

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

March 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 7:01 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Kunde’s absence was excused.

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

Also present: Director Sandy Cooper; System and Technical Services Manager Jim Rosaschi; Fund Development Officer Peter Hunter; Administrative Services Manager Elissa Alfano; Administrative Aide Pat Cheek and a list of additional attendees is attached to the minutes.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – Regular meeting of February 1, 2006.

Corrections noted included:

- on page two, line 9, “members should” should read, “members could.”
- on page eight, line 21, “would were willing” should read, “would be willing.”
- Commissioner Bennett clarified that his request was to differentiate between the administrative staff and non-confidential staff in future and asked that the change be made on page 2, lines 2-4 .

M/S/C (Calsy/Bertucci) approved the minutes of the February 1, 2006 meeting as amended. Unanimous.

The Commission discussed the distribution and archiving of the approved minutes. Director Cooper said that she would make sure that the approved/amended versions were posted to the web and that a signed version would be kept in the Administration office.

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CORRESPONDENCE

Items in the Correspondence folder included:

- a letter from Ms. Jessica Hazlewood of Santa Rosa regarding the proposed Southwest Branch. Ms. Hazlewood has offered to help with the project.
- a letter from Attorney Robert E. Williams, notifying the Cloverdale Regional Library of a bequest from the Nobles' trust.
- a letter from the California State Library notifying the Healdsburg Wine Library that their LSTA grant application has not been approved to go forward.

PUBLIC APPEARANCE

Terry Oden of the Santa Rosa Friends of the Library spoke to the Commission about Better World Books, a social for-profit company, that sells unwanted books, using the proceeds to benefit both libraries and non-profit literacy initiatives. Mr. Oden added that the Santa Rosa Friends has voted to enter into an agreement with Better World Books and thought that other Friends groups might be interested in participating.

Sandy Cooper, speaking as a member of the public, updated the Commission on the Californians for Literacy and Community Libraries Prop 81 Campaign. Ms. Cooper distributed donation envelopes and endorsement cards to the Commissioners and asked that the Commissioners, as private citizens, consider donating to the campaign and endorsing the bond issue.

CONSENT CALENDAR

- 6.1 Claims of \$7,000 or more
- a. Claim 1: IKON Business Information Services - \$9,670.15, yearly maintenance agreements for four microfiche reader printers
 - b. Claim 2: City of Santa Rosa - \$42,000, building maintenance & improvements contract
 - c. Claim 3: SirsiDynix - \$61,695, Envisionware

6.2 Director's Report for the month of February 2006

M/S/C (Bennett/Bertucci) moved that the Sonoma County Library Commission approve the consent calendar. Unanimous

Commissioner Bennett expressed concern about the costs associated with service contracts and equipment leases such as those included in the IKON maintenance agreement. Director Cooper indicated that Administration would monitor equipment expenditures more closely.

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ACTION ITEMS BY MOTION

7.1 Action to add and delete positions

Commissioner Murphy next referred the Commission the request to approve the addition of two new positions—Public Services Manager and Human Resources Manager—and the deletion of the Assistant Director’s position when Molly McDermott retires on August 1. At the January 18 Budget Planning Workshop, Consultant Sally Brian recommended both these positions in a report. The Commission also needs to authorize the Library Director to delete the Assistant Director’s position when the incumbent Molly McDermott retires in August 2006. If the recommended motions are passed by the Commission and approved by the County Board of Supervisors, Director Cooper will then proceed to recruit and fill the Public Services Manager position no earlier than April 1, 2006 and the Human Resources Manager position no earlier than July 1, 2006.

Commissioner Bennett recommended that the Commission defer this action item until after the preliminary budget, action item number 7.2 discussions are concluded and the preliminary budget is approved. * (see below)

7.2 Approval of preliminary budget

- Commissioner Bennett asked about the significant increases in line items: Services and Supplies, #6041, Alarm System, #6043, and Telephone Service, #6045. Director Cooper responded that budgeted amounts do not reflect the anticipated e-rate reimbursement, which is reflected in the expenditures in the current year and previous years. To be conservative, the Library budget assumes that it will not receive e-rate reimbursements.
- Commissioner Bennett asked about Books/Materials, line item #7190. Director Cooper responded that it reflects 10.5% of the budget, which is what the Commission agreed to by consensus at the February 1, 2006 meeting.
- Commissioner Bennett expressed concern about the decrease in the reserve funds. Director Cooper agreed the percentage is lower than the actual set up budget assumptions. Commissioner Bertucci added that in December 2002, the Commission adopted a Fund Balance policy, which calls for targeting the General Unreserved Fund Balance at either \$1,500,000 or 12.5% of the annual property tax revenue, whichever is greater.
- Director Cooper noted that the current funding levels are not adequate to support the library in future years. The Commission and the library’s management will need to focus on potential solutions in the next few years.

M/S/C (Bennett/Bertucci) moved that the Sonoma County Library Commission approve the preliminary budget for fiscal year 2006-07, as

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presented at the regular meeting of the Library Commission on March 1, 2006. Unanimous

* 7.1 The Commission deferred the motions to add two new positions and delete a position until the preliminary budget was discussed and approved. Following the discussions, the preliminary budget was approved and the motions for item #7.1 are shown below.

M/S/C (Bertucci/Hintereder) moved that the Sonoma County Library Commission approve the creation of two new positions with position descriptions and salary as recommended in Consultant Sally Brian’s January 18, 2006 report: A Public Services Manager and a Human Resources Manager.

AYE: 5 NO: 0 ABSTAIN: 1 ABSENT: 1

M/S/C (Hintereder/Bennett) moved that the Sonoma County Library Commission authorize the Library Director to delete the Assistant Director’s position when the incumbent Molly McDermott retires.

AYE: 6 NO: 0 ABSTAIN: 0 ABSENT: 1

M/S/C (Bertucci/Hintereder) moved that the Sonoma County Library Commission authorize the Library Director to recruit and fill the Public Services Manager position no earlier than April 1, 2006, and the Human Resources Manager position no earlier than July 1, 2006, once the County Board of Supervisors approves these personnel actions.

AYE: 5 NO: 0 ABSTAIN: 1 ABSENT: 1

7.3 Update Purchasing Procedure Policy

Commissioner Bennett noted that on page one of the Purchasing Policy and Procedures draft, page one, line #25, “The Assistant Director” should read “The Director.”

Commissioner Bennett noted that there is no clear information about the internal delegation policies. Mr. Bennett would like to see some level of control that the Director’s designee has a limit of authority to spend money without getting the Director’s approval. Director Cooper responded she would come back to the Commissioners with additional information about internal purchasing operating policies. This item was deferred until the Director provides additional information.

7.4 Authorization for Facilities Improvement Planning

The Commission next considered a proposal from Page & Moris to evaluate the Library’s current facilities and prepare recommendations for

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improvements while the long-term Facilities Master Plan is being implemented. Commissioner Hintereder questioned the necessity of initiating such a project. Ms. Hintereder added that many of the Friends' groups have large sums of money that they would be happy to spend on improving their branch. Director Cooper explained that Page & Moris would identify needed upgrades, and their report would provide the cost estimates to implement each solution, which could then be funded by the Friends groups as well as the Library and the cities.

M/S/C (Bertucci/Calsy) moved that the Sonoma County Library Commission authorize the Library Director to execute an agreement with Page & Moris to prepare the first phase of the branch improvement plan for an amount not to exceed \$24,000.

AYES: 4 NO: 2 ABSENT: 1 ABSTAIN: 0

7.5 Election of officers

Chair Murphy announced that he was appointing a committee consisting of Commissioner Hintereder and Commissioner Lynch to analyze possible procedures to adopt in the yearly election of officers. Commissioner Murphy stated that, to fairly distribute the responsibilities, many public bodies rotate the chair and vice-chair positions, or suggested term limits. Mr. Murphy asked the committee to give a report at the April Commission meeting.

M/S/C (Bennett/Lynch) moved to defer the election of officers until the April 5, 2006 Commission meeting.

YES: 5 NO: 0 ABSTAIN: 1 ABSENT: 1

DISCUSSION ITEMS

An opportunity for members of the Commission and the Library Director to discuss specific topics

8.1 Fund Development Committee Report

Commissioner Bennett reported on the Fund Development Committee meeting held on February 1, 2006. Mr. Bennett noted the appeal results and personal contacts established by Fund Development Officer (FDO) Peter Hunter. The Committee agreed that the FDO should focus his efforts on the capital campaign to raise funds for the Southwest Santa Rosa library project for the next few months. Mr. Bennett added that the City of Santa Rosa is counting on the library to provide at least \$300,000 to support planning and design costs. The Committee has asked Mr. Hunter to proceed. Mr. Bennett then offered the participation and assistance of the Commissioners, as they may be beneficial.

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2 A follow-up meeting has been set for March 31 to further discuss the
3 priorities and report on any updates. Commissioner Bennett reported, in
4 view of the fact that Mr. Hunter's contract expires on June 30, 2006, the
5 committee voted to recommend extending Mr. Hunter's contract six
6 months. This item will appear on the April 5, 2006 agenda for approval.
7

8 8.2 New facility-planning reports: 9

10 Santa Rosa Southwest Regional Library:

- 11 • Director Cooper reported on the Project Management Team meeting on
12 February 22.
- 13 • The Southwest Community Park Advisory Committee (SWCPAC) will be
14 re-constituted, with its first meeting on April 5.
- 15 • Commissioner Calsy reported that Group 4 Architecture will make a
16 presentation at the March 15 Santa Rosa Library Advisory Board meeting.
- 17 • Kathy Page, who is working with Group 4 Architecture, has completed
18 several focus groups and staff interviews to help her prepare the building
19 program for the library portion of the facility.
20

21 Sebastopol:

- 22 • Director Cooper reported that the Sebastopol City Council voted to hold
23 more community meetings before taking any action on plans for the
24 redevelopment of the Northeast area of Sebastopol.
25

26 Sonoma Valley:

- 27 • Director Cooper reported that Sonoma City Manager Mike Fuson sent a
28 draft agreement to Group 4 Architecture for the Maxwell Regional Park
29 site evaluation. Efforts to get the agreement completed and signed are
30 progressing.
- 31 • Sonoma Valley resident Elaine Iturri voiced her concern about plans to
32 use Maxwell Regional Park as a site for a new Sonoma Valley Regional
33 Library facility. She noted that she is part of a group that advocates
34 maintaining the park as it is. Director Cooper explained that discussion of
35 the site is in its early stages and that the community will certainly be
36 involved in planning for a new library.
37

38 Windsor:

- 39 • Commissioner Bennett asked Director Cooper to consider making a
40 presentation to the City Council. Director Cooper reported that Windsor's
41 Library Advisory Board City Council liaison Warin Parker suggests that
42 the impetus needs to come from the community to get the attention of the
43 City Council. Director Cooper stated she would talk again to Mr. Parker.
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45 8.3 Financial reports 46

47 8.3.1 Claims of \$2,000 or more 48

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- Commissioner Bertucci asked about item #J019338 – Bankcard Center. Administrative Services Manager Elissa Alfano reported the Library pays the employees’ monthly parking expense with the credit card.

8.3.2 2005-2006 year-to-date revenue and expenditure report

- Commissioner Bennett asked about the adjustments in Expenditures, line item #6411, Postage-Inventory. Administrative Services Manager Elissa Alfano reported we were over budget due to the Fund Development postage costs. The costs were more than originally projected in this category due to return mail fees.
- Commissioner Bennett asked about Expenditures, line item #8562, Computer Equipment. We are over budget year-to-date. Are we through expending on computers? System and Technical Services Manager Jim Rosaschi responded that we have completed our computer equipment capital expenditures for this year.

LIBRARY ADVISORY BOARDS

9.1 Sebastopol Library Advisory Board

Commissioner Lynch reported that she has an applicant for the open Sebastopol Library Advisory Board position. Ms. Lynch recommended that Clark Mitchel be appointed to the position for the unexpired term ending June 30, 2008.

M/S/C (Lynch/Hintereder) moved by resolution, that the Sonoma County Library Commission appoint Clark Mitchel to the Sebastopol Library Advisory Board for the unexpired term ending June 30, 2008.

9.2 Healdsburg Library Advisory Board

Commissioner Bennett deferred action until the April 2006 meeting.

9.3 Rohnert Park-Cotati Library Advisory Board

Commissioner Hintereder deferred action until the April 2006 meeting.

DIRECTOR’S INFORMATION ITEMS

Director Cooper:

- reported that she had talked with retired Director Tom Trice and he would like to join the Commissioners for lunch. The Commission tentatively chose the date of Tuesday, March 28. Director Cooper stated she would contact Mr. Trice and plan a time and location.

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- acknowledged the efforts and hard work of Del Guidinger, who is currently serving as acting Branch Manager because of Branch Manager Jody Orlick's illness.
- informed the Commission that Library Legislative Day is scheduled for April 26 in Sacramento and added that the North Bay Cooperative Library System trustees' luncheon is planned for May 11 in St. Helena.
- reported that she has been meeting with a subcommittee of branch managers to discuss branch minimum staffing needs.
- reported she is still working on an evaluation of the use of substitutes. Ms. Cooper added she would be holding a quarterly "Leadership Group" meeting, which would include the Administrative Council and Branch Managers, to work on planning and problem-solving, including issues such as the question about substitutes.
- asked the Commission if she should request quotes for the organizational assessment or if the Commission would be willing to consider contracting with Jeannie Goodrich, who is an expert in the field. She noted that, to get on Ms. Goodrich's schedule for the project to begin in June, we would need to confirm our intent to engage her soon. The Commission indicated that they would be willing to review a proposal from Ms. Goodrich the next meeting.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Hintereder:

- reported that Rohnert Park/Cotati Friends are having their Spring 2006 book sale on March 3 and 4.
- announced that she would not be attending the May 3, 2006 Commission meeting.

Commissioner Bertucci:

- reported on the CALTAC workshop she had attended with Commissioner Kunde and Director Cooper.

Commissioner Murphy:

- reported that the Open Space District would be asking the Board of Supervisors to place their request for an early renewal of their one-quarter cent sales tax on November's ballot. Commissioner Murphy stated he was disappointed because the Library Commission had identified the sales tax as a possible new revenue source after the Open Space District tax expired.

Commissioner Calsy:

- reported that he had attended two sessions of the Pre-school Storytime at the Northwest Branch.
- reported that a celebration of the Chinese New Year was held two weeks ago in the Central Santa Rosa Forum Room. There was a large turnout,

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and following the celebration, there was a dinner at the Veterans Building in Santa Rosa.

- reported that the Santa Rosa Friends of the Library Spring 2006 Book Sale is scheduled for April 28 - May 1, 2006.
- reported on the Master Gardener workshops at Rincon Valley on the second and fourth Saturdays.

Commissioner Lynch:

- reported that the Armchair Travel series is thriving and well attended.
- reported that “Images” art show will be unveiled April 6 and show through April 29.

Commissioner Bennett:

- reported that the Healdsburg Friends of the Library would have their annual meeting the week of March 6.
- reported that the Wine Library Associates had their annual meeting in February at the Kendall Jackson Wine Center.

DATE AND TIME OF NEXT MEETING

Regular Meeting
 Date: Wednesday, April 5, 2006
 Time: 7:00 p.m.
 Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:14 p.m. by acclamation.

Clerk