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

8 **August 2, 2006**
9

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

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12 **CALL TO ORDER**
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14 The Sonoma County Library Commission met in regular session. Commissioner
15 Murphy called the meeting to order at 7:04 p.m. in the Board Room of the Santa Rosa
16 Central Library. Commissioner Lynch's absence was excused.
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18 Commissioners present: Bennett, Bertucci, Calsy, Hintereder, Kunde and Murphy.
19

20 Also present: Director Sandy Cooper; Administrative Services Manager Elissa
21 Alfano; System and Technical Services Manager Jim Rosaschi; Fund Development
22 Officer Peter Hunter; Interim Branch Manager Del Guidinger; Administrative Aide
23 Pat Cheek and a list of additional attendees is attached.
24

25 **ANNOUNCEMENTS AND INTRODUCTIONS**
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27 Commissioner Calsy introduced and welcomed Mr. Ken Snyder - a candidate for the
28 Santa Rosa Library Advisory Board.
29

30 Director Cooper thanked the Commission for their help in assuring the success of
31 Assistant Director McDermott's retirement party.
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33 **APPROVAL OF MINUTES** – Regular meeting of July 5, 2006.
34

35 Commissioner Bennett noted that, although Commissioner Murphy reported on the
36 closed session at the July 5 meeting, his name was not reflected in "Commissioners
37 present:" and should be added.
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39 M/S/C (Calsy/Bennett) approved the minutes of the July 5, 2006 regular meeting as
40 amended.
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42 **AYES: 4 NO: 0 ABSTAIN: 2 ABSENT: 1**
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CORRESPONDENCE

Correspondence included: the proclamations prepared by the Commission and staff honoring Assistant Director Molly McDermott on the occasion of her retirement and a thank-you note from Assistant Director McDermott to the Commission, which was read by Commissioner Hintereder.

PUBLIC APPEARANCE

There were no public appearances.

CONSENT CALENDAR

6.1 Claims of \$7,000 or more:

6.1.1 North Bay Cooperative Library Services (NBCLS) - \$71,485 - FY 2006-07 (Membership, \$10,445; Super Search, \$34,757; and Delivery, \$26,283)

6.1.2 Library Communications Strategies - \$11,781 – Phase 1 Fees (research and information gathering)

6.2 Director’s Report for the month of July 2006

Commissioner Calsy asked about the problem with shelf-ready books noted in the Director’s report. Director Cooper responded that BWI did not follow Manager of Acquisitions and Cataloging Jaime Anderson’s specifications on juvenile materials. Ms. Anderson is working with BWI to correct the problem.

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

ACTION ITEMS BY MOTION

7.1 Fiscal Year 2006-2007 Budget – Technical Adjustments

7.1.1 Fiscal Year 2005-2006 Preliminary Close-out Report

Commissioner questions and responses included:

- Item #3019 NCPA - Fee for Government Services. Administrative Services Manager Alfano responded it is a use fee generated from a lawsuit between Northern California Power Agency and the County.
- Item #4040, Miscellaneous Revenue. Administrative Services Manager Alfano responded it includes the fees paid by the Lake and Mendocino County Libraries for the shared automated system that we manage.

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- Item #4102, Donations/Reimbursements. Administrative Services Manager Alfano responded that it reflects the transfer of Fund Development gifts into a special revenue fund for the proposed Southwest Branch.
 - Item #6085, Janitorial Services. Is there an effort to analyze the current cost of this service? Director Cooper reported that the Facilities Department is preparing to request bids for these services. She added the Libraries are not using Dun-Rite Maintenance for Central Library and is contracting on a month-to-month basis with another company.
 - Item #6411, Postage-Inventory. Director Cooper responded that combined line items #6410 and #6411 came in under budget by \$18,357.
 - Item #6882, Gift Equipment. Administrative Services Manager Alfano responded that computers were purchased with a bequest provided through the Santa Rosa Friends.
 - Item #7301, County Car Expense. Does this item include just the book delivery vans? Administrative Services Manager Alfano responded that it includes four vehicles: two trucks for facilities and two delivery vans.
 - Item #s 7020 and 7030, Summer Reading and Programming. How much money comes from the Library and how much from the Friends? Administrative Services Manager Alfano responded that the Library funds for the program totaled \$11,751, with the balance coming from Friends groups and the Library Foundation.
 - Item #7190, Books and Materials. Do donations to specific branches affect what is allocated from the Books and Materials budget? Director Cooper responded that any donations are over and above what is allocated to the branches. She added that gift donations have always been handled separately, and starting this fiscal year, the materials budget for gifts is being tracked separately.

7.1.2 Fiscal Year 2006-2007 Budget – Technical Adjustments

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Commissioner Bennett asked about the net effect of the technical adjustments. Director Cooper responded that the operating revenues will increase to \$15,173,451 and operating expenditures will be \$15,320,846, resulting in a use of the fund balance of \$147,395, previously estimated to be \$234,000. Commissioner Bennett was pleased to see that the use of the fund balance was reduced by approximately \$86,000 following the adjustments.

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M/S/C (Kunde/Bertucci) moved that the Sonoma County Library Commission approve the recommended technical adjustments to the Fiscal Year 2006-2007 proposed budget. Unanimous.

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2 7.2 Honor Margaret Boynton – Guerneville Library

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4 M/S/C (Kunde/Bertucci) moved that the Sonoma County Library Commission
5 approve the dedication of the Guerneville Library Forum Room to honor
6 Margaret (Maggie) Boynton. Unanimous.

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8 M/S/C (Calsy/Kunde) moved that the Sonoma County Library Commission
9 adopt the resolution honoring Margaret A. Boynton’s service and
10 achievement. Unanimous.

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12 **CLOSED SESSION**

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14 8.1 Discussion of personnel issues with the Library Director (Brown Act,
15 §54954.2)

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17 **OPEN SESSION**

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19 9.1 Commissioner Murphy reconvened the Commission in open session at 9:04
20 p.m. He reported that the closed session convened at 8:01 p.m. in the Central
21 Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci,
22 Calsy, Hintereder, Kunde and Murphy. Commissioner Lynch’s absence was
23 excused. Also present: Director Cooper.

24
25 During the closed session, the Commission discussed personnel issues with
26 the Library Director regarding the Fund Development Officer’s contract.

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28 Meetings for follow-up were tentatively scheduled, with the Fund
29 Development Committee meeting on Friday, August 11, and a special
30 Commission meeting for Monday morning, August 14. The Library Director
31 will confirm these meetings as soon as possible.

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33 **DISCUSSION ITEMS**

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

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38 10.1 Schedule Commission Workshop/Study Session

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40 Director Cooper asked the Commission to set aside a few hours to attend a
41 special workshop/study session, along with consultants Jeanne Goodrich and
42 Page & Moris to review the results so far of the recommended special
43 projects.

44
45 10.2 Facility planning reports:

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47 10.2.1. Southwest Santa Rosa Region:

- 48 • The Library Director reported on the Project Management Team meetings
49 held on July 18 and July 26. Topics for both meetings were the placement

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of buildings and other features on the site. A diagram showing the general layout of the space in the library was reviewed.

- Commissioner Calsy reported on the SWCPAC meeting. The July 26 meeting covered such topics as the City’s commitment to the Southwest project, and the relationship of the Southwest project to the Northwest Community Park master planning process.

10.2.2 Northwest Santa Rosa Region:

- Commissioner Calsy reported that on August 2, he and Director Cooper attended the meeting stakeholders are working on revising the Northwest Community Park master plan. Participants include City staff, business groups, architects, planners, health care representatives, Rotary members, and private citizens.

10.2.3 Sebastopol:

- There were no updates from Sebastopol.

10.2.4 Sonoma Valley:

- Commissioner Kunde reported that, on August 14, the Friends of the Sonoma Valley Library and the Sonoma Valley Library Advisory Board will hold a joint meeting which will include consultants Page & Moris to review their recommended improvements and begin to develop a list of priorities for branch improvements so they can seek funding from the city.

10.2.5 Windsor:

- Commissioner Bennett reported that there were no updates from Windsor.

10.3 Financial reports:

10.3.1 Claims for \$2,000 or more paid since July 5, 2006

Commissioner Bennett asked about J020458, Dun-Rite Maintenance and what the extra work for the branches consisted of. Director Cooper responded she did not know. She added that former Assistant Director McDermott handled maintenance issues, but that the Library’s management is currently reviewing janitorial service expenditures.

Commissioner Murphy asked about J020434, City of Healdsburg. Director Cooper responded that is the monthly utilities costs for the Healdsburg Regional Library.

LIBRARY ADVISORY BOARDS

- 11.1 Commissioner Calsy introduced Santa Rosa Library Advisory Board applicant Mr. Kent Snyder who was attending the meeting as a visitor. Commissioner Calsy read Mr. Snyder’s application to the Commission and then

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recommended that Mr. Snyder be appointed to the position for the new term ending June 30, 2010.

M/S/C (Calsy/Bertucci) moved by resolution that the Sonoma County Library Commission appoint Kent Snyder to the open position on the Santa Rosa Library Advisory Board for the new term ending June 30, 2010. Unanimous.

11.2 Commissioner Bennett deferred action on Windsor Library Advisory Board applications until the September 2006 meeting.

DIRECTOR'S INFORMATION ITEMS

12.1 Director Cooper reported:

- That the Library is helping to pay the costs for four of the front line public service staff members to attend the Spanish Language Institute for one week.

COMMISSION MEMBER INFORMATION ITEMS

13.1 Commissioner Kunde had nothing to report.

13.2 Commissioner Hintereder reported:

- That the Summer 2006 Book Sale will be held on August 4 and 5 in the meeting room at the Rohnert Park/Cotati Regional Library.

13.3 Commissioner Bertucci reported:

- That Petaluma was looking forward to a new branch manager in the near future and asked if there have been any applicants. Director Cooper responded the position was still open.

13.4 Commissioner Murphy reported:

- That there were no aftershocks following the 4.3 earthquake during the closed session in progress at 8:02 p.m.

13.5 Commissioner Calsy reported:

- That he had been on a guided tour of the new Santa Rosa Junior College Library, which has been completed but has not opened yet. He reported it was a beautiful facility and the grand opening would be in August just before school opens.

13.6 Commissioner Bennett reported:

- That Branch Manager Anne Marie Murphy was due back following foot surgery any day, and that Roger Harris had done an exceptional job during Anne Marie's absence.
- That Windsor would not be hosting a fall art show this year. The Library had a difficult time locating artists to display their work.

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- That Healdsburg is hosting their first art show in about two years.
- The Healdsburg’s Wine Library major fundraiser, Sonoma Odyssey, will take place in September.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, September 6, 2006
Time: 7:00 p.m.
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:46 p.m. by acclamation.

Clerk