

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

June 7, 2006

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Commissioner Calsy called the meeting to order at 7:02 p.m. in the Board Room of the Santa Rosa Central Library. Commissioner Murphy’s absence was excused.

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

Also present: Director Sandy Cooper; Assistant Director Molly McDermott; Fund Development Officer Peter Hunter; Administrative Services Manager Elissa Alfano; Interim Central Branch Manager Del Guidinger; and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – Regular meeting of May 3, 2006.

Corrections noted included:

- On page three, line 41, “Commission Bennett” should read, “Commissioner Bennett.”
- On page six, line 5, “May 28, 29 and 20.” should read, “May 18, 19, and 20.”
- On page six, line 10, “July 5, 2006” should read, “June 7, 2006”

M/S/C (Lynch/Kunde) approved the minutes of the May 3, 2006 regular meeting as corrected.

AYES: 5 NO: 0 ABSTAIN: 1 ABSENT: 1

CORRESPONDENCE

Items in the Correspondence folder included:

- A letter from Martha McGreevy of San Jose to the Library Commission regarding inappropriate Internet viewing in front of her grandson at the Northwest Regional branch. Director Cooper stated she would respond to the letter and put a copy in the Correspondence folder next month.

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- 2 • E-mail from Branch Manager Ginny Gustin to Assistant Director McDermott
- 3 outlining the Northwest Regional Library staff’s perspective on the incident
- 4 described in Ms. McGreevy’s letter.
- 5
- 6 • Article written by Santa Rosa LAB member Barbara Fisher – *Changing the*
- 7 *Lives of Students.*
- 8

9 PUBLIC APPEARANCE

10 There were no public appearances.

13 PRESENTATION

14
15 Children’s Services Coordinator Susan Coffman gave a presentation on the summer
16 programs planned for children and teens. She distributed sample materials for the
17 “Paws, Claws, Scales, and Tales!” Summer Reading program.

18
19 The Commission thanked Susan Coffman for the informative presentation.

21 CONSENT CALENDAR

22 7.1 Claims of \$7,000 or more

- 23 a. Claim 1: CDW Government Inc., 750 licenses for Norton Anti-virus
- 24 (\$14,418.01)
- 25 b. Claim 2: SirsiDynix, annual software maintenance (\$11,939.05)
- 26 c. Background information on computer prices
- 27 Claim 3: Gateway 2000 – new computers (\$11,816.74)
- 28 Claim 4: Gateway 2000 – new laptops (\$37,657.22)
- 29 Claim 5: Gateway 2000 – Gates Funds (\$20,801.96)
- 30 d. Background information on purchase of furniture
- 31 Claim 6: Advent – furniture deposit for Northwest branch (\$7,756.92)
- 32 Claim 7: Advent – computer carrels for Cloverdale, Healdsburg,
- 33 Petaluma and Windsor (\$35,750.13)
- 34 e. Claim 8: Western Truck Parts & Equipment Co., LLC – delivery truck
- 35 purchase – (\$37,751.10) (*see item 11.2.1. for background information*)
- 36 f. Claim 9: The Lab – Photo Grant – prints of photos – (\$16,351.87)
- 37

38 7.2 Director’s Report for the month of May 2006

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41 There were no objections, so Commissioner Calsy declared the Consent Calendar
42 items approved.

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4 **ACTION ITEMS BY MOTION**

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6 8.1 Interim Purchasing Procedure Policy

7 Director Cooper reported that she has been reviewing the purchasing practices
8 and is currently working on the issue of delegation of authority and other
9 internal procedures. In the interim, Director Cooper asked that the
10 Commission designate her as interim purchasing officer. This will allow her
11 to consult with Assistant Director McDermott on purchasing issues in
12 preparation for Ms. McDermott’s retirement.

13 M/S/C (Bennett/Kunde) moved that the Sonoma County Library Commission
14 approve an interim purchasing procedure policy, effective immediately,
15 revising the original policy adopted on October 4, 2000, with the sole
16 modification being the designation of the Library Director as the interim
17 purchasing officer. Unanimous.

18
19 **CLOSED SESSION**

20
21 9.1 Discussion of personnel issues with the Library Director (Brown Act,
22 §54954.2)

23
24 **OPEN SESSION**

25
26 10.1 Commissioner Calsy reported that the closed session convened at 8:03 p.m. in
27 the Central Santa Rosa Library Board Room. Commissioners present:
28 Bennett, Bertucci, Calsy, Hintereder, Kunde, and Lynch. Commissioner
29 Murphy’s absence was excused. Also present: Director Cooper.

30
31 The Commission met in closed session to discuss various personnel issues
32 with the Library Director (Brown Act, §54954.2). There were no decisions or
33 action taken. The closed session concluded at 8:55 p.m.

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35 **DISCUSSION ITEMS**

36
37 An opportunity for members of the Commission and the Library Director to discuss
38 specific topics

39
40 11.1 New facilities planning reports:

41
42 Santa Rosa Southwest Regional Library:

- 43
44 • The Library Director reported on the Project Management Team meeting
45 held that morning. She noted that the failure of Proposition 81 would have
46 an impact on the project. At the meeting, Marc Richardson, Assistant City
47 Manager for the City of Santa Rosa, noted that the City would be
48 reviewing its plans as a result of the election. He noted that it was likely
49

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2 that the City would proceed with the Finley Senior Center, because
3 funding is partially available. At the same time, Mr. Richardson is hoping
4 that the City Council will appropriate funds for a planning process, which
5 would allow the city to work with consultants over the next year to
6 determine the future direction for Recreation and Parks. The process may
7 be the first step toward a bond election or other means of funding projects
8 such as the Southwest Santa Rosa facility.
9

10 Sebastopol:

- 11 • Commissioner Lynch reported that there were no updates from
12 Sebastopol.
13

14 Sonoma Valley:

- 15 • Commissioner Kunde reported that there were no updates for a new
16 facility in Sonoma Valley. Ms. Kunde added that the Friends are working
17 on improving the lighting in the parking lot with their funds.
18

19 Windsor:

- 20 • Commissioner Bennett reported that the prospects of a new branch in
21 Windsor are still a possibility even though Proposition 81 failed. Director
22 Cooper added that she would be speaking with the Town Council in July
23 and was looking forward to fostering that relationship.
24

25 11.2 Financial reports

26 Report on budget adjustment

27
28
29 Director Cooper briefed the Commission on the budget adjustment for the
30 purchasing of delivery trucks with new “boxes.” The Commission had no
31 questions or comments.
32

33 Claims for \$2,000 or more paid since May 3, 2006

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35 Commissioner Bertucci asked about claim #J019984, Dept. of Industrial
36 Relations. Elissa Alfano replied this is a surcharge from the California
37 Department of Industrial Relations for an excessive experience modification
38 rate.
39

40 Fiscal Year 2005-2006 year-to-date revenue and expenditure report

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42 Director Cooper asked the Commissioners to note the modified format for the
43 FY 2005-2006 Year-to-Date Revenue and Expenditures report, which
44 included a cover memo to point out items that may be of interest to the
45 Commission.
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2 Commissioner Calsy asked about line item #6048, Cell Phone Service. He
3 asked why the Library Director cancelled her phone service. Director Cooper
4 responded she had her own personal phone and did not feel she needed two.
5

6 Commissioner Bennett asked what percentage of the year has passed, and
7 where was that figure shown. Elissa Alfano responded that it was not
8 currently shown on this report. Commissioner Bennett asked that it be added
9 on all future reports.
10

11 **LIBRARY ADVISORY BOARDS**

12
13 12.1.1 Commissioner Lynch reported that she had an applicant for the Sebastopol
14 Library Advisory board position. Ms. Lynch recommended that Mary Shiff
15 be appointed to the position for the new term ending June 30, 2010.
16

17 M/S/C (Lynch/Bertucci) moved by resolution, that the Sonoma County
18 Library Commission appoint Mary Shiff to the Sebastopol Library Advisory
19 Board for the new four-year term ending June 30, 2010. Unanimous.
20

21 12.1.2 Commissioner Lynch reported that she had an applicant for the Sebastopol
22 Library Advisory board position. Ms. Lynch recommended that Diane Colby
23 be appointed to the position for the unexpired term ending June 30, 2007.
24

25 M/S/C (Lynch/Bennett) moved by resolution, that the Sonoma County Library
26 Commission appoint Diane Colby to the Sebastopol Library Advisory Board
27 for the unexpired term ending June 30, 2007. Unanimous.
28

29 12.2 New four-year terms for twenty-one Library Advisory Board positions are
30 ready to be filled. The Notice of Vacancy for each of these board positions
31 has been posted. The sixteen incumbents that expressed interest in being
32 reappointed are listed below:
33

34 *Cloverdale Library Advisory Board*

- 35 1. 4-year term. Incumbent Shirley Black applied for reappointment
- 36 2. 4-year term. Incumbent Marta Moro applied for reappointment
- 37 3. 4-year term. Incumbent Ray Myers applied for reappointment

38 39 *Guerneville Library Advisory Board*

- 40 1. 4-year term. Incumbent Lorna Drake applied for reappointment
- 41 2. 4-year term. Incumbent Pete Andrews applied for reappointment

42 43 *Healdsburg Library Advisory Board*

- 44 1. 4-year term. Incumbent Norma Chandler applied for reappointment
- 45 2. 4-year term. Incumbent Judy Velasquez applied for reappointment

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Petaluma Library Advisory Board

1. 4-year term. Incumbent Sheila Bride applied for reappointment
2. 4-year term. Incumbent Erroll Stevenson applied for reappointment

Rohnert Park/Cotati Library Advisory Board

1. 4-year term. Incumbent Janet Kurvers applied for reappointment

Santa Rosa Library Advisory Board

1. 4-year term. Incumbent Frank Morabito applied for reappointment
2. 4-year term. Incumbent Dennis Carrera applied for reappointment

Sebastopol Library Advisory Board

1. 4-year term. Incumbent Judy Rice applied for reappointment

Sonoma Library Advisory Board

1. 4-year term. Incumbent Janice Perlman-stites applied for reappointment
2. 4-year term. Incumbent Patricia Sajor applied for reappointment

Windsor Library Advisory Board

1. 4-year term. Incumbent Chris Peasley applied for reappointment

M/S/C (Bennett/Hintereder) moved by resolution that the Sonoma County Library Commission appoint all the re-applying incumbents to the Library Advisory Boards they represent for the new four-year term ending June 30, 2010. Unanimous.

Commissioner Bertucci reported that she had an applicant for the Petaluma Library Advisory Board youth-position. Ms. Bertucci recommended that Andrew Holstedt be appointed to the youth-position for the new two-year term ending June 30, 2008.

M/S/C (Bertucci/Lynch) moved by resolution, that the Sonoma County Library Commission appoint Andrew Holstedt to the Petaluma Library Advisory Board youth-position for the new two-year term ending June 30, 2008. Unanimous.

DIRECTOR’S INFORMATION ITEMS

Director Cooper asked if the Commissioners had seen the Charles Shultz character Woodstock outside the front entrance. Ms. Cooper expressed that the sponsor would consider auctioning the statue following their display. She thought Woodstock would be a nice addition in the Children’s Room at the Central Library.

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9 **COMMISSION MEMBER INFORMATION ITEMS**

10 Commissioner Lynch reported:

- 11 • That she had written a letter to the editor in support of Proposition 81, but
12 it never appeared in the paper.

13 Commissioner Bennett reported:

- 14 • That the City of Healdsburg will be having a 150-year anniversary
15 celebration next year. The city has asked the Wine Library Associates to
16 help. Mr. Bennett reported that the Board voted to participate in any
17 reasonable way.

18 Commissioner Bertucci reported:

- 19 • That she was delighted to walk past Woodstock on her way into the
20 Commission meeting this evening. However, Ms. Bertucci expressed her
21 concern regarding his safety against vandalism and asked if he was
22 brought in at night. Director Cooper responded that Woodstock was too
23 heavy to move.

24 Commissioner Kunde reported:

- 25 • That Sonoma Valley Friends recently had a book sale and raised \$8,000.
- 26 • That the Sonoma Valley Friends want to proceed with having exterior
27 lights installed in the parking lot of their Library. The Friends are
28 prepared to pay the costs. Members of the group will contact City and
29 County officials to find out how to move forward on this project.

30 **DATE AND TIME OF NEXT MEETING**

31 Date: Wednesday, July 5, 2006
32 Time: 7:00 p.m.
33 Location: Central Santa Rosa Board Room

34 **ADJOURNMENT**

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37 The meeting adjourned at approximately 9:33 p.m. by acclamation.
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Clerk