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5 **Sonoma County Library**
6 **Library Commission Workshop & Special Meeting**
7 **Healdsburg Library, Piper & Center Street, Healdsburg, CA**
8 **May 8, 2007**
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11 **Note: M/S/C = Moved/Seconded/Carried**
12

13 **CALL TO ORDER**
14

15 The Sonoma County Library Commission held a Workshop and Special Meeting.
16 Commissioner Murphy called the meeting to order at 9:35 a.m. in the Forum Room at
17 Healdsburg Regional Library.
18

19 Commissioners present: Bennett, Kelley, Kunde, Lynch, May and Murphy attended.
20

21 Staff present: Director Sandy Cooper; Public Services Manager Kiyoko Okazaki;
22 Human Resources Manager Sally Brian; Administrative Services Manager Elissa
23 Alfano; Information Technology Manager Jim Rosaschi; Materials Management
24 Manager Jaime Anderson; and Administrative Aide Pat Cheek.
25

26 **ANNOUNCEMENTS AND INTRODUCTIONS**
27

28 Director Sandy Cooper introduced Annette Townley, who was there to facilitate the
29 Commission's discussion of the staff recommendations for priority initiatives for the
30 next twelve to eighteen months. Ms. Townley is an Organizational Development
31 Consultant with the City of Santa Rosa's Human Resources Department.
32

33 **PUBLIC APPEARANCES**
34

35 There were no public appearances.
36

37 **WORKSHOP ON PRIORITY INITIATIVES**
38

39 Annette Townley facilitated the Library Commission Workshop Session. Ms.
40 Townley began by asking the Commissioners and staff to introduce themselves. She
41 then reviewed the purpose of the meeting, which was to gain Commission support for
42 the staff's recommended priority initiatives for the next twelve to eighteen months.
43

44 Ms. Townley asked each Commissioner individually if they had any objections to the
45 priority initiatives presented and could they reach consensus and approve the plan.
46

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1 The Commissioners were in agreement with goals one and two as presented. Each
2 Commissioner expressed their comments and concerns as follows:

- 3
- 4 • Commissioner Lynch – interested in having a happy and well-adjusted staff,
5 and focus on serving the needs of the public. Was surprised to see so many of
6 the basic fundamentals not in place. Commissioner Lynch approved of the
7 plan as presented.
- 8 • Commissioner Kelley – specific aspects of the library need to be addressed.
9 Outside consultants have brought a wealth of knowledge to the Sonoma
10 County Library and with their assistance, she is in full support of the
11 initiatives
- 12 • Commissioner May – stated, as a new commissioner, he is not entirely sure
13 what issues should be addressed. His concern is what is being put aside in
14 order for these tasks to be addressed. He added that he had no issues with the
15 suggested initiatives as presented but would like to see consistent reporting
16 and accountability.
- 17 • Commissioner Bennett – Priorities are excellent but need to be broader. His
18 main concern is funding and facilities development for future growth and
19 addressing how the Library plans to proceed. Mr. Bennett asked that this be a
20 priority and added to the list of initiatives. Another area of concern is the
21 current public image of the Sonoma County Library.
- 22 • Commissioner Kunde – Felt it is the position of the Commission to oversee all
23 budget and fiscal issues and her concern is that new facilities need to be built
24 and staffed in the near future. She added that it is the Director who runs the
25 operations; however, the Commission along with the Director needs to
26 develop a funding structure for the future.
- 27 • Commissioner Murphy – Supports the priority initiatives, stating that they are
28 well thought out, ambitious, and obviously need to be addressed. Chair
29 Murphy added that a lack of continuity in Directors has resulted in a change of
30 direction and priorities with each new director.

31
32 Chair Murphy expressed concern over item number one on the Focus &
33 Finish: Priority Initiatives background memo. Would the Commission assume
34 to be operating in a passive role, which is not appropriate? He suggested that
35 the current language of that particular sentence is not practical and should be
36 re-worded.

37
38 Following lengthy discussions, Ms. Townley confirmed that the Commissioners
39 supported the two goals in the *Focus & Finish: Priority Initiatives*. The
40 Commissioners concurred.

41
42 Discussions continued and the Commission asked that a third goal be added to the
43 document to cover development of new facilities, funding, and the Library's public
44 image. They also asked the Director to modify the language in the cover memo
45 from: *The Library Commission's full support and willingness to "forgo" asking the*
46 *staff to work on other issues until we have made significant progress in completing*
47 *work on the list, to The Library Commission's full support and willingness to "limit"*

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1 *asking the staff to work on other issues until we have made significant progress in*
2 *completing work on the list.*

3
4 Library Director Cooper indicated that she would be happy to do so.

5
6 Ms. Townley thanks the Commission and concluded her portion of the meeting.

7
8 The Commission and staff broke for lunch at 12:10 p.m.

9 10 **ACTION ITEMS BY MOTION**

11
12 5.1 Approve library priorities

13
14 M/S/C (Lynch/May) moved that the Sonoma County Library Commission
15 approve the priority initiatives outlined in document #W1.1/5.1.1 (5.8.07). As
16 presented with the editing of item #1 in the background memo by replacing
17 the word “forgo” with the word “limit”, along with the understanding that
18 goal three previously discussed in the workshop be added to the priority
19 initiatives and are presented at the next Commission meeting for final
20 approval. Unanimous.

21
22 5.2 Approve Library Director’s Position Description & Work Plan

23
24 The Commission reviewed the second draft of the Library Director’s position
25 description, which had been modified in response to the Commission’s
26 discussion of an earlier draft.

27
28 Commissioner Murphy asked about item #1.3, which refers to “departmental
29 goal.” Ms. Cooper suggested the language be changed from “departmental”
30 to “organizational”.

31
32 Chair Murphy asked about the language of “periodic evaluations of staff
33 members’ performance”. Shouldn’t the time periods be more explicit? Ms.
34 Cooper responded that with the new Performance Management system that we
35 are currently working on, staff members would be on an annual cycle, which
36 includes a six-month evaluation and a year-end evaluation.

37
38 Commissioner May asked if the job description could be changed or modified
39 if it becomes necessary to add additional responsibilities. Library Director
40 Cooper responded yes. The group agreed that it should be reviewed as part of
41 the annual evaluation.

42
43 M/S/C (Lynch/Kelley) moved that the Sonoma County Library Commission
44 adopt the revised position description for the Library Director as amended.
45 Unanimous.

46
47 Library Director Cooper reviewed the Work Plan for her position for the
48 balance of the calendar year. She said that this was the format that would be

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1 used in the new performance management system that staff is developing and
2 that she had told staff that she would be the first person to use the new
3 approach.

4
5 M/S/C (Lynch/May) moved that the Sonoma County Library Commission
6 approve the Library Director’s work plan for the balance of the calendar year.
7 Unanimous.

8
9 **CLOSED SESSION**

10
11 6.1 Conference with agency labor negotiator (Brown Act, §54957)
12 Agency negotiator: Sally Brian
13 Employee organization: SEIU Local 707

14
15 6.2 Discussion of Personnel Issues with Library Director & Human Resources
16 Manager (Brown Act, §54957.6)

17
18 **OPEN SESSION**

19
20 7.1 Commissioner Murphy reconvened the Commission in Open Session at 1:25
21 p.m. He reported that the Closed Session convened at 12:38 p.m. in the
22 Forum Room of the Healdsburg Regional Library. Commissioners present:
23 Bennett, Kelley, Kunde, Lynch, May and Murphy. Also attending: Director
24 Sandra Cooper, Administrative Services Manager Elissa Alfano, and Human
25 Resources Manager Sally Brian and Public Services Manager Kiyo Okazaki.

26
27 During the Closed Session the Commission discussed with Agency Negotiator
28 Sally Brian the upcoming negotiations of the *Memorandum of Understanding*.
29 The Commission also discussed personnel issues with the Library Director
30 and Human Resources Manager. No action was taken.

31
32 **DATE AND TIME OF NEXT MEETING**

33 Date: Tuesday, May 22, 2007
34 Time: 9:30 p.m. – Special Commission Meeting
35 Location: Central Santa Rosa Board Room

36
37 Date: Tuesday, June 19, 2007
38 Time: 7:00 p.m. – Regular Commission Meeting
39 Location: Central Santa Rosa Board Room

40
41 **ADJOURNMENT**

42 The meeting adjourned at approximately 1:45 p.m. by acclamation.
43
44

45 _____
Clerk