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4 **Sonoma County Library**
5 **Special Library Commission Workshop**
6 **Fiscal Year 2007-2008 Budget Workshop #2**

7
8 **February 20, 2007**
9

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

11
12 **CALL TO ORDER**

13
14 The Sonoma County Library Commission held a Fiscal Year 2007-2008 Budget
15 Workshop #2 session. Commissioner Murphy called the meeting to order at 9:33 a.m.
16 in the Board Room of the Santa Rosa Central Library.

17
18 Commissioners present: Bennett, Calsy, Hintereder, Kunde, Lynch, and Murphy
19 attended. Commissioners Bertucci and Commissioner May's absences were excused.

20
21 Staff present: Director Sandy Cooper; Public Services Manager Kiyoko Okazaki;
22 Human Resources Manager Sally Brian; Administrative Services Manager Elissa
23 Alfano; Technical and Support Services Manager Jim Rosaschi; Children's
24 Coordinator Kathy Moore; Adult Coordinator Barbara O'Hara; Technical Services
25 Manager Jaime Anderson; SEIU Local 707 Representative Bill Steck; and
26 Administrative Aide Pat Cheek. A list of additional attendees is attached.

27
28 **ANNOUNCEMENTS AND INTRODUCTIONS**

29
30 Director Cooper introduced Librarian II Kathy Moore who has been promoted to
31 Coordinator of Children's Services effective February 19, 2007.

32
33 **CORRESPONDENCE**

34
35 The Commission discussed a letter written by Windsor Middle School student
36 Guadalupe Velasquez recommending that the Library invest in more computers for
37 their Library and consider adding more DVDs.

38
39 The Commission reviewed the other folders, which included newspaper clippings and
40 fliers on upcoming Library events.

41
42 **PUBLIC APPEARANCES**

43
44 There were no public appearances.
45
46
47

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2 **CONSENT CALENDAR**

- 3
4 5.1 Claim #1: Jeanne Goodrich Consulting for \$27,736.59 – Consulting fees and
5 expenses.

6
7 There were no objections, so Commission Murphy declared the Consent
8 Calendar item approved.

9
10 **ACTION ITEMS BY MOTION**

- 11
12 6.1 Follow-up on 2006 Reorganization – Current Year Actions

13
14 M/S/C (Lynch/Hintereder) moved that the Sonoma County Library
15 Commission approve the change in the Library’s organization structure that
16 creates two divisions out of the current Technical and Support Services
17 Division. Unanimous.

- 18
19 6.2 Accept Consultant Records

20
21 M/S/C (Hintereder/Lynch) moved that the Sonoma County Library accept
22 Jeanne Goodrich’s report *Organizational Assessment and Workflow Analysis*
23 and ask the Library Director to work with staff to develop implementation
24 plans and report back to the Commission by June 30, 2007. Unanimous.

25
26 M/S/C (Hintereder/Lynch) moved that the Sonoma County Library
27 Commission accept Information Partner’s report *An Audit of the Sonoma*
28 *County Library’s Use of Information Technology* and ask the Library Director
29 to work with staff to develop implementation plans and report back to the
30 Commission by June 30, 2007. Unanimous.

31
32 M/S/C (Lynch/Hintereder) moved that the Sonoma County Library
33 Commission accept the Page + Moris report on *Branch Improvements* and ask
34 the Library Director to work with staff to develop implementation plans and
35 report back to the Commission by June 30, 2007. Unanimous.

- 36
37 6.3 Master Plan for Central Lower Level

38
39 Commissioner Bennett suggested that the Commission take a tour of the
40 basement area before making a decision regarding the proposed lower level
41 Master Plan. He recommended that the action item be moved to the March 7
42 agenda, and that the Commissioners meet before the March 7 meeting at 6:30
43 p.m. to view the current basement setup. Interim Facilities Coordinator Tom
44 Laudari offered to show the Commissioners the lower level. The
45 Commissioners agreed to meet early on March 7.

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6.4 Designate Agency Negotiator

Director Cooper recommended Human Resources Manager Sally Brian as its negotiator for the purposes of negotiating with the Service Employees International Union (SEIU).

M/S/C (Lynch/Kunde) moved that the Sonoma County Library Commission designate Human Resources Manager Sally Brian to negotiate on its behalf with the Service Employees International Union (SEIU). Unanimous.

CLOSED SESSION

7.1 Discussion of real estate and labor negotiations with the Library Director. (Brown Act, §54956.8 and §94957.6)

OPEN SESSION

8.1 Commissioner Murphy reconvened the Commission in Open Session at 10:13 a.m. He reported that the Closed Session convened at 9:52 a.m. in the Central Santa Rosa Library Board Room. Commissioners present: Bennett, Calsy, Hintereder, Kunde, Lynch and Murphy. Commissioners Bertucci and May’s absences were excused. Also attending: Director Sandra Cooper, Administrative Services Manager Elissa Alfano, and Human Resources Manager Sally Brian.

During the Closed Session the Commission discussed the upcoming negotiations of the Memorandum of Understanding. The Commission also discussed real estate opportunities. No action was taken.

2007-2008 BUDGET WORKSHOP SESSION #2

9.1 Follow-up Information on Materials Budget
9.1.1 Information on library materials expenditure by format.

The Library Director provided the Commission with a table, *Material Expenditure by Format*. The table shows the actual expenditure and turnover for library materials by format in FY2005-06.

The Library Management Team recommended an increase of 3% in the library materials budget for media materials such as audio books and DVDs.

Commissioner Bennett stated that he would like to increase the materials budget by 5% on all materials, not just in audio books and DVDs.

Technical Services Manager Jaime Anderson expressed concern about processing the increase in materials. Ms. Anderson suggested that shelf-ready books/DVD/audio books might be a solution if the cost was reasonable.

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2 Director Cooper stated she would report back at the March meeting about the
3 increased workload and the suggested increase to the materials budget.
4

5 9.2 2007-2008 Budget 6

7 The Commission reviewed the Continuation and Expansion Budget for FY
8 2007-2008. The Commission discussed the proposed “expansion” items such
9 as increases in services, programs, additional staffing and salary increases for
10 selected personnel.
11

12 Director Cooper asked the Commission to provide direction to the Library’s
13 management so that they can prepare the final recommendation budget for the
14 March meeting.
15

16 The Commission reviewed and discussed the impact of the Cost of Living
17 Allowance (COLA) graph that broke down the percentages of raise
18 projections for fiscal year 07-08.
19

20 Commissioner Bennett asked about the Literacy program. Administrative
21 Services Manager Elissa Alfano responded that grant monies have declined
22 over the years. The Commission discussed supplementing the program in the
23 new fiscal year budget.
24

25 **Agenda Item 12.2 Moved Up** 26

27 12.2 Windsor Presentation 28

29 Director Cooper discussed the presentation she was preparing for the Windsor
30 Town Council meeting on February 21. Ms. Cooper added that she was
31 looking forward to addressing members of the Windsor community and
32 initiating a good working relationship with the Town of Windsor and the
33 possible completion of a new facility in their town.
34

35 Director Cooper informed the Commission that she thought she might have
36 some opposition at the meeting regarding after-hour access issues at the
37 Library that have not been resolved. Director Cooper stated she wanted to
38 represent the Library well at the meeting and hoped the access issue would not
39 deter interest in working together to build a new facility.
40

41 9.3 Fund Balance 42

43 The Commission reviewed the Fund Balance Projections. Director Cooper
44 recommended that \$1,252,350 of the existing fund balance be designated for
45 the design and furnishing of a transitional Northwest Regional Library
46 facility. She also recommended that the Commission consider increasing the
47 operating reserves to 15% to create a more systematic approach to budgeting
48 for replacement equipment in the future.
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2 The Commission agreed that there is currently significant money in the
3 reserves and that the \$1,252,350 should be set aside for the Northwest move.
4 The Commission also recommended that the Library's management team look
5 at increasing the operating reserves 12-15% and prepare the final
6 recommended budget for the March meeting.
7

8 **DISCUSSION ITEMS**

9 An opportunity for members of the Commission and the Library Director to discuss
10 specific topics.
11

12 10.1 Report on Substitute Management

13
14 Human Resources Manager Sally Brian gave a report on the Substitute
15 Program. Ms. Brian outlined what has been done recently to reduce substitute
16 expenditures and improve coverage. Some of the changes underway are
17 rearranging staff schedules to reduce the need for substitutes, changing some
18 staff assignments, hiring temporary staff, developing new guidelines and the
19 Library recently purchased new scheduling software called SubFinder.
20

21 10.2 April Meeting Dates

22
23 Director Cooper discussed canceling the April 4 Commission meeting. Ms.
24 Cooper added she would be setting up a workshop in April to discuss options
25 for raising funds. The Commission concurred.
26

27 **LIBRARY ADVISORY BOARD**

28
29 11.1 Unexpired term ending June 30, 2008.
30 Petaluma Library Advisory Board – (Tim May resigned from the Board)
31

32 The position has been officially posted and will be ready for appointment at
33 the regular Commission meeting on March 7, 2007.
34

35 **DIRECTOR'S INFORMATION ITEMS**

36
37 12.1 Follow-up Items
38 12.1.1 Information on Unique Management
39

40 The Commission reviewed a letter from Unique Management, which reported
41 on recovery services for the Library.
42

43 **COMMISSION MEMBER INFORMATION ITEMS**

44
45 13.1 Commissioner Bennett reported that the Wine Library Associates had their
46 annual meeting in February.
47

48 13.2 Commissioner Calsy congratulated Melissa Kelley on her appointment to the
49 Library Commission effective March 1, 2007.

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13.3 Commissioner Kunde announced she would be in Scottsdale, Arizona in April.

13.4 Commissioner Kelley announced she was glad to be at the meeting.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, March 07, 2007
Time: 6:30 p.m. – Regular Commission Meeting
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 11:11 a.m. by acclamation.

Clerk