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

6  
7 **February 6, 2007**

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

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11 **CALL TO ORDER**

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13 The Sonoma County Library Commission held a combined regular meeting and  
14 Budget Workshop #1 session. Commissioner Murphy called the meeting to order at  
15 9:33 a.m. in the Board Room of the Santa Rosa Central Library.

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17 Commissioners present: Bennett, Bertucci, Calsy, Hintereder, Kunde, Lynch, and  
18 Murphy. Also joining the meeting was newly appointed Commissioner Tim May  
19 representing the City of Petaluma who will replace Commissioner Bertucci when her  
20 term expires on February 28, 2007.

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22 Staff present: Director Sandy Cooper; Public Services Manager Kiyoko Okazaki;  
23 Human Resources Manager Sally Brian; Administrative Services Manager Elissa  
24 Alfano; Technical and Support Services Manager Jim Rosaschi; and Administrative  
25 Aide Pat Cheek. A list of additional attendees is attached.

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27 **ANNOUNCEMENTS AND INTRODUCTIONS**

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29 Director Cooper introduced staff members attending the meeting as well as Jim  
30 Barrentine and Diane Mayo of Information Partners, Inc.

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32 **APPROVAL OF MINUTES** – Regular meeting of January 3, 2007 and special meeting of  
33 January 23, 2007.

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35 M/S/C (Lynch/Bertucci) approved the minutes of the January 3, 2007 regular meeting  
36 as presented. Unanimous.

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38 M/S/C (Lynch/Bertucci) approved the minutes of the January 23, 2007 special meeting as  
39 presented. Unanimous.

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41 **CORRESPONDENCE**

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43 Director Cooper reported she had received a letter from Sebastopol Developer Ben  
44 Welborn that she would defer until the Facilities discussion.

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

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**PUBLIC APPEARANCES**

Santa Rosa resident Marion Larsen addressed the Sonoma County Library Commission expressing her concern about the increasing number of homeless people visiting in the Central Santa Rosa Library. Ms. Larsen said that the Library has become more of a homeless shelter rather than a community resource. It is her observation that friendly and professional staff members are called upon to be guards and social workers. Ms. Larsen suggested that management consider hiring a guard. Commissioner Murphy thanked Ms. Larsen for expressing her thoughts and interest. Commissioner Calsy suggested that Ms. Larsen express her concern to the City Council.

**PRESENTATIONS**

Jim Barrentine and Diane Mayo reported on their recent technology audit of the Sonoma County Library. The following areas were the primary focus of the audit covered the following:

- Structure and staffing of the IT Department;
- Staff and public PC hardware and software;
- Implementation of two Envisionware components—public computer management and print management;
- Horizon integrated library system;
- Internet bandwidth;
- Library’s web presence;
- Library’s plans to deploy self-check machines.

Mr. Barrentine noted the Library’s two priorities should be:

- Improved Internet bandwidth.
- Re-implementation of Horizon.

Director Cooper added that she is working with staff to develop short and long-term plans in response to the recommendations in the report. With the approval of the Commission, she recommended an action item for the March 7 meeting, which would be to accept Mr. Barrentine’s report and ask the Director to work with staff to develop implementation plans and report back to the Commission by June 30, 2007. The Commission thanked Mr. Barrentine and Ms. Mayo.

**CONSENT CALENDAR**

7.1 There are no claims of \$7,000 or more.

**ACTION ITEMS BY MOTION**

8.1 There are no action items.

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**2007-2008 BUDGET WORKSHOP SESSION #1**

9.1 2006-2007 Mid-Year Budget Review

9.1.1 Mid-Year Budget Projections

The Commission reviewed the Fiscal Year 06-07 mid-year revenue and expenditure summary with projections.

Commissioner Bertucci commented on the increase in the income from interest. Administrative Services Manager Elissa Alfano responded that increased Fund Balance and current interest rates were the reason.

Commissioner Kunde requested a report on library materials budget by format showing both dollars spent and the percentage of the expenditures for each format. Commissioner Hintereder requested a report on collections, and circulation by format and foreign language.

Director Cooper indicated that the staff would provide the information for the February 20 workshop session.

9.1.2 Revenue and Expenditures

The Commission reviewed the FY 2006-2007 Year-to-Date Revenue and Expenditures report for December 2006 items.

9.1.3 Claims over \$2,000

The Commission reviewed the Claims of \$2,000 paid since January 3, 2007 report.

Commissioners asked:

About the number of book invoices and were they actually books or were they other materials. Response: They could be either books or materials.

Why does the PG&E bill lag so far behind? Response: PG&E only bills the Library every two months.

Is Unique Management System still a good system for the Library? Response: yes.

Why are Central, Northwest and Rincon Valley Libraries on a separate Airco invoice? Response: There are two separate contracts.

9.1.4 Six-month gifts and donations report

The Library Director and Commission reviewed a report on gifts and donations. The figures include last year's totals and the totals-to-date for this year. Commissioner Bertucci commented on the impressive totals from the Sonoma County Library Foundation.

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### 9.2 2007-2008 Budget

#### 9.2.1 Budget Process & Schedule

The Library Director reviewed the process and schedule with the Commission. She explained the terms that she and Elissa are using to describe two categories in the budget (terms used in the State of North Carolina budgeting process):

- “Continuation” budget – which outlines anticipated expenditures if the Library maintains the same level of staff, programs, services and operations, only factoring in cost of living increases.
- “Expansion” budget – reflects any increases in the level of staff, programs, services and operations.

Director Cooper added that today’s workshop would focus on the continuation budget with review and discussion of the management’s recommendations for “expansion” items. Following workshop discussions, staff will prepare the full budget and any additional information for discussion at the February 20 workshop session.

#### 9.2.2 Projections for FY 2007-2008 “Continuation” Budget

Commissioners asked:

Is the cost of living increase based on the MOU? Response: Partially. A 2% average Cost of Living Adjustment (COLA) has been budgeted for existing positions only. Negotiations for the new MOU are due to start in March, which will become effective July 1, 2007.

What projects do you anticipate Professional services? Response: We budgeted the same amount as last year as a placeholder for items like the Horizon re-implementation and design fees for branch improvements.

Object Code #5930 Health insurance increases, why is there a zero percent following Sonoma County Health Plan? Response: The Sonoma County Health Plan is not projecting an increase for next year.

Commissioner Bennett suggested that more be spent on non-print materials to respond to the community’s needs. Response: Staff will provide information for the next meeting.

### 9.3 Consultant Report

#### 9.3.1 Organizational Assessment – Jeanne Goodrich

The Commissioners reviewed Jeanne Goodrich’s report *Organizational Assessment & Work Processes Analysis*, asking specific questions about improving the collections, shortage of staff in branches, substitutes issues and work processes.

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2 Director Cooper added that management will work on short-term solutions in  
3 February-March and begin an in-depth planning session to set priorities at the  
4 April 18 Leadership meeting.  
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### 6 9.3.2 Branch Improvements – Page+Moris

7 The Commissioners reviewed the report presented by Page & Moris. In  
8 addition, each Commissioner received a copy of their specific branches'  
9 recommended improvements along with staff input.  
10

11 Director Cooper indicated that she would like to move forward with branch  
12 facilities improvements and continue to engage Page & Moris to help with  
13 pricing and other implementations tasks. She added that systemwide, Friends,  
14 Library Advisory Boards and the Rohnert Park-Cotati Foundation Board are  
15 supportive and are very interested in helping implement the recommendations.  
16 The Library is working with Page+Moris to develop pricing estimates and  
17 rough drafts for several branches so that they can begin their planning and  
18 fundraising efforts.  
19

### 20 9.3.3 Ergonomics Report – State Fund

21 The Commissioners reviewed a report from State Fund on its ergonomics  
22 consultation with the Acquisitions and Processing staff. Director Cooper noted  
23 that this was one of several reports recommending that the Library improve  
24 the ergonomics for staff, which would minimize the number and severity of  
25 injuries.  
26

## 27 9.4 Management Recommendation for 2007-2008

### 28 9.4.1 Follow-up July 2006 Reorganization

29 The Commission discussed the recommended modifications of the  
30 organizational structure, which would include:  
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- 32
- 33 • Technical and Support Services split into two divisions. The first would  
34 be Information Technology and the second Materials Management  
35 Divisions effective March 10, 2007.
- 36 • Upgrade Administrative Services Division Manager position to achieve  
37 pay equity with other division managers.
- 38 • Upgrade Librarian IV to a Librarian IV+ to make the position a Division  
39 Manager with classification and pay commensurate with that of the other  
40 Division Managers.
- 41 • Reallocate vacant Librarian II position at Central to a Librarian II+ 2.5%  
42 cataloger/lead worker in the new Materials Management Division.
- 43 • Reallocate current vacant Custodian position to be a Building Mechanic I  
44 in the Facilities Department.
- 45 • One-time capital equipment expenditure of a new truck for the Building  
46 Mechanic I.
- 47 • Update current Facilities Coordinator position to Facilities Department  
48 Manager.

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- Increase the pay for the Human Resources Manager to be more competitive.
- Authorize staff to pilot a Student Worker program to help with sorting materials for delivery and to assist with shelving and other tasks at one branch.
- Add staff at small branches to improve service to library users and safety of library staff.

Commissioner Bennett asked the Library Director for a written list of the various groups that she meets with regularly by name of group, positions, and purpose. Director Cooper said she would.

Commissioner Lynch asked if there would be an action item on the next agenda to approve the recommended reorganization. Director Cooper responded that everything had been slated for action at the March 7, 2007 meeting, but that she would be happy to put the actions proposed for this year on the agenda for action at the February 20 meeting.

Commissioner Murphy asked if the changes proposed needed to be approved by the Board of Supervisors. Director Cooper responded that the reallocation of positions or the reorganization can be changed now and does not require the approval of the Board. However, significant upgrades will be in the budget that are submitted to the Board of Supervisors for final approval.

The Commission recommended that the Library Director add the recommended changes that the Board of Supervisors does not need to approve to the Action Items on the February 20, 2007 agenda. Director Cooper said she would add them.

### 9.4.2 Student Library Aide Pilot

The Commission reviewed and discussed the proposal of a Student Library Aide Pilot.

### 9.4.3 Recommended Branch Staffing

The Commission discussed the recommended proposal to increase staffing at several branches. Director Cooper said she has been concerned about the lack of staffing in smaller branches. There should be at least two staff members in each building at all times the Library is open. Increasing staff would address several issues such as: safety and security, service to our patrons, increasing workloads and a more efficient use of substitutes. The Commissioners concurred.

### 9.4.4 Establish Reserve Fund...Northwest Regional Library

The Commission discussed establishing a reserve fund for design and furnishings costs associated with a new site when Northwest Regional Library is moved to its transitional facility. The Commission further agreed to discuss this issue.

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### 9.4.5 Planning & Budgeting for Self-Check

The Commission discussed planning and budgeting for self-check in the branches. Director Cooper reported that designing and remodeling most circulation areas is needed before self-check systems should be installed. She added that she will be working with staff to set priorities, develop plans and budget for implementing self-check on remodeling of the circulation areas by June 30, 2007, so that the Library can add the funding in the technical adjustments which will be submitted to the Board of Supervisors by July 27, 2007.

### 9.5 Fund Balance

The Commission reviewed the Fund Balance Projections. Director Cooper reported that reserves in the Fund Balance are equal to 38% of the operating budget with a projection of 48% in 2010.

Commission agreed that there is currently significant money in the reserves and that declining facilities and special projects should be addressed. However, the Commission expressed concern about use of the reserves for staffing issues, which would be an ongoing expense.

Local 707 SEIU Representative Bill Steck addressed the Commission. He wished to thank the Commission, Administrative Staff and Director Cooper for moving forward and addressing several problems that has plagued the Library staff and branches.

## DISCUSSION ITEMS

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

### 10.1 Management Report

#### 10.1.1 January Management Report

Commissioners asked:

Who were the staff members who reviewed the projects mentioned under the heading “Special Projects”? Response: IT staff; Circulation staff; and Delivery staff.

Has there been any progress on recruiting the Children’s Coordinator?

Response: The Library made an offer and is waiting to hear if the candidate accepts the position.

What is the Sonoma County IMLS Project Core Partners? Response: It is the collaborative project with KRCB and the local Museum in this program, targeted at Latino youth.

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### 10.1.2 Sample Facilities Report

The Director noted that there is now a Facilities Work Group that meets group meets at least once a month to discuss issues, share information and coordinate efforts. A copy of the Facilities Report written by Interim Facilities Coordinator Tom Laudari for the January 26, 2007, meeting was included to give the Commission a sense of the projects that the Facilities Department is working on.

### 10.2 New Facilities Reports

#### 10.2.1 Southwest Santa Rosa Region

Director Cooper reported that the City plans to move a temporary building to the Southwest Community Park by the end of this year. The Library needs to develop plans for delivering services at the site.

The next Project Management Team meeting is on February 22. There will be a design workshop all day on March 9.

#### 10.2.2 Northwest Santa Rosa Region

Director Cooper reported that discussions continue with City staff. She added that on January 12, Kiyo Okazaki, Tom Laudari and she joined Marc Richardson for a tour of the Sam Jones Community Center to see if it could serve as a transitional facility for Northwest Regional Library. It is not appropriate for the Library

#### 10.2.3 Sebastopol / West County Region

Commissioner Lynch reminded the Commission about the letter from Developer Ben Welborn indicating a desire to include a new library in buildings being planned for the Northeast Quadrant redevelopment.

#### 10.2.4 Sonoma Valley Region

No significant activity on a new facility. The focus remains on remodeling and updating the existing building. The next Friends and Sonoma Valley Library Advisory Board will be on February 26.

#### 10.2.5 Windsor Region

Director Cooper will make a presentation at the Windsor City Council meeting on February 21, 2007, to discuss opportunities for a new facility in Windsor.

## LIBRARY ADVISORY BOARD

### 11.1 Unexpired term ending June 30, 2008.

Petaluma Library Advisory Board – (Tim May resigned from the Board)

The position has been officially posted and will be ready for appointment at the regular Commission meeting on March 7, 2007.

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Commissioner Bertucci reported that she had submitted an application to Commissioner May for the open position on the Petaluma Advisory Board, and hopes the Commission will consider her application.

**DIRECTOR’S INFORMATION ITEMS**

12.1 Director Cooper reported she had received multiple complaints about people viewing pornography on the Library’s computers in the Library and the loitering homeless.

**COMMISSION MEMBER INFORMATION ITEMS**

- Commissioner Murphy noted that this was Commissioner Bertucci’s final meeting, since she has chosen not to seek reappointment.
- Commissioner May announced that he would not be at the February 20, 2007 meeting.
- Commissioner Kunde announced she would not be at the March 7, 2007 meeting.
- Commissioner Bennett reported that the Wine Library Associates had their annual meeting.
- Commissioner Lynch reported on:
  - Guerneville’s One Act Play series and continuing HVAC problems.
  - Sebastopol successful book sale and the struggles of the Sebastopol Library Advisory Board with facility issues.
- Commissioner Calsy had nothing to report.

**DATE AND TIME OF NEXT MEETING**

Date: Tuesday, February 20, 2007  
Time: 9:30 a.m. – Budget Workshop Meeting  
Location: Central Santa Rosa Board Room

**ADJOURNMENT**

The meeting adjourned at approximately 1:50 p.m. by acclamation.

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Clerk