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

6  
7 **March 7, 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 met in regular session.  
14 Commissioner Murphy called the meeting to order at 7:05 p.m. in the Forum  
15 Room of the Santa Rosa Central Library.

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17 Commissioners present: Bennett, Hintereder, Kelley, Lynch, May and  
18 Murphy. Commissioner Kunde's absence was excused.

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20 Staff present: Director Sandy Cooper; Public Services Manager Kiyoko Okazaki;  
21 Human Resources Manager Sally Brian; Information Technology Manager  
22 Jim Rosaschi; Materials Management Manager Jaime Anderson;  
23 Administrative Services Manager Elissa Alfano and Administrative Aide Pat  
24 Cheek. A list of additional attendees is attached.

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26 **ANNOUNCEMENTS AND INTRODUCTIONS**

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28 Chair Murphy introduced the Sonoma County Library Commissioners and  
29 identified the appointing authority for each.

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31 **APPROVAL OF MINUTES** – Regular meeting of February 6, 2007, and special  
32 meeting of February 20, 2007.

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34 M/S/C (Hintereder/Lynch) approved the minutes of the February 6, 2007  
35 regular meeting and Fiscal Year 2007-2008 Budget Workshop #1 as  
36 presented. Unanimous.

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38 M/S/C (Hintereder/Bennett) approved the minutes of the February 20, 2007,  
39 Fiscal Year 2007-2008 Budget Workshop #2 as presented. Unanimous.

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41 **CORRESPONDENCE**

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43 Director Cooper reported she had received several letters from concerned  
44 citizens addressing the recently published newspaper articles and editorials in  
45 the *Press Democrat* regarding problem patrons at the Central Library. The  
46 folder was circulated.

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

**Commissioner Murphy moved Item 8.1.1 forward on the agenda – “Information on Processing Costs for Media.”**

8.1.1 Materials Management Manager Jaime Anderson presented a report comparing the cost of doing cataloging and processing in-house compared to having a vendor prepare shelf-ready materials. Ms. Anderson concluded that having the work done by the vendor would be more cost-effective. Ms. Anderson added that an additional \$100,000 in the materials budget would have an impact on staff workload, no matter how the cataloging and processing is done. Commissioner Lynch suggested an additional staff position be added to the expansion budget to help process the additional materials. The Commissioners concurred.

**PUBLIC APPEARANCES**

Chair Murphy reviewed the guidelines for public appearances.

Several Sonoma County residents addressed the Sonoma County Library Commission expressing their concerns about problem patrons in the Central Santa Rosa Library. Others spoke on behalf of people in the homeless community and the importance of the public library to them.

**Agenda Item 8.3 moved up.**

Chair Murphy reported on the March 2 meeting organized by staff from the City of Santa Rosa to discuss the issues of the Central Library and problem patrons. Director Cooper, Public Services Manager Kiyoko Okazaki and Central Library Manager Linda Burton White attended with him. Santa Rosa's Assistant City Manager Marc Richardson had organized the meeting, which included representatives of city and county agencies representing law enforcement, mental health professionals, housing programs, and the city attorney. Other participants included representatives of organizations that provide services to homeless individuals.

Chair Murphy emphasized that all of the Commissioners are concerned about the current problems facing the Library and take the matter seriously. Chair Murphy thanked the community members that addressed the Commission and assured the general public that the Commission is committed to resolving the issues and will work closely with Library staff and community officials to find a solution.

At the conclusions of the discussion, the Commission reviewed the staff recommendations for action to respond to the issues.

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M/S/C (Lynch/Hintereder) moved that the Sonoma County Library Commission direct the Library Director to: 1) Employ security personnel for up to 56 hours a week at the Central Library; 2) Make revisions of the behavior policy a high priority; and 3) consult with community experts for assistance in revision of the policy and staff training for implementation. Unanimous.

The Sonoma County Library Commission directed the Library Director to provide monthly updates on the progress in implementing the actions with a formal report due at the June 2007 meeting.

**CONSENT CALENDAR**

7.1 Claims of more than \$7,000

7.1.1 Claim #1: OJ 07-22729 – City of Santa Rosa \$42,000  
Annual Payment to Fund for Building Maintenance  
(Note: City of SR put matching amount in their budget for 06-07)

7.1.2 Claim #2: OJ 07-22790 – Information Partners \$8,089.26  
Second & final payment for technology audit.

7.2 Resolution honoring Ruth Maloney

Commissioner Hintereder asked that the word “legendary” be substituted with another word in the resolution honoring Ruth Maloney. “Boundless” was suggested and Commissioner Hintereder agreed.

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

**ACTION ITEMS BY MOTION**

8.1.1 Information on processing costs for media action item# 8.1.1 report was moved above following Correspondence Item #5.

8.1.2 “Continuation” and “Expansion” Budget for FY 2007-2008

M/S/C (Lynch/Kelley) moved that the Sonoma County Library Commission approve the FY 2007-2008 budget with the expansion items recommended by Library Management, including the addition of 7 FTE in branch and other staffing; salary increases to achieve pay equity for 2 division manager positions and the Director of Human Resources. Upgrade of the Facilities Coordinator position to Facilities Manager; A \$100,000 increase to Material Budget for purchase of non-printed media; and adjustment to the expenditure for the Literacy program.

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M/S/C (Lynch/Kelley) moved that the Sonoma County Library Commission authorize the designation of \$1,250,000 in the reserve fund for design and furnishing a transitional facility for Northwest Regional Library. Unanimous.

8.1.3 Budget package to Board of Supervisors

M/S/C (Bennett/May) moved that the Sonoma County Library Commission authorize the Library Director to submit the required budget package as approved by the Commission to the Sonoma County Board of Supervisors. Unanimous.

8.2 Master Plan for Central Lower Level

M/S/C (Lynch/Kelley) moved that the Sonoma County Library Commission authorizes the Library Director to engage the services of KPA+D to create a master plan for the lower level at the Central Library at an amount not to exceed \$25,000.

8.3 *Problem Patron Issue at Central Library*

*Action item #8.3 discussion was moved forward on the agenda following Correspondence Item #5. Recommended action was approved. See above.*

8.4 Election of Officers

Director Cooper passed out ballots for the annual election of Chair and Vice-Chair for the Sonoma County Library Commission. The Commissioners voted using a secret ballot that included the names of each of the Commissioners for Chair and Vice-Chair. Public Services Manager Kiyoko Ozaki and Information Technology Manager Jim Rosaschi tallied the confidential ballots. Commissioner Murphy was elected Chair, and Commissioner Lynch was elected to Vice-Chair for terms to run through March 2008.

**DISCUSSION ITEMS**

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

9.1 Management Report  
9.1.1 February Management Report

Commissioners asked about the reference to ongoing “performance issues,” is this job evaluations? Response: No, it is personnel problems.

9.2 New Facilities Reports  
9.2.1 Southwest Santa Rosa Region

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The Library Director noted that the City is proceeding with a citywide planning effort focused on the future direction of the Recreation and Parks Department and that the process will include an opportunity for community feedback on the current plans for the Southwest Santa Rosa Library, Community Center, and park. Additional design and planning will proceed after the process is complete.

**9.2.2 Northwest Santa Rosa Region**

Director Cooper reported that discussions continue with City staff on the need to move the Northwest Regional Library into a transitional facility.

**9.2.3 Sebastopol / West County Region**

Director Cooper reported that Developer Ben Welborn had contacted her and requested a meeting to discuss funding for the Sebastopol Library in the Northeast Quadrant redevelopment. Director Cooper responded to Mr. Welborn by saying that, while the Library Commission is still very interested in the new facility, funding for the project is primarily the responsibility of the City. She suggested to Mr. Welborn that he contact Sebastopol's City Manager Dave Brennan.

**9.2.4 Sonoma Valley Region**

No significant activity on a new facility. The focus remains on remodeling and updating the existing building.

**9.2.5 Windsor Region**

Commissioner Bennett reported that Library Director Cooper made a presentation at the Windsor City Council meeting on February 21, 2007, to discuss opportunities for a new facility in Windsor. Windsor City Council expressed interest in a new multi-story facility on the Town Green. The Council also raised issues about the Library's policies regarding Internet filtering and the restrictions in access for town staff and officials to the current facility in Windsor.

**LIBRARY ADVISORY BOARD**

- 10.1 Unexpired term ending June 30, 2008. Posted and ready for appointment to the Petaluma Library Advisory Board. (Tim May resigned from the Board)

Commissioner May read an application submitted by former Sonoma County Library Commissioner Dorothy Bertucci for the open position on the Petaluma Advisory Board. Commissioner May recommended that Mrs. Bertucci be appointed to the Petaluma Library Advisory Board position.

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2 M/S/C (May/Hintereder) move that the Sonoma County Library  
3 Commission appoint applicant Dorothy Bertucci to the Petaluma

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5 Library Advisory Board for the unexpired term ending June 30, 2008.  
6 Unanimous.

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8 Commissioner May announced that the Petaluma Advisory Board  
9 planned to purchase a commemorative stone to honor Dorothy  
10 Bertucci, which will be placed under the “Library Tree”. He added that  
11 if any of the Commissioners wish to donate, please contact the  
12 Petaluma Library.

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14 **CLOSED SESSION (LABOR NEGOTIATIONS)**

- 15  
16 11.1 Conference with Agency Labor Negotiator (Brown Act: §54957.6)  
17 Agency negotiator: Sally Brian

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19 **OPEN SESSION**

- 20  
21 12.1 Report on closed session. (Brown Act: §54957.7)

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23 Commissioner Murphy reconvened the group in open session at 9:25  
24 p.m. He reported that the closed session convened at 9:43 p.m. in the  
25 Santa Rosa Forum Room. The Commission discussed pending labor  
26 negotiations with Agency Negotiator Sally Brian. No action was taken.

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28 **DIRECTOR’S INFORMATION ITEMS**

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30 13.1 Director Cooper asked the Commissioners to reserve Tuesday, April  
31 17, 2007 at 9:00 a.m. in the Santa Rosa Central Board Room for a  
32 special meeting with Agency Negotiator Sally Brian.  
33  
34 13.2 The Library Director asked the Commission to reserve the morning of  
35 Tuesday May 8, 2007 for a special Commission workshop on the  
36 Library’s priorities.

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38 **COMMISSION MEMBER INFORMATION ITEMS**

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40 Commissioner Hintereder reported:

- 41 • The Rohnert Park Foundation had set aside \$20,000 for improvements  
42 to the branch.  
43 • Technician II Margaret Fuller retired on February 1, 2007.  
44 • Children’s Librarian Kirsten Cutler served on ALA’s Newberry Award  
45 Committee this year.  
46 • The January 2007 Art Show, which included eight local artists, was a  
47 great success.  
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Commissioner Lynch reported:

- The Sebastopol LAB meeting, which included a presentation by Bev Moris of Page + Moris.
- The possibility of a new facility in the City of Sebastopol if funding can be established.
- The Friends are ready to start improvements in their branch and have the funds available to help.

Commissioner Bennett reported on:

- The Healdsburg LAB will host an art show next month.
- Friends of the Healdsburg Library President Jason Liles will retire from his position.
- On the new format of the Friends' newsletter.
- Friends' budget reports, which indicated that through reserves and an endowment fund that has been established, funds would be available to cover half the costs of redoing the front end of the library.
- Windsor has an art show through this month.
- Wine Library Associates will sponsor an appellation tour this year.
- The Wine Library Associates' "Odyssey" is scheduled for September 2007.

Commissioner May reported on:

- The Petaluma Advisory Board will be electing a new Chair and revising its bylaws.
- Teens on Teen Tech Week hosted a book discussion on "*Best to be Best*".
- The Friends of the Library book sale was held Feb. 20 - 24.

Commissioner Kelley had nothing to report.

**DATE AND TIME OF NEXT MEETING**

Regular Commission Meeting

Date: Wednesday, May 2, 2007  
 Time: 7:00 p.m.  
 Location: Central Santa Rosa Board Room

Special Commission Meeting

Date: Tuesday, May 8, 2007  
 Time: 9:00 a.m.  
 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