

Sonoma County Library
Minutes of the Library Commission

April 5, 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.

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

Also present: Director Sandy Cooper; Assistant Director Molly McDermott; 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 March 1, 2006.

Corrections noted included:

- on page two, line 25, “asked that the Commissions,” should read, “asked that the Commissioners.”
- on page three, line 39, “\$1,5000,00,” should read, “\$1,500,000.”
- on page five, line 4 “initiating of such a project,” should read, “initiating such a project.”
- on page nine, line 18, “the Kenwood-Jackson,” should read, “the Kendall-Jackson.”
- on page six, line 3, “Commissioner Bennett reported, in view of the fact that Mr. Hunter’s contract expires on June 30, 2006. The Committee,” should read, “Commissioner Bennett reported, in view of the fact that Mr. Hunter’s contract expires on June 30, 2006, the Committee...”

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

Minutes of the Library Commission – April 5, 2006

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Commissioner Bennett discussed the level of details on the Commission meeting minutes stating they were too long. Following a brief discussion, it was decided to leave them as they are.

CORRESPONDENCE

Items in the Correspondence folder included:

- a resolution from the Board of Supervisors, County of Sonoma, authorizing a position allocation change to the 2005-06 final budget to initiate a change in the Sonoma County Library's management structure.
- a letter from State Senator Wesley Chesbro thanking the Library and Commissioners for meeting with his District Director to discuss the Public Library Fund and the upcoming Library Bond Act.
- a notification informing Commissioners of the implementation of AB 1234: Reimbursement Policies.
- a letter from acting Branch Manager Del Guidinger to the Commissioners suggesting setting term limits for Commission members and rotating the position of Chair.

PUBLIC APPEARANCE

There were no public appearances.

CONSENT CALENDAR

6.1 Claims of \$7,000 or more

Claim 1: Ad-Vantage Marketing, Inc., \$12,214.03 – FDO Newsletter #7 mailing.

Claim 2: O'Dell Printing Co., \$8,583.00 – FDO Newsletter #7 printing.

6.2 Director's Report for the month of March 2006

There were no objections, so Commissioner Murphy declared the Consent Calendar items approved.

ACTION ITEMS BY MOTION

(Action Items started with Item 7.2; there was no item 7.1)

7.2 Authorization for Organizational Assessment Project

Director Cooper asked the Commission if they had questions or comments about Jeanne Goodrich's proposal to assist the library with its organizational assessment and work processes analysis.

Commissioner Murphy expressed concern about the financial impact of any recommendations to add positions.

Minutes of the Library Commission – April 5, 2006

1
2 Commissioner Bennett noted that the library has hired several consultants
3 over the years and rarely has there been anything positive and implementable
4 in the studies. Mr. Bennett suggested the project be deferred for six months.
5

6 Director Cooper stated she felt Consultant Jeanne Goodrich could furnish the
7 expertise needed to help the library determine how to use current staff more
8 effectively. Ms. Cooper added she could not handle this project alone.
9

10 Commissioner Calsy asked Director Cooper if she could supply references
11 and copies of previous studies for the Commissioners to review.
12 Commissioner Calsy also suggested that Ms. Cooper contact Jeannie
13 Goodrich and ask her to reserve the Library a spot on her calendar and give
14 the Commission time to follow up on the references. Director Cooper stated
15 she would contact Ms. Goodrich and provide the reference information.
16

17 Commissioner Kunde asked the Commissioners to set a special meeting date
18 to resolve this issue. The Commissioners agreed to meet on Tuesday, April
19 11, at 1:00 p.m. in the Santa Rosa Central Board Room.
20

21 M/S/C (Calsy/Lynch) moved that the Sonoma County Library Commission
22 ask Director Cooper to contact Jeanne Goodrich to ask her to pencil our
23 project in on her calendar so that the Commission may check references and
24 review samples of her reports for other libraries prior to making a decision at
25 the special meeting.
26

27 7.3 Election of officers

28 a. Report of Ad Hoc committee on Election Procedures

29
30 Commissioner Lynch reported that the Ad Hoc committee did not have a
31 report prepared. Commissioner Lynch suggested the Commission discuss
32 the issue and determine the best course of action.
33

34 b. Nominations and election of Commission Chair and Vice-Chair (deferred 35 from previous meeting.)

36
37 Commissioner Murphy expressed two concerns: 1) that the Commission
38 should consider adopting a policy regarding term limits and/or the rotation
39 of Chair and Vice-Chair and 2) that the Commission considers bringing in
40 new, younger members over time. Chair Murphy added that no one should
41 occupy a position indefinitely.
42

43 Following a brief discussion, Commissioner Murphy agreed to stand as
44 Chair for another year. Commissioner Lynch recommended that
45 Commissioner Calsy stand as Vice-Chair and advance to the position of
46 Chair should the Chair step down for any reason. Commissioner Calsy
47 accepted the appointment.
48
49

Minutes of the Library Commission – April 5, 2006

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

M/S/C (Lynch/Bertucci) moved that the Sonoma County Library Commission appoint Commissioner Murphy as the Commission Chair and that Commissioner Calsy as Vice-Chair for a term of one year as stated in the Bylaws. Unanimous

7.4 Six-month extension of contract with Fund Development Officer Peter Hunter

Commissioner Bennett reported on the Fund Development Committee Meeting held on March 31. The Committee had three recommendations: 1) that the Commission support designating \$59,563 of undesignated funds raised by the Fund Development Office for Southwest Santa Rosa project. 2) that the Library Commission periodically review undesignated funds raised by the Fund Development Office and determine on the most appropriate use of those funds. 3) that the Library identify an influential, visible community leader who will be a “champion” to assist us in raising funds for the Southwest Santa Rosa Regional Library.

M/S/C (Bennett/Hintereder) moved that the Sonoma County Library Commission approve the Fund Development Committee recommendations.

YES: 6 NO: 0 ABSTAIN: 1 ABSENT: 0

Commissioner Bennett reported that the Fund Development Committee recommended a six-month contract extension through December 31, 2006, for Fund Development Officer Peter Hunter. Mr. Bennett added that, with the Library’s financial commitment to the City of Santa Rosa for the proposed Southwest Santa Rosa Regional Library planning and the other major issues the Fund Development Committee has addressed, it is critical to extend Mr. Hunter’s contract.

M/S/C (Bertucci/Lynch) moved that the Sonoma County Library Commission authorize the six-month extension of the contract ending December 31, 2006, for Fund Development Officer Peter Hunter. Unanimous

Commissioner Bennett asked the Library Director to prepare an estimate of the financial impact of staffing and operating the proposed Southwest Santa Rosa Regional Library for the Commission in the next two months. Director Cooper said the staff would develop estimates based on the cost of operating branches of similar size in the system.

DISCUSSION ITEMS

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

8.1 New facility-planning reports:

Minutes of the Library Commission – April 5, 2006

Santa Rosa Southwest Regional Library:

- The Library Director reported on the Southwest Santa Rosa Regional Library Project Management Team meeting earlier in the day.
- Commissioner Calsy reported on the Southwest Community Park Advisory Committee (SWCPAC) held earlier in the day.
- Director Cooper reported that the first staff Leadership Group meeting is April 12, and Kathy Page and Wayne Gehrke will be there to discuss the project and the draft of the space needs report.

Sebastopol:

- Commissioner Lynch reported on Sebastopol's Community Workshop held on April 1.

Sonoma Valley:

- Commissioner Kunde had nothing to report.
- Director Cooper reported that City Manager Mike Fuson and Group 4 Architects were still working out the details of the Maxwell Park site study contract.

Windsor:

- Commissioner Bennett reported that the Windsor City Council has asked the Windsor Library Advisory Board to make a presentation about the proposed Windsor Library in June. Director Cooper responded she had also been contacted, and it has not been determined who will speak at the June 21 Windsor City Council meeting.

8.2 Financial reports

8.2.1 Claims of \$2,000 or more

There were no questions or comments about the claims.

8.2.2 2005-2006 year-to-date revenue and expenditure report

- Commissioner Calsy asked about County Car Expense, line item #7301, through Private Car Expense, line item #7303, and what is included in these line items. Administrative Services Manager Elissa Alfano responded that County Car Expense represents the expenditures that we incur for our delivery vans and maintenance vehicles, and Private Car Expense is mileage and parking reimbursements for company travel between branches and the County.

LIBRARY ADVISORY BOARDS

9.1 Healdsburg Library Advisory Board

Commissioner Bennett deferred action until the May 2006 meeting.

Minutes of the Library Commission – April 5, 2006

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

9.2 Rohnert Park-Cotati Library Advisory Board

Commissioner Hintereder reported that she had three applicants for the new Rohnert Park-Cotati Library Advisory Board youth member position. Ms. Hintereder recommended that Kamal Kaur be appointed to the youth-member position for the one-year term ending June 30, 2007.

M/S/C (Hintereder/Bennett) moved by resolution, that the Sonoma County Library Commission appoints Kamal Kaur to the Rohnert Park-Cotati Library Advisory Board – youth member, for the one-year term ending June 30, 2007.

DIRECTOR’S INFORMATION ITEMS

10.1 Process for selecting accounting firm for audit

Administrative Services Manager Elissa Alfano outlined her recommendations for the process for selecting an auditing firm for this year’s audit, which may result in a change in firms. The Commission asked Ms. Alfano to request an arrangement letter to present at next month’s meeting.

10.2 Process for Library Advisory Board appointments for terms expiring June 30, 2006

Director Cooper asked the Commissioners if Administrative Aide Pat Cheek could follow the procedure of directly contacting Library Advisory Board members whose terms expired on June 30, 2006, by telephone to determine if they wished to be reappointed for a new unexpired term ending June 30, 2010. The Commissioners concurred.

10.3 Plans for CLA Library Legislative Day, April 26

Director Cooper asked if any of the Commissioners would be interested in attending the CLA Library Legislative Day in Sacramento on Wednesday, April 26. Commissioner Bertucci indicated that she was interested in attending..

10.4 Plans for North Bay Cooperative Library System Luncheon, May 11 and Library Director’s Potential Conflict.

Director Cooper asked if any of the Commissioners were interested in attending the North Bay Cooperative Library System luncheon on Thursday, May 11 in Napa County. Commissioners Bennett, Bertucci and Calsy are interested in attending and Pat Cheek will confirm their plans when the registration information is available.

Minutes of the Library Commission – April 5, 2006

1
2 Director Cooper reported that she has an invitation to attend the Western
3 Council of State Librarians Workshop at Cerritos Library scheduled for
4 the same day. She wanted to make certain that the Commission did not
5 object to her missing the NBC meeting. The Commission had no
6 objections.

7 8 COMMISSION MEMBER INFORMATION ITEMS

9 10 Commissioner Hintereder:

- 11 • reported that Rohnert Park/Cotati Library's Friends donated \$1,400 for
12 exterior trash receptacles for the reading grove behind the Library.
- 13 • announced that a volunteer is providing Internet tutorials once a week for
14 Library patrons.

15 16 Commissioner Bertucci:

- 17 • reported that Petaluma's Branch Manager Kiyoko Okazaki was planning a
18 weeklong 30th anniversary celebration July 11 through July 15 for the
19 Petaluma Regional Library, which originally opened on July 11, 1976.

20 21 Commissioner Calsy:

- 22 • reported that the Friends of the Santa Rosa Libraries Book Fair is
23 scheduled for April 28-May 1.
- 24 • reported that he was still enjoying Toddler-time Storytime with his
25 grandchildren.
- 26 • reported that the Master Gardener workshop at Rincon Valley on April 8
27 would feature "Gardening for Children."

28 29 Commissioner Lynch:

- 30 • reported that the Guerneville Library just finished their *Readers Theater:*
31 *A Series of One Act Plays*, which was well received by the community.
- 32 • reported that the Images Art show is opening at the Sebastopol Library on
33 April 6.

34 35 Commissioner Bennett:

- 36 • reported that the Healdsburg Library has a new chair that will organize
37 upcoming art shows.
- 38 • reported that Isabelle C. Nobles, a former Cloverdale resident and patron
39 of the Cloverdale Library, recently passed away and bequeathed a portion
40 of her estate to the Cloverdale Branch.
- 41 • reported that the Sonoma County Board of Supervisors reappointed him to
42 the Library Commission for the unexpired term ending June 30, 2010.

43 44 Commissioner Kunde

- 45 • reported that all is well at the Sonoma Valley Branch.

Minutes of the Library Commission – April 5, 2006

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

DATE AND TIME OF NEXT MEETING

Special Meeting: Authorization for Organizational Assessment Project
Date: Tuesday, April 11, 2006
Time: 1:00 p.m.
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:30 p.m. by acclamation.

Clerk