

Sonoma County Library  
Minutes of the Library Commission

May 3, 2006

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Commissioner Kunde called the meeting to order at 7:09 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Calsy and Commissioner Hintereder’s absences were excused.

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

Also present: Director Sandy Cooper; Assistant Director Molly McDermott; Fund Development Officer Peter Hunter; Administrative Services Manager Elissa Alfano; Branch Manager Del Guidinger; 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 April 5, 2006 and the special meeting of April 11, 2006.

There were no corrections or additions.

M/S/C (Lynch/Bertucci) approved the minutes of the April 5, 2006 regular meeting. Unanimous.

M/S/C (Lynch/Bertucci) approved the minutes of the April 11, 2006 special meeting. Unanimous.

CORRESPONDENCE

Items in the Correspondence folder included:

- E-mail from Children’s Librarian Susan Coffman to Director Cooper expressing concern that Clover-Stornetta’s mascot “Clo” may not make an appearance at the Library this summer.
- E-mail from Stephan Buffy to Director Cooper informing her a Sonoma Valley resident Ken Bowles would be calling to voice his opposition to using the Maxwell Regional Park site for a new Library.

1  
2 **Minutes of the Library Commission – May 3, 2006**

3  
4 **PUBLIC APPEARANCE**

5 Secretary for the Santa Rosa Friends of the Library Terry Oden reported that the  
6 Friends had their Annual Spring Book Faire, April 28 - May 1, 2006.  
7 Approximately \$35,500 was raised. Mr. Oden added that the Friends are also  
8 doing very well selling books on EBay and the Book Carts, bringing the total to  
9 around \$37,000.

10 **CONSENT CALENDAR**

11  
12 6.1 Claims of \$7,000 or more

13 Claim 1: Upstart – summer reading supplies - \$6,077.75

14 Claim 2: SirsiDynix – Horizon module functionality test - \$35,688.20

15 Claim 3: Sandy Cooper – moving expenses - \$10,000

16  
17  
18  
19 6.2 Director’s Report for the month of April 2006

20  
21 There were no objections, so Commissioner Kunde declared the Consent  
22 Calendar items approved.  
23

24 **ACTION ITEMS BY MOTION**

25  
26 7.1 Confirm Actions of Fund Development Committee Recommendations

27  
28 Director Cooper asked the Commission to reconfirm the recommendations  
29 of the Fund Development Committee that were presented at the April 5,  
30 2006 Commission meeting. The recommendations were not on the  
31 agenda, a violation of the Brown Act §54954.2.  
32

33 M/S/C (Bennett/Lynch) moved that the Sonoma County Library  
34 Commission confirm its approval of the recommendations of the Fund  
35 Development Committee presented at the April 5, 2006 regular meeting.  
36 Unanimous.  
37

38 **DISCUSSION ITEMS**

39  
40 An opportunity for members of the Commission and the Library Director to  
41 discuss specific topics  
42

43 8.1 Library Safety & Security:

44  
45 Director Cooper reported that staff members at the Central and Northwest  
46 branches have expressed concerns regarding Library safety and security  
47 following several recent patron incidents. Ms. Cooper told the  
48 Commission that her goal is to create a safe and welcoming environment  
49 for patrons and staff. Currently, the Library staff is reviewing the

## Minutes of the Library Commission – May 3, 2006

1  
2 “General Rules of Library Conduct” and will be preparing an updated  
3 policy. Management is also reviewing new training options; policy and  
4 guideline revisions; legal issues and constraints; customer service;  
5 handling difficult situations; and emergency procedures.  
6

### 7 8.2 New facilities planning reports: 8

#### 9 Santa Rosa Southwest Regional Library:

- 10 • The Library Director reported on the Southwest Santa Rosa Regional  
11 Library Project Management Team meeting earlier in the day.  
12 Discussions included a review of preliminary cost information.
- 13 • The Library Director reported on the new Southwest Santa Rosa Internal  
14 Project Team meeting earlier in the day. Wayne Gehrke and Jill Eyres  
15 from Group 4 Architecture worked with the staff team to identify  
16 programming patterns. The group also provided additional feedback on  
17 the library space needs study.
- 18 • The Library Director reported on early planning discussions with the City  
19 of Santa Rosa regarding the future of Northwest Regional. She recently  
20 attended a meeting to discuss updating the Northwest Community Park  
21 master plan, and Marc Richardson from the City of Santa Rosa has also  
22 identified other options for replacing the current facility if Coddington’s  
23 owners want to purchase the current building to make way for the mall’s  
24 expansion and renovation. She told the Commission that she and Marc  
25 Richardson would continue to work on a variety of options.  
26

#### 27 Sebastopol:

- 28 • Commissioner Lynch reported that a Sebastopol Community Workshop  
29 would be held on May 6.  
30

#### 31 Sonoma Valley:

- 32 • Commissioner Kunde reported that the County staff and Supervisor  
33 Valerie Brown want to review the legality of using the Maxwell Park  
34 location for a new library. County staff called the Library Director to ask  
35 her to suspend planning for the site evaluation for the time being.  
36

#### 37 Windsor:

- 38 • Commissioner Bennett reported that the Windsor Library Advisory Board  
39 discussed the Town Council’s views on sites for a new library with  
40 Council Liaison Warin Parker. The Library Director Cooper and  
41 Commissioner Bennett will make a presentation about the need for a new  
42 Windsor Library at their June 21 meeting.  
43

### 44 8.3 Financial reports 45

#### 46 8.3.1 Claims of \$2,000 or more 47 48

## Minutes of the Library Commission – May 3, 2006

1  
2 Commissioner Bennett observed that he was pleased to see that the  
3 Library was buying many books. Mr. Bennett asked if they were being  
4 processed quickly. Director Cooper replied that all the processing was  
5 current, and there was no backlog.  
6

7 Commissioner Bennett asked about claim #J019792, Karen Whissen.  
8 Administrative Services Manager Elissa Alfano replied Ms. Whissen is  
9 one of the contract Literacy teachers.  
10

### 11 8.3.2 Fiscal Year 2005-2006 year-to-date revenue and expenditure report 12

13 • Commissioner Bertucci asked about the Use of Fund Balance.  
14 Administrative Services Manager Elissa Alfano replied that we are  
15 using less of the Fund Balance. Ms. Alfano added that the County  
16 now projects that property tax revenues will be \$500,000 over original  
17 estimates.  
18

19 • Commissioner Bennett asked about Fund Balance. Administrative  
20 Services Manager Elissa Alfano replied that uncollected tax income is  
21 not reflected in the total. By June the balance will be consistent with  
22 projections.  
23

### 24 8.3.3 Fiscal Year 2005-2006 budget: third quarter report 25

26 The Commissioners reviewed the report. There were no questions or  
27 comments.  
28

## 29 **LIBRARY ADVISORY BOARDS** 30

### 31 9.1 Healdsburg Library Advisory Board 32

33 Commissioner Bennett reported that he had an applicant for the  
34 Healdsburg Library Advisory Board position. Mr. Bennett recommended  
35 that Thomas Colbert be appointed to the position for the four-year term  
36 ending June 30, 2009.  
37

38 M/S/C (Bennett/Murphy) moved by resolution that the Sonoma County  
39 Library Commission appoint Thomas Colbert to the Healdsburg Library  
40 Advisory Board for the four-year term ending June 30, 2009. Unanimous.  
41

### 42 9.2 Sebastopol Library Advisory Board 43

44 Commissioner Lynch deferred action until the June 2006 meeting.  
45

### 46 9.3 Sebastopol Library Advisory Board 47

48 Commissioner Lynch deferred action until the June 2006 meeting.  
49

Minutes of the Library Commission – May 3, 2006

**DIRECTOR’S INFORMATION ITEMS**

10.1 Update on Letter of Arrangement with auditing firm.

Director Cooper reported that the Library received an arrangement letter from Beels, Soper & Frei LLP. The cost to perform this year’s audit will be \$18,750.

10.2 Update on review of substitutes.

Director Cooper gave a progress report on her work to respond to the Commission’s request that she review the use of extra help. The Director’s Administrative Council and staff have been working on the issue. Ms. Cooper added that the work includes: redesigning the substitute timesheet will provide better information on current expenditures; identifying appropriate policies and guidelines for the use of substitutes; and studying the problems the Library has maintaining an adequate pool of substitutes.

**COMMISSION MEMBER INFORMATION ITEMS**

Commissioner Lynch reported:

- On Guerneville’s Volunteer Appreciation Day.
- That Sebastopol’s Branch Manager Arlene Kallen has returned from vacation.
- That there was an art show in April at the Sebastopol Library.
- That Page & Moris visited the Sebastopol Library as part of the branch facilities improvement project.

Commissioner Bennett reported:

- That the Wine Library Associates are planning an Appellation tour and invited the Commission to attend.

Commissioner Murphy:

- Reported he had received a copy of a letter and proclamation addressed to Dr. Margaret Lynch indicating that the Sebastopol City Council has endorsed and supported the 2006 California State Library Bond.
- Noted the recent *The Press Democrat* editorial in supporting the upcoming library construction bond issue and the article on the bond issue and the library’s facilities needs.
- Announced he would not be at the June 7 Commission meeting.

Commissioner Bertucci reported:

- On the successful Volunteer Appreciation activities at the Petaluma Library, distributing a sample of the Volunteer Appreciation magnets to the Commission.

**Minutes of the Library Commission – May 3, 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

Commissioner Kunde reported:

- On the various art displays in the DeLong Room at Sonoma Valley.
- That the Friends group is still very active and is having a book sale on May 18, 19 and 20.
- On the Young Writers Awards Night ceremony she attended.

**DATE AND TIME OF NEXT MEETING**

Date: Wednesday, June 7, 2006  
Time: 7:00 p.m.  
Location: Central Santa Rosa Board Room

**ADJOURNMENT**

The meeting adjourned at approximately 8:21 p.m. by acclamation.

---

Clerk