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

8 **July 5, 2006**
9

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

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12 **CALL TO ORDER**
13

14 The Sonoma County Library Commission met in regular session. Commissioner
15 Murphy called the meeting to order at 7:00 p.m. in the Board Room of the Santa Rosa
16 Central Library. Commissioner Hintereder and Commissioner Kunde's absences were
17 excused.
18

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

21 Also present: Director Sandy Cooper; Assistant Director Molly McDermott;
22 Administrative Services Manager Elissa Alfano; Human Resources Manager Sally
23 Brian; City of Santa Rosa Assistant City Manager/Director of Recreation & Parks
24 Marc Richardson; Fund Development Officer Peter Hunter; Administrative Aide Pat
25 Cheek and a list of additional attendees is attached.
26

27 **ANNOUNCEMENTS AND INTRODUCTIONS**
28

29 Director Cooper introduced and welcomed our new Human Resources Manager Sally
30 Brian. Ms. Brian joined the Sonoma County Library staff on June 30, 2006.
31

32 **APPROVAL OF MINUTES** – Regular meeting of June 7, 2006.
33

34 There were no corrections or additions.
35

36 M/S/C (Bertucci/Calsy) approved the minutes of the June 7, 2006 regular meeting.
37

38 AYES: 4 NO: 0 ABSTAIN: 1 ABSENT: 2
39

40 **CORRESPONDENCE**
41

42 A copy of the proclamation issued to James Martin on the occasion of his retirement
43 was shared with the Commission.
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4 **PUBLIC APPEARANCE**

5 Friends of Santa Rosa Libraries Terry Oden announced that the Friends were trying
6 new fundraising techniques. On Saturday, July 8, they will have a book booth at the
7 Farmer’s Market next to the Santa Rosa Memorial Vets Building. Then on Saturday,
8 August 12, they will be selling at the County Wide Garage Sale hosted by Celebrate
9 Community at the Wells Fargo Center in Santa Rosa.

10 **PRESENTATION**

11
12 Marc Richardson, City of Santa Rosa Assistant City Manager/Director of Recreation &
13 Parks, briefed the Commission on the status of the Southwest Santa Rosa project
14 following the rejection of Proposition 81, the proposed bond issue for library
15 construction. He confirmed the City’s continuing commitment to the project and the
16 options for funding the project. He also provided background on the Northwest
17 Community Park project master planning process and its relationship to the future of
18 the Northwest Regional Library. He distributed handout materials and answered
19 questions from the Commissioners.
20

21 The Commission thanked Mr. Richardson for the informative presentation.
22

23 **CONSENT CALENDAR**

24
25 7.1 Claims of \$7,000 or more:

- 26 7.1.1 Gateway 2000 - \$13,745.19 – Public access computers purchased with
27 funds from the Baron Bequest, which was designated for this purpose
28 7.1.2 Advent - \$51,509.69 – Payment number two; new and replacement
29 computers
30 7.1.3 Page and Moris - \$15,417.20 – Facilities Improvement Plan, payment
31 number one
32 7.1.4 Best Truck Body & Trailer Repair, Inc., - \$13,863.20 – Payment
33 number one for truck body
34

35 7.2 Director’s Report for the month of June 2006

36
37 There were no objections, so Commissioner Murphy declared the Consent Calendar
38 items approved.
39

40 **CLOSED SESSION**

- 41
42 8.1 Discussion of personnel issues with the Library Director and Human
43 Resources Manager (Brown Act, §54954.2)
44

45 **OPEN SESSION**

- 46
47 9.1 Commissioner Murphy reconvened the Commission in Open Session at 8:50
48 p.m. He reported that the closed session convened at 7:50 p.m. in the Central
49 Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci,

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2 Calsy, Murphy and Lynch. Commissioners Hintereder and Kunde's absences
3 were excused. Also present: Director Cooper and Human Resources Manager
4 Sally Brian.
5

6 During the closed session, the Commission discussed personnel issues with
7 the Library Director and Human Resources Manager (Brown Act, §54954.2).
8 The Commission instructed the staff to communicate with the Local 707 SEIU
9 concerning certain vacation and retirement benefits. The Commission also
10 discussed and considered other personnel issues, which require no formal
11 action.
12

13 ACTION ITEMS BY MOTION

14
15 10.1 Resolution adopting Management and Confidential Library Employee
16 Benefits for fiscal year 2006-2007
17

18 Director Cooper noted an error on page two, line #12 on Resolution #819.
19 The section should reflect the wording in the MOU, which reads: "Each
20 employee may roll over up to one-half of their *remaining* annual allotment
21 once each fiscal year."
22

23 M/S/C (Lynch/Bertucci) moved that the Sonoma County Library Commission
24 adopt the resolution on Management and Confidential Library Employee
25 Benefits for fiscal year 2006-2007. Unanimous
26

27 DISCUSSION ITEMS

28
29 An opportunity for members of the Commission and the Library Director to discuss
30 specific topics
31

32 11.1 New facilities planning reports:
33

34 11.1.1. Southwest Santa Rosa Region:
35

- 36 • Commissioner Calsy reported on the SWCPAC meeting with Assistant
37 City Manager/Director of Recreation & Parks Marc Richardson scheduled
38 for Wednesday, July 26, which will be preceded by a visit to the new
39 Santa Rosa Junior College Library.
40

41 11.1.2 Northwest Santa Rosa Region:
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- 43 • Commissioner Calsy reported there were no updates on Northwest.
44

45 11.1.3 Sebastopol:
46

- 47 • Commissioner Lynch reported that there were no updates from
48 Sebastopol.

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- Commissioner Bennett reported on the Community Workshop in Sebastopol on June 22, which he attended.

11.1.4 Sonoma Valley:

- Director Cooper reported that the Library Advisory Board (LAB) would meet jointly with the Friends' Board on August 14 to develop a list of priorities for improvements to the facility. Kathy Page and Beverley Moris will attend to review their recommended improvements for the building. The LAB plans to approach the City to gain funding for their recommended improvements once there is a consensus on the priorities.

11.1.5 Windsor:

- Commissioner Bennett reported that there were no updates from Windsor. He did say that he was hoping to meet with the Windsor Town Council with Director Cooper in the near future. Director Cooper responded that conflicting LAB meeting dates have made it extremely difficult to schedule the presentation. Ms. Cooper added that she plans to work on building relationships with Council members and the City Manager in the coming months.

11.2 Financial reports:

11.2.1 Claims for \$2,000 or more paid since June 3, 2006

Commissioner Lynch asked about pre-processing costs, and Director Cooper reported that plans are in place to significantly increase the number of shelf-ready books purchased this fiscal year. She said she would check on the potential savings when compared to in-house processing and report back to the Commission.

11.2.2 FY 2005-2006 Year-to-Date Revenue & Expenditures

Commissioner Calsy commented on the new format of the report. Commissioner Calsy added that he was confused by line item #8562, Computer Equipment. Director Cooper explained that line item #8562 should read Fixed Assets not Computer Equipment. Administrative Services Manager Elissa Alfano added that at the bottom of the page on the background memo, line item #8562 should read line item #8560.

LIBRARY ADVISORY BOARDS

- 12.1 Commissioner Bennett reported that he had an applicant for the Healdsburg Library Advisory board position. Mr. Bennett recommended that Patricia Dahl be appointed to the position for the new term ending June 30, 2010.

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12.2 Commissioner Bennett reported that he had an applicant for the Healdsburg Library Advisory board position. Mr. Bennett recommended that Maryam Shamim be appointed to the position for the unexpired term ending June 30, 2010.

M/S/C (Bennett/Lynch) moved by resolution that the Sonoma County Library Commission appoint Maryam Shamim and Patricia Dahl to the two open positions on the Healdsburg Library Advisory Board both for the unexpired terms ending June 30, 2010. Unanimous.

12.3 Commissioner Calsy introduced Santa Rosa Library Advisory Board applicant Mr. Kent Snyder, who was observing the Commission meeting that evening. Commissioner Calsy will follow up with Mr. Snyder following the meeting and defer any action until August.

12.4 Commissioner Bennett deferred action on Windsor Library Advisory Board applications until the August 2006 meeting.

DIRECTOR'S INFORMATION ITEMS

13.1 Director Cooper reported:

- That during a recent visit to the County Administrative Building she had the opportunity to meet Auditor Rod Dole and briefly discussed library funding with him. He would be happy to meet with the Commission again to discuss options for increasing the library's revenues.
- That the adopted state budget added seven million dollars each to the Public Library Fund (PLF) and to the fund for Transaction Based Reimbursement (TBR) program.

COMMISSION MEMBER INFORMATION ITEMS

14.1 Commissioner Bertucci reported:

- That Branch Manager Kiyo Okazaki's farewell party will held be on July 15 at the Petaluma Branch.

14.2 Commissioner Murphy reported:

- That the Santa Rosa Advisory Board had a very interesting and stimulating meeting recently, with good discussions and exchange of ideas.

14.3 Commissioner Calsy reported:

- That he would be attending some of the Summer Reading programs with his grandchildren.

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14.4 Commissioner Lynch reported:

- That she has more time this summer to visit the Library. She added that she was surprised to see how busy the Library was during the summer months.

14.5 Commissioner Bennett reported:

- That he was disappointed in the last two Commission meetings there had been no updates or reference to the Development Office and its activities.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, August 2, 2006
Time: 7:00 p.m.
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:12 p.m. by acclamation.

Clerk