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

6
7 **May 2, 2007**

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

10
11 **CALL TO ORDER**

12
13 The Sonoma County Library Commission met in regular session.
14 Commissioner Murphy called the meeting to order at 7:03 p.m. in the Board
15 Room of the Santa Rosa Central Library.

16
17 Commissioners present: Bennett, Kelley, Kunde, Lynch, May and Murphy.

18
19 Staff present: Library Director Sandy Cooper; Public Services Manager Kiyo
20 Okazaki; Human Resources Manager Sally Brian; Information Technology
21 Manager Jim Rosaschi; Administrative Services Manager Elissa Alfano and
22 Administrative Aide Pat Cheek.

23
24 **ANNOUNCEMENTS AND INTRODUCTIONS**

25
26 Chair Murphy introduced Ex-Officio Member of the Rohnert Park/Cotati
27 Library Advisory Board and Rohnert Park City Council member Tim Smith.

28
29 Chair Murphy announced that Commissioner Helen Hintereder, representing
30 the second supervisorial district on the Sonoma County Library Commission,
31 had submitted her resignation. Chair Murphy expressed his thanks and
32 gratitude to Commissioner Hintereder for her time served and wished her and
33 her husband the very best.

34
35 **APPROVAL OF MINUTES** – Regular meeting of March 7, 2007.

36
37 M/S/C (Lynch/Kelley) approved the minutes of the March 7, 2007 regular
38 meeting as amended.

39
40 AYES: 5 NOES: 0 ABSENT: 0 ABSTAIN: 1

41
42 **CORRESPONDENCE**

43
44 Chair Murphy reported that a copy of a letter received by each Commissioner
45 from the local organization H.O.P.E. was in the correspondence folder.

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1 The Commissioners reviewed the other folder, which included newspaper
2 clippings.

3
4 **PUBLIC APPEARANCES**

5
6 Rohnert Park/Cotati City Council Member Tim Smith addressed the
7 Commission requesting permission to name the Rohnert Park/Cotati Regional
8 Library Forum Room in honor of Armando Flores, former mayor of Rohnert
9 Park. The request was made by the Rohnert Park Council, and the Rohnert
10 Park/Cotati Library Advisory Board voted to recommend the request to the
11 Library Commission.

12
13 **CONSENT CALENDAR**

14
15 6.1 Claims of more than \$7,000
16 There are no claims over \$7,000

17
18 There were no Consent Calendar items to be approved.

19
20 **ACTION ITEMS BY MOTION**

21
22 7.1 Request to Name Rohnert Park/Cotati Library Forum Room

23
24 At its February 13 meeting, the Rohnert Park City Council asked City
25 staff to ask the Sonoma County Library Commission for permission to
26 name the Community Room in Rohnert Park/Cotati Regional Library in
27 honor of Armando Flores.

28
29 M/S/C (Lynch/May) moved that the Sonoma County Library
30 Commission approve the City of Rohnert Park’s request to name the
31 Rohnert Park/Cotati Library’s Community Room in honor of Armando
32 Flores. Unanimous.

33
34 **DISCUSSION ITEMS**

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

37
38 8.1 Management Report
39 8.1.1 March-April Management Report

40
41 Commissioners asked:

- 42 • Would the Commission hear the results of the Leadership
43 Group meeting? Response: Yes, the staff’s priority initiatives
44 are in the May 8 Commission packets that will be distributed
45 this evening.
 - 46 • How is the Wiki working? Response: It is a productive way to
47 get staff input on issues under discussion.
- 48
49

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- 1 • May we have a presentation of the SCL Biz Blog? Response:
2 Central Reference Librarian Dana Evans developed the
3 program and has publicized it extensively. We will arrange for
4 Dana to make a presentation to the Commission on the new
5 service at the July Meeting.
- 6 • Is there more information on the *The Big Read/Sonoma County*
7 *Reads* project? Response: Commissioner Kelley briefly
8 described the joint effort led by KRCB to submit a proposal to
9 the National Endowment for the Arts (NEA) for funding. The
10 *Big Read* is an NEA-sponsored grant program to support and
11 encourage efforts like Sonoma County Reads.
- 12 • On the “Staff Updates & Changes Report,” are some of the
13 newly hired positions those previously approved in the budget?
14 Response: They are reallocated positions that the Commission
15 approved; hiring for new positions cannot be done until
16 October.
- 17 • Is the Oregon State Library History and Genealogy Department
18 paying for Librarian Tony Hoskins’s travel? Response: Yes.
- 19 • About the processing and shelving of “hold” items. Response:
20 To help reduce staff workload and streamline processing holds,
21 Systems Librarian Mike Dawe identified software that works
22 with the Horizon system. The project will be piloted at the
23 Guerneville Library.
- 24 • About GASB #45. Response: We are currently working on a
25 report for a future Commission meeting to outline options for
26 meeting the requirements of the new accounting standard for
27 post employment benefits.

29 8.2 Report on Project Status

31 8.2.1 Development of Standards of Behavior

33 Director Cooper reported on the status of the three projects currently
34 underway.

36 A second draft *Standards of Behavior* policy is ready for staff to review.
37 Current challenges for staff include coming to an agreement on what is
38 reasonable for systemwide enforcement; developing a process for
39 enforcement and a way to share information on action taken; preparing
40 procedures for staff, and training staff to enforce the standards in an
41 appropriate and consistent manner.

43 Chair Murphy asked if a draft copy would be presented to the
44 Commission. Library Director Cooper responded that the Commission
45 would have a draft for review at the June meeting.

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1 Recruitment and selection of a security firm is underway. Human
2 Resources Manager Sally Brian and Administrative Services Manager
3 Elissa Alfano developed a Request for Proposals that was then
4 forward to the County Counsel's office for review. The Request for
5 Proposals was distributed, and the deadline for submitting proposals to
6 the Library is May 21, 2007. The staff will complete the review of the
7 proposals and make a selection as soon after that date as possible.
8

9 Commissioner May asked if having a security service at only one
10 facility would be problematic. The Director responded that the major
11 problems are limited to Central, Northwest, and (to some extent)
12 Petaluma.
13

14 Commissioner Bennett asked in addition to appropriate behavioral
15 issues would hygiene issues be address? Library Director Cooper
16 responded yes.
17

18 8.2.2 Addendum to Windsor Lease

19

20 Library Director Cooper asked the Commission if they had any
21 questions regarding the draft addendum to the Windsor lease, which
22 was included in the agenda packet. There were no questions.
23

24 8.3 New Facilities Planning Reports

25

26 8.3.1 Central Santa Rosa

27 At his request, the Library Director met with the City of Santa Rosa's
28 Administrative Services Director Michael Frank to discuss the Library's
29 interest in being a part of a civic or cultural center in the downtown
30 Santa Rosa area. She also gave Mr. Frank a tour of Central's lower
31 level and the closed stacks. Planning is still underway, and the City
32 staff will contact the Library Director when more information is
33 available.
34

35 8.3.2 Southwest Santa Rosa Region

36 The City is proceeding with a city wide planning effort focused on the
37 future direction of the Recreation and Parks Department. This effort
38 includes gathering public input on the plans for the Southwest Santa
39 Rosa facility. Further planning is on hold until that process is
40 complete.
41

42 8.3.3 Northwest Santa Rosa Region

43 Discussions about the Northwest Regional Library were postponed
44 until the closed session.
45
46
47
48
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1 8.3.4 Sebastopol/West County Region
2

3 Community groups, Library staff and Council member Larry Robinson
4 met to discuss the potential for a shared facility. Funding is still an
5 issue, but the group agreed to continue discussions.
6

7 8.3.5 Sonoma Valley Region

8 No activity on a new facility. The Library Advisory Board and Friends
9 of the Library are still meeting monthly, and the focus remains on
10 remodeling and updating the existing building.
11

12 8.3.6 Windsor

13 Commissioner Bennett reported that a new facility is currently at a
14 standstill due to leveling or decreasing revenues.
15

16 8.4 Financial Reports

17
18 8.4.1 Claims of \$2,000 or more paid March 7, 2007
19

20 Commissioners asked:

- 21 • How are we doing on our Materials Budget? Response:
22 Extremely well. Jaime Anderson has it all under control.
- 23 • Has the Library ever considered solar collectors to reduce its
24 energy bills? Response: We are replacing HVACs with more
25 energy savings features, and new buildings would be designed for
26 energy efficiency.
27

28 8.4.2 Fiscal year 2006-2007 year-to-date revenue and expenditure
29 reports
30

31 There were no questions or comments on the revenue and
32 expenditure reports.
33

34 Third Quarter Budget Projections were submitted as required.
35

36 **LIBRARY ADVISORY BOARD**
37

38 9.1 Santa Rosa Advisory Board's unexpired term ending June 30, 2008.
39 Posted and ready for appointment.
40

41 Commissioner Kelley read an application submitted by former Sonoma
42 County Library Commissioner Vern Calsy for the open position on the
43 Santa Rosa Advisory Board. Commissioner Kelley recommended that
44 Mr. Calsy be appointed to the Santa Rosa Library Advisory Board
45 position.
46

47 M/S/C (Kelley/Bennett) move that the Sonoma County Library
48 Commission appoint applicant Vern Calsy to the Santa Rosa
49

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1 Library Advisory Board for the unexpired term ending June 30, 2008.
2 Unanimous.
3

4 **CLOSED SESSION (LABOR NEGOTIATIONS)**
5

6 10.1 Conference with Agency Labor Negotiator (Brown Act: §54957.6)
7 Agency negotiator: Sally Brian
8

9 10.2 Discussion of real estate: (Brown Act, §54956.8)
10

11 **OPEN SESSION**
12

13 12.1 Report on closed session. (Brown Act: §54957.7)
14

15 Commissioner Murphy reconvened the group in open session at 8:40
16 p.m. He reported that the closed session convened at 9:32 p.m. in the
17 Central Santa Rosa Library Board Room. The Commission discussed
18 pending labor negotiations with Agency Negotiator Sally Brian and the
19 Northwest Regional Library prospect for action or inaction that affected
20 that building. No action was taken on either subject.
21

22 **DIRECTOR’S INFORMATION ITEMS**
23

24 12.1 Library Director Cooper announced that the Commission Workshop
25 and Special Meeting on Tuesday, May 8, 2007 – 9:30 a.m. in
26 Healdsburg Library Forum Room would include lunch. She added that
27 Healdsburg Library staff members were invited to join the Library
28 Commissioners for lunch.
29

30 **COMMISSION MEMBER INFORMATION ITEMS**
31

32 Commissioner Lynch reported on:

- 33 • Sebastopol hosted an art show in April.
- 34 • The County project to remodel the Guerneville restrooms to make
35 them handicap accessible.
36

37 Commissioner Bennett reported on:

- 38 • The Healdsburg Library hosted their first art show in two years.
- 39 • Cloverdale will host their art show in the fall this year.
- 40 • The Wine Library funding breakdown is as follows: one-third by the
41 Library, one-third by local industry, and one-third by the Wine Library
42 Associates.
43

44 Commissioner Murphy noted that he had missed the Santa Rosa Book
45 Faire and would like to know what the final sales total was. Ms. Cooper
46 responded it was between \$35,000 and \$40,000.
47
48

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Commissioner Kelley reported on:

- A summer-long children’s book drive conducted by the Foundation, two Santa Rosa Libraries, Santa Rosa Friends and the Redwood Empire Food Bank.

Commissioner May reported on:

- Branch Manager Doug Cisney was fitting in well and doing a great job at Petaluma.
- The Petaluma Friends of the Library had a \$6,000 book sale and that “Dorothy’s Place” bookstore makes approximately \$110 a day in book sales.
- The Petaluma Friends of the Library are hosting another book sale May 15 – May 19.
- The Petaluma Friends have donated \$50,000 toward the remodeling of the circulation desk.
- The Petaluma Library Advisory Board is changing their meeting date on July 24, to June 26.
- The newest member of their Library Advisory Board; Dorothy Bertucci.
- The Redwood Health Library has closed and donated much of their collection to the library.

Commissioner Kunde reported on:

- The Kenwood Press had an article on “New County Library Business Service” she shared with the Commissioners.

DATE AND TIME OF NEXT MEETING

Workshop and Special Commission Meeting

Date: May 8, 2007

Time: 9:30 a.m.

Location: Healdsburg Forum Room – Healdsburg Regional Library – Piper and Center Streets

ADJOURNMENT

The meeting adjourned at approximately 9:48 p.m. by acclamation.

Clerk