p.m.
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:03 p.m. by acclamation.

Clerk