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

5 **December 6, 2006**

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

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9 **CALL TO ORDER**

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11 The Sonoma County Library Commission met in regular session. Commissioner  
12 Murphy called the meeting to order at 7:05 p.m. in the Board Room of the Santa Rosa  
13 Central Library.

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15 Commissioners present: Bennett, Bertucci, Hintereder, Kunde, Lynch, and Murphy.  
16 Commissioner Calsy's absence was excused.

17  
18 Staff present: Director Sandy Cooper; Administrative Services Manager Elissa  
19 Alfano; Public Services Manager Kiyo Okazaki; Central Library Manager Linda  
20 Burton White; Petaluma Library Manager Doug Cisney; and Administrative Aide Pat  
21 Cheek. A list of additional attendees is attached.

22  
23 **ANNOUNCEMENTS AND INTRODUCTIONS**

24  
25 Director Cooper introduced the new Central Santa Rosa Branch Manager Linda  
26 Burton White and Petaluma's new Branch Manager Doug Cisney to the Commission.  
27 The Commissioners introduced themselves and identified the districts or cities they  
28 represent.

29  
30 Director Cooper also introduced City of Santa Rosa General Services Administrator  
31 Ed Buonaccorsi and Auditor Will Soper of Beels, Soper & Frei LLP, the Library's  
32 audit firm.

33  
34 **APPROVAL OF MINUTES** – Regular meeting of October 4, 2006.

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36 M/S/C (Lynch/Bertucci) approved the minutes of the October 4, 2006 regular meeting  
37 as presented.

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39 **CORRESPONDENCE**

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41 The Commission reviewed the folders, which included newspaper clippings and  
42 upcoming Library events. There were no items in the correspondence folder.

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44 **PUBLIC APPEARANCES**

45  
46 There were no public appearances.

## Minutes of the Library Commission – December 6, 2006

### CONSENT CALENDAR

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4           6.1     Claims of \$7,000 or more.  
5                 6.1.1    Claim #1: Gateway 2000, \$22,197.73  
6                     Server and 14 computers for the Central Reference Staff-Regular  
7                     Replacement Cycle  
8                 6.1.2    Claim #2: O’Dell Printing \$11,034.68  
9                     Print Donation Remittance Envelopes – Newsletter #8  
10                6.1.3    Claim #3: Page + Moris – Branch Improvements Project - Payment #2,  
11                     \$8,182.80  
12                6.1.4    Claim #4: Ad-Vantage Marketing \$11,098.45  
13                     Assembly & Postage – Newsletter #8  
14  
15           6.2     Acknowledge October-November 2006 Management Report  
16  
17           6.3     Adopt the Holiday Schedule 2007

18  
19           Commissioners asked:

- 20  
21           •   6.1: Is payment number two the final payment for consultants Page + Moris?  
22                Response: It is the second of three payments.  
23  
24           •   6.2: Why did the Library discontinue using the security gates? Is that not a  
25                policy issue? Response: The system has not worked properly for some time,  
26                and the company that manufactured the system is no longer in business, so  
27                there is no way to have the equipment repaired. The decision is an  
28                operational, management issue—not a policy question.  
29  
30           •   6.2: What is the present arrangement with Heather Brandenburg for the  
31                newsletter? Response: Ms. Brandenburg was hired by the Fund Development  
32                Officer to write and edit the newsletter. She has indicated she would like to  
33                prepare a proposal to manage writing, editing, and producing the newsletter at  
34                a reduced cost.  
35  
36           •   6.2: Could you elaborate on the KRCB and Sonoma County Museum project?  
37                Response: A description of the project was included with last month’s  
38                management report. The Library collaborated with KRCB and the Sonoma  
39                County Museum apply for a grant program sponsored jointly by the Institute  
40                of Museum and Library Services (IMLS) and the Corporation for Public  
41                Broadcasting. The program is targeted at Latino youth, and the Library’s share  
42                of the funding is \$40,000.  
43  
44           •   6.2: What is the Shared Discard Shelf? Response: It is a collection of out  
45                dated children’s books in good condition that are being discarded by a branch  
46                but are available for other branches that might want them.  
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48           •   6.2: Why does staff decide that the entire substitute program needs an

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overhaul? Response: The program has been a problem and difficult to manage for some time. The substitute program is one of the things that Jeanne Goodrich is reviewing.

- 6.2: Were there any indications at the meeting with City Manager Mike Fuson that the City would assist with needed branch improvements? Response: Mr. Fuson had responded that the City is not responsible for interior structural remodeling. He is exploring whether the City might help with the parking lot lighting, and the Library Advisory Board/Friends Board is working to get the City to include a new HVAC system in next year’s capital improvement budget.
- 6.2: Will the upgrade to the Horizon system change any aspects of interest to library patrons? Response: No, it will be transparent to them.
- 6.2: What are the 5,000 compact discs that the library received as part of a court settlement? Response: Some years ago Baker & Taylor was involved in a lawsuit alleging price fixing. As part of the settlement, Baker & Taylor agreed to distribute compact discs to libraries that were customers at the time. Discs that are not added to the collections will be given to the Friends group to sell.

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

**ACTION ITEMS BY MOTION**

7.1 Audit report for the year ended June 30, 2006.

Will Soper of Beels, Soper & Frei reviewed the report on the annual audit for the 2005-2006 fiscal year. He also reviewed upcoming changes in the accounting rules that will require reporting the Library’s liability for retiree benefits.

M/S/C (Lynch/Kunde) to accept the audit report for the fiscal year 2005-2006. Unanimous

**CHANGE IN THE ORDER OF THE AGENDA**

Commissioner Murphy advanced consideration of agenda items 8.1.2 and 11.1 to accommodate City of Santa Rosa General Services Administrator Ed Buonaccorsi and Assistant City Manager/Director of Recreation & Parks Marc Richardson, who had arrived during the report on the audit.

8.1.2 Northwest Santa Rosa Region

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Assistant City Manager/Director of Recreation & Parks Marc Richardson reported on the process that resulted new master plan for Northwest Community Park, which is adjacent to Comstock Middle School.

The new master plan was presented to the Board of Community Services earlier in the day, and they voted to recommend its approval by the City’s Planning Commission. The new plan includes reorientation of the park, adding a new road, moving the existing daycare center, and creating new park amenities. The plan includes a two-story 60,000 square foot building, which could include space for a new library to serve Northwest Santa Rosa.

**CLOSED SESSION**

- 11.1 Discussion of real estate with the Library Director and representatives of the City of Santa Rosa (Brown Act §54956.8).

**OPEN SESSION**

- 12.1 Commissioner Murphy reconvened the Commission in Open Session at 9:02 p.m. He reported that the Closed Session convened at 8:27 p.m. in the Central Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci, Hintereder, Kunde, Lynch and Murphy. Also present: Director Cooper; Public Services Manager Kiyoko Okazaki; Administrative Services Manager Elissa Alfano; Manager of Central Reference Services Del Guidinger; City of Santa Rosa General Services Administrator Ed Buonaccorsi; Assistant City Manager/Director of Recreation & Parks Marc Richardson and Administrative Aide Pat Cheek.

During the closed session, the Commission discussed a proposed real estate transaction. No action was taken.

**RETURN TO REGULAR ORDER OF THE AGENDA**

- 7.2 Legal Services Agreement

Because of the increasing complexity of today’s legal and governing environment, the County Counsel is asking that the Library sign a formal agreement for their services. The Commission approved the signing of the Legal Services Agreement.

M/S/C (Lynch/Kunde) moved that the Sonoma County Library Commission approve the Legal Services Agreement with the County Counsel. Unanimous.

- 7.3 Request for Support for New Sebastopol Branch Library Location

Commissioner Lynch reported that a major landowner in Sebastopol’s Northeast Quadrant proposed to build a mixed-use facility to be located at the

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2 east end of McKinley Street. The landowner’s representative Ben Welborn  
3 presented the proposal at a meeting on November 16 that included

4  
5 Commissioner Lynch; Larry Robinson, City Council liaison to the Library  
6 Advisory Board; City Manager David Brennan; Library Director Sandy  
7 Cooper; and Sebastopol Branch Manager Arlene Kallen.

8  
9 The developer asked that the Library Commission and Library Advisory  
10 Board provide him with a letter indicating their support for a new library in  
11 that location as part of a mixed-use facility that would include retail space on  
12 the ground floor, the Library on the second floor, and condominiums above.

13  
14 M/S/C (Bertucci/Hintereder) moved that the Sonoma County Library  
15 Commission authorize the Library Director to send a letter on our behalf  
16 communicating the Commission’s position regarding the proposal to locate a  
17 new library in Sebastopol’s Northeast Quadrant. Unanimous.

18  
19 7.4 Sonoma County Library Commission meeting schedule for 2007

20  
21 The Commission reviewed the 2007 meeting schedule. The recommended  
22 schedule modifies the budget preparation schedule to so that the Commission  
23 can review the final six-month report for the current fiscal year as part of its  
24 initial discussion.

25  
26 M/S/C (Lynch/Hintereder) moved that the Sonoma County Library  
27 Commission adopt the amended schedule for its 2007 meetings. Unanimous.

28  
29 8.1 Facility planning reports:

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31 8.1.1. Southwest Santa Rosa Region

32 Director Cooper reported that she and Public Services Manager Kiyoko  
33 Okazaki had floor plans for the Southwest Santa Rosa Library. They  
34 will be meeting with Group 4 Architecture on December 18 to give  
35 preliminary feedback on the plans.

36  
37 8.1.2 Northwest Santa Rosa Region

38 Discussed earlier in the meeting.

39  
40 8.1.3 Central Library

41 Director Cooper reported that she spoke with Santa Rosa City  
42 Manager Jeff Kolin about issues related to co-locating a new Central  
43 Library with a new civic and performing arts center.

44  
45 8.1.4. Sebastopol

46 Discussed earlier in the meeting.

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### 8.1.5. Sonoma Valley

Commissioner Kunde reported that the Sonoma Valley Library Advisory Board and Friends Board are holding joint meetings each month to discuss how to fund the improvements recommended by Page + Moris.

### 8.1.6 Windsor

Director Cooper reported that City Manager Matt Mullan has given her a tentative date in February for the Library to make a presentation to the Town Council to outline the need for a new library facility in Windsor.

Commissioner Bennett asked if there had been any meetings of the New Facilities Leadership Committees. Director Cooper responded that she had not convened the groups because the existing Library Advisory Boards were the most appropriate groups to work on plans for the new facilities. She noted that the Library does not need additional committees that require more meetings.

Commissioner Bennett ask that there be an action item on the agenda for next month's meeting to disband the four Library Commission New Facility Leadership Committees.

## 8.2. Financial reports:

### 8.2.1. Claims for \$2,000 or more paid since October 4, 2006

- Commissioner Bertucci asked if the new janitorial service was reflected in the claims. Response: The claims were for October and November; the new provider UBS began work on November 19, so they have not yet billed the Library.
- J021837, City of Healdsburg.  
What is this item? Response: It is Healdsburg's water/sewer/electric bill. They have their own utilities company.

### 8.2.2. Fiscal year 2006-2007 year-to-date revenue and expenditure reports

- Line 6540 - Contract Services  
What are these fees paid to North Bay Cooperative Library System?  
Response: The charges shown in this line are membership fees. The fees for services (SuperSearch and delivery) are paid from Line 6500.
- Line 7020 – Summer Reading Program  
What is this? Response: This line item is for supplies and materials for the Summer Read Program, and Line 7030 is for the actual program.

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**MANAGEMENT INFORMATION ITEMS**

There were no information items.

**LIBRARY ADVISORY BOARDS**

10.1 Library Advisory Board – Windsor Library Advisory Board – Posted and ready for appointment.

Commissioner Bennett reported that he had an applicant for the Windsor Library Advisory Board position. Mr. Bennett recommended that Marian Jones be appointed to the position for the unexpired term ending June 30, 2010.

M/S/C (Bennett/Kunde) moved by resolution, that the Sonoma County Library Commission appoint Marian Jones to the Windsor Library Advisory Board for the unexpired term ending June 30, 2010. Unanimous.

**COMMISSION MEMBER INFORMATION ITEMS**

- Commissioner Bertucci announced that she is not asking to be reappointed when her term ends on February 28, 2007.
- Commissioner Hintereder reported:
  - Two staff members are being allowed to share a single position at the Rohnert Park-Cotati Library.
  - La Fibi Flamenco, Scottish Fiddlers and music by Canta Flor were well attended this season.
  - The Library hosted the Chamber of Commerce lighting of the trees along the Expressway in Rohnert Park for the holidays.
  - The Library sponsored a bilingual storytime on November 29.
  - Rohnert Park will hold their first Art Show in January.
  - Rohnert Park-Cotati Library Foundation will donate \$24,000 to help implement recommendations from the Page+Moris report.
- Commissioner Kunde had nothing to report.
- Commissioner Bennett reported:
  - That Windsor Library had their ten-year anniversary celebration.
- Commissioner Lynch reported:
  - That the Sebastopol Library Advisory Board is still expressing concern regarding the seismic retrofitting for their shelving.
  - That Guerneville recently sponsored the Young Writers' contest along with a bake sale and book sale.
  - Guerneville's Reader's Theater series starts in January.
- Commissioner Murphy had nothing to report.

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**DATE AND TIME OF NEXT MEETING**

Date: Wednesday, January 3, 2006  
Time: 7:00 p.m. – Commission meeting  
Location: Central Santa Rosa Board Room

**ADJOURNMENT**

The meeting adjourned at approximately 9:45 p.m. by acclamation.

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Clerk