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5 **Sonoma County Library**
6 **Minutes of the Library Commission**
7 **Special Meeting**

8
9 **April 11, 2006**

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11 **Note: M/S/C = Moved/Seconded/Carried**

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13 **CALL TO ORDER**

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15 The Sonoma County Library Commission met in special session. Commissioner
16 Murphy called the meeting to order at 1:11 p.m. in the Board Room of the Santa
17 Rosa Central Library.

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

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22 Also present: Director Sandy Cooper; Assistant Director Molly McDermott; Fund
23 Development Officer Peter Hunter; Building Mechanic II Tom Laudari; SEIU
24 Local 707 Representative Bill Steck; and Administrative Aide Pat Cheek.

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26 **ANNOUNCEMENTS AND INTRODUCTIONS**

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28 There were no announcements or introductions.

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30 **PUBLIC APPEARANCE**

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32 There were no public appearances.

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34 **ACTION ITEMS BY MOTION**

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36 4.1 Authorization for Organizational Assessment Project

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38 Commissioner Murphy asked for reactions to the additional information on
39 previous work that Ms. Goodrich performed.

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41 Commissioner Calsy reported on his telephone conversations with two references:
42 Solano County Library Director Ann Cousineau and State Librarian Susan
43 Hildreth. Both Ms. Cousineau and Ms. Hildreth found Ms. Goodrich's
44 recommendations very valuable and were pleased with the results. Mr. Calsy
45 added, because of the analysis reports and recommendations to each institution,
46 successful changes were then implemented.

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Commissioner Murphy stated he did not doubt Ms. Goodrich's qualifications or expertise; however, he expressed his concerns about her proposal not referring to any anticipated expense or the effect any new positions might have on the library's finances.

Commissioner Lynch added that having an unbiased, professional consultant from the outside analyze our existing positions and work processes was a good idea and that she supported the proposal.

Commissioner Bennett stated he was opposed to the proposal as presented. Mr. Bennett added that he did not believe that Ms. Goodrich's assessment was necessary. He read quotes from the Management Assessment study previously done for the Library, which he believes addressed similar issues. Commissioner Bennett added that Ms. Goodrich work might be beneficial if it addresses the work processes, the existing positions, and exclude our organizational structure.

Director Cooper suggested that, since the Library has a very lean management team, the Library will need to consider hiring consultants on occasion because we do not have the staff in sufficient numbers or with the expertise to do some of the work that must be done.

SEIU Local 707 Representative Bill Steck addressed the Commission. Mr. Steck wanted to convey the following points on behalf of the library staff represented by the union:

- Please do not engage in another study if there is not going to be a commitment to follow-through with the process. Staff has gone through studies before without any resolution, and it only increases frustration and lowers morale.
- In doing this study, Ms. Goodrich needs to evaluate, not just the service needs of the public, but the actual basic needs of the employees that are not being met. Some of the issues that need to be addressed are: 1) safe levels of staffing, 2) environmental issues and 3) ergonomic issues. Mr. Steck further recommended that the Union be involved in the study up-front and that every branch gets their own individual attention and review in the study.

Labor Management Committee member Tom Laudari, a Building Mechanic II, addressed the Commission. Mr. Laudari asked the Commissioners if the Facilities Department would be included in the assessment. Director Cooper responded, yes.

M/S/C (Bertucci/Calsy) that the Sonoma County Library Commission authorize the Library Director to execute an agreement with Consultant Jeanne Goodrich in an amount not to exceed \$40,000, to assist the library in an organizational assessment project.

YES: 5 NO: 2 ABSENT: 0 ABSTAIN: 0

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Director Cooper indicated that she would work with Ms. Goodrich to develop a more detailed scope of work statement that responds to the issues raised in the discussion.

DISCUSSION ITEMS

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

Discussion item deferred until a later meeting.

DATE AND TIME OF NEXT MEETING

Regular Meeting
Date: Wednesday, May 3, 2006
Time: 7:00 p.m.
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 2:00 p.m. by acclamation.

Clerk