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

6  
7 **January 3, 2007**  
8

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

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11 **CALL TO ORDER**

12  
13 The Sonoma County Library Commission met in regular session. Commissioner  
14 Murphy called the meeting to order at 7:00 p.m. in the Board Room of the Santa Rosa  
15 Central Library.

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

19  
20 Staff present: Director Sandy Cooper; Public Services Manager Kiyoko Okazaki;  
21 Human Resources Manager Sally Brian; and Administrative Aide Pat Cheek. A list  
22 of additional attendees is attached.  
23

24 **ANNOUNCEMENTS AND INTRODUCTIONS**

25  
26 Commissioner Bertucci introduced Petaluma Library Advisory Board Chair Timothy  
27 May, who attended as an observer after chauffeuring Ms. Bertucci from Petaluma.  
28

29 **APPROVAL OF MINUTES** – Regular meeting of December 6, 2006.

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31 M/S/C (Hintereder/Bertucci) approved the minutes of the December 6, 2006 regular  
32 meeting as amended. Commissioner Calsy, who missed the previous meeting,  
33 abstained  
34

35 **AYES: 6 NOES: 0 ABSENT: 0 ABSTAINED: 1**

36  
37 **CORRESPONDENCE**  
38

39 The Commission discussed a letter from Clarice Stasz expressing concern about the  
40 Library's recruitment and hiring practices. The Director's response was also in the  
41 folder, and she and the Human Resources Manager both assured the Commission that  
42 the Library followed appropriate procedures in all recruitment and hiring matters.  
43

44 The Commission reviewed the other folders, which included newspaper clippings and  
45 fliers on upcoming Library events.  
46  
47

## Minutes of the Library Commission – January 3, 2007

### PUBLIC APPEARANCES

There were no public appearances.

### CONSENT CALENDAR

#### 6.1 Claims of \$7,000 or more.

10.1.1 Claim #1: Information Partners, Inc. - \$19,640.48

Payment #1 – Technology Audit fees and expenses

#### 6.2 Acknowledge December 2006 Management Report

Commissioners asked:

- 6.1: Is there another payment planned for Information Partners, Inc?  
Response: There may be one more payment. The project will not exceed \$30,000 in fees and expenses.
- 6.2: Has Susan Coffman’s position been posted? Response: We are currently recruiting for the Children’s Services Coordinator position internally.
- 6.2: What is the “Updating the “Fitness for Duty” procedure”? Response: This is a procedure for dealing with staff who are intoxicated at work.
- 6.2: Do you think the Library will receive additional awards from the Bill and Melinda Gates Foundation? Response: It seems unlikely with the Foundation’s current priorities. Commissioner Murphy asked Director Cooper if the Foundation has been formally acknowledged for their grants? Director Cooper responded she would find out.
- 6.2: Who will represent the Library at the upcoming union negotiations?  
Response: Human Resources Manager Sally Brian and Administrative Services Manager Elissa Alfano will.
- 6.2: What other job(s) is the custodian performing since the new janitorial service has started? Response: He is helping out in several other departments such as Budget and Finance, Technical Services, Acquisitions-Periodicals-Processing along with some custodial duties.
- 6.2: Why was the library dissatisfied with the Community Media Center?  
Response: Community Media Center was not able to live up to their original vision of having a shared fiber optic network.
- 6.2: Do we have trouble with Spanish materials vendors? Response: We do not have trouble with Spanish materials vendors. In past years there have been delays in processing and shipping the orders. At this year’s Guadalajara Book Fair, materials were purchased through Multi-cultural Books and Video and their

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2 promise is to ship our orders in a timelier manner.

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- 4 • 6.2: What is the Robert S. Barone trust? Response: It is a bequest that came  
5 through the Santa Rosa Friends of the Library and was designated for the  
6 purchase of new computers for Central, Rincon Valley and Northwest.
  - 7
  - 8 • 6.2: Would Commissioner Bennett recite his poem? Commissioner Bennett  
9 modestly declined.

10  
11 There were no objections, so Commissioner Murphy declared the Consent  
12 Calendar items approved.  
13

### 14 ACTION ITEMS BY MOTION

#### 15 7.1 New Facilities Leadership Committees

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17  
18 Following a discussion it was decided to disband the Santa Rosa, Sebastopol,  
19 Sonoma and Windsor Library Commission New Facilities Leadership  
20 Committees and instruct the Director to write a letter on behalf of the  
21 Commission to each person who served on the committees. The Commission  
22 asked that a statement reaffirming their commitment to the Facilities Master  
23 Plan be included in the letter.  
24

25 M/S/C (Kunde/Bertucci) to rescind its December 2003 and November 2004  
26 actions forming four new facilities leadership committees and ask the Library  
27 Director to thank the members for their time and effort on the Library's  
28 behalf.  
29

30 AYES: 6 NOES: 1 ABSENT: 0 ABSTAIN: 0  
31

### 32 DISCUSSION ITEMS

#### 33 8.1 Update Position Description for Library Director

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35  
36 The Library Director provided the Commission with a draft job description for  
37 her position. She said that she is working to create a position that more  
38 accurately reflects the role of a Library Director.  
39

40 The Commission discussed the proposed changes. The Commission's packet  
41 included the draft revision as well as the current position description and  
42 examples from other northern California JPA libraries.  
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44 The Commission suggested revisions and agreed to review the new drafts at a  
45 future meeting.  
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### 8.2 Rough Draft of Library Priorities

Director Cooper presented a discussion draft of library priorities that has been based on the results of several projects currently underway along with discussions among management and staff.

She explained that the Sonoma County Library is going through a major transition that will last from 1 to 3 years. The Library is faced with the challenge of returning the Library to excellence in its management and services.

The Commission discussed the document.

### 8.3 Facility planning reports:

#### 8.3.1. Southwest Santa Rosa Region

Director Cooper reported that she and Public Services Manager Kiyoko Okazaki discussed floor plans for the Southwest Santa Rosa Library with Group 4 Architecture staff on December 18. .

The next Project Management Team meetings are in January and February, with a Design Workshop on March 9.

#### 8.3.2. Northwest Santa Rosa Region

Director Cooper reported that discussions continue about the options for a new or transitional facility.

#### 8.3.3. Central Library

Commissioner Murphy noted the report in the Santa Rosa Friends newsletter that the group allocated \$23,800 to the Library for remodeling needs at Central and Rincon Valley.

#### 8.3.4. Sebastopol

Commissioner Lynch reported that the Library Advisory Board is responding to the proposal from Mr. Welborn.

#### 8.3.5. 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.

#### 8.3.6. Windsor

Director Cooper reported that the correct date for her presentation to the Town Council to review the need for a new library facility in Windsor is on February 21.

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### 8.4. Financial Reports

#### 8.4.1. Claims for \$2,000 or more paid since December 6, 2007

- J022242 - City of Santa Rosa (Credit Card) - Monthly Parking for Central Staff.

How many employees does the Library pay parking for each month?

Response: Director Cooper will find out and report back to the Commission.

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

- Item #2945 - Library Literacy.  
Is at 26% of budget; is there a delay of expenditures on this line item?  
Response: The line item is revenues, and it is a grant from the state.
- Item #7180 – Literacy Program  
Is the program doing well? Response: Yes, it is doing what the grants are allocated for along with other budgeted monies for Literacy.
- Item #6880 – Small Equipment  
Is this the fund that buys new computers? Response: Yes.
- Item #7030 – Programming  
We are at 87% of our budget? Response: Yes, this line item is the Summer Reading Program. Many of the costs for 06-07 were charged in July 2006.
- Item #7000 – Special Department  
What is this line item? Response: Director Cooper will find out and report back to the Commission.
- Item #7190 – Books and Materials  
Are we on track with our Book and Materials expenditures? Response: Yes. There has been some delay because of problems at Baker & Taylor; however, the shipments have resumed.
- Item #7110 - Commissioner Bennett added that he was delighted to see that Professional Development was finally being used.

## MANAGEMENT INFORMATION ITEMS

- 9.1 Director Cooper reported that the Windsor City Council Presentation is on Wednesday, February 21.

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4 **CLOSED SESSION**

- 5 10.1 Public employee annual performance evaluation (Brown Act §54957).  
6 Title: Library Director

7 **OPEN SESSION**

- 8  
9 11.1 Commissioner Murphy reconvened the Commission in Open Session at 9:25  
10 p.m. He reported that the Closed Session convened at 8:56 p.m. in the Central  
11 Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci,  
12 Calsy, Hintereder, Kunde, Lynch and Murphy. The Library Director was also  
13 present.

14  
15 During the closed session, the Commission discussed the evaluation of the  
16 Library Director. No action was taken. The Commission agreed to meet again  
17 in closed session to discuss to exchange ideas regarding the evaluation. The  
18 meeting was set for January 23, 2007, 9:30 a.m. in the Board Room.  
19

20 **COMMISSION MEMBER INFORMATION ITEMS**

- 21  
22 • Commissioner Murphy noted an article in the *Press Democrat* about the New  
23 Jersey library that decided to close its doors after 2:30 p.m. and ban disruptive  
24 students.  
25  
26 • Commissioner Kunde had nothing to report.  
27  
28 • Commissioner Hintereder asked questions about the Library's large print  
29 collection.  
30  
31 • Commissioner Bertucci announced that she was glad that she had another  
32 Commission meeting to attend. She had thought that this evening's meeting was  
33 her last.  
34  
35 • Commissioner Calsy reported:  
36     ▪ He received an e-mail from CLA regarding the Trustee's Roundtable.  
37     ▪ He had attended the Windsor Library 10-Year Anniversary activities.  
38  
39 • Commissioner Lynch had nothing to report.  
40  
41 • Commissioner Bennett reported he would like to revitalize the Los Amigos de la  
42 Bibliotheca program.  
43

44 **DATE AND TIME OF NEXT MEETING**

45 Date: Tuesday, January 23, 2007  
46 Time: 9:30 a.m. – Special Commission Meeting  
47 Location: Central Santa Rosa Board Room  
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**ADJOURNMENT**

The meeting adjourned at approximately 9:47 p.m. by acclamation.

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Clerk