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4 **Sonoma County Library**
5 **Minutes of the Library Commission**
6

7 **June 19, 2007**
8

9 **Note: M/S/C = Moved/Seconded/Carried**
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11 **CALL TO ORDER**
12

13 The Sonoma County Library Commission met in regular session.
14 Commissioner Murphy called the meeting to order at 6:34 p.m. in the Board
15 Room of the Santa Rosa Central Library.
16

17 Commissioners present: Bennett, Dell’Osso, Kelley, Kunde, Lynch, May, and
18 Murphy.
19

20 Staff present: Library Director Sandy Cooper; Human Resources Manager
21 Sally Brian; Information Technology Manager Jim Rosaschi; Administrative
22 Services Manager Elissa Alfano; Adult Services Coordinator Barbara O’Hara;
23 Children’s Services Coordinator Kathy DeWeese; Administrative Aide Pat
24 Cheek and a list of additional attendees is attached.
25

26 **ANNOUNCEMENTS AND INTRODUCTIONS**
27

28 Chair Murphy introduced new Commission member John Dell’Osso, the new
29 second supervisorial district appointee replacing Helen Hintereder, who
30 resigned her position. He welcomed and congratulated Mr. Dell’Osso on his
31 recent appointment and wished him much enjoyment during his term.
32

33 **APPROVAL OF MINUTES** – Regular meeting of May 2, 2007, special meeting of
34 May 8, 2007, and special meeting of May 22, 2007.
35

36 M/S/C (Lynch/Kunde) approved the minutes of the May 2, 2007 regular
37 meeting, the minutes of the May 8, 2007 special meeting and the minutes of
38 the May 22, 2007 special meeting as presented. Commissioner Dell’Osso
39 abstained.
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41 **AYES: 6 NOES: 0 ABSENT: 0 ABSTAIN: 1**
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CORRESPONDENCE

The Commission reviewed a letter from Harriet Palk objecting to the library's new procedure for shelving holds by an alphanumeric code that includes the first four letters of a person's name. She feels that the system fails to protect her privacy and would like to see it changed.

The Library Director reviewed the new system of holds shelving, which most patrons like very much. She reported that the staff has identified an alternative for people who submit a written request to use a code that does not include the name. The Commission authorized the Director to respond on their behalf to Ms. Palk's letter explaining the alternative available to her.

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

PUBLIC APPEARANCES

Co-Director for H.O.P.E. of Sonoma County Laura Tallman introduced herself and asked the Commission to change its Internet use policy. Ms. Tallman appealed to the Commission to ban pornography and add filters to the computers to protect women and children. Chair Murphy thanked Ms. Tallman for her input and would take her request under advisement.

STAFF PRESENTATION – SUMMER READING PROGRAM

Children's Service Coordinator Kathy DeWesse gave a presentation on the summer programs planned for children and teens. She distributed sample materials for the "Get A Clue" Summer Reading Program.

CONSENT CALENDAR

7.1 Claims of more than \$7,000

OJ 07 2322 Dell Marketing \$20,013.51
2 Web Servers and 1 Test Server

OJ 07 23387 One Workplace \$23,675.91
50% Deposit on Steelcase Ergonomic Task Chairs and Stools

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

ACTION ITEMS BY MOTION

8.1 Authorize Library Director to retain audit firm

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Management recommended that the Commission authorize Director Sandy Cooper to engage Beel, Soper & Frei to conduct the Library's FY 2006-2007 audit. The total cost will not exceed \$20,250. Ms. Cooper note that the firm, retained for the first time this year, has provided excellent helpful service.

M/S/C (Kelley/May) Moved That The Sonoma County Library Commission Authorize The Director To Engage Beels, Soper & Frei To Conduct The Library's FY 2006-2007 Audit. Unanimous.

8.2 Approve amended agreement for deferred compensation plan

The County manages one of the Library's deferred compensation plans. Because of the elimination of the County Treasurer's position, the County Auditor is now responsible for the deferred compensation plan. This requires approval of an amended agreement with Nationwide Retirement Solutions. The proposed amended agreement does not represent any substantive change.

M/S/C (Lynch/Kunde) Moved That The Sonoma County Library Commission Approve The Amendment To The Agreement With Nationwide Retirement Solutions For Its Deferred Compensation Plan. Unanimous.

8.3 Approve Amendment 1 to Windsor Lease

The amendment to the Windsor lease was presented for the Commission's approval. The change is a response to the Town's request for full access to the building at any time and outlines the terms for their use of the Library in conjunction with Town Green events.

Commissioner Dell'Osso noted that the amendment did not include any requirement that the City clean the facility when it uses the space. The language does not require that the City clean the facility following any Town event. Library Director Cooper agreed that this was an oversight and asked that the Commission approve the amendment with the provision that the amendment is sent back to legal counsel for the addition of language responding to the concern. The Commission concurred.

M/S/C (Dell'Osso /Kelley) moved that the Sonoma County Library approve amendment #1 to the lease with the Town of Windsor with additional language stating the town of Windsor is responsible for general cleanup following any of their events.

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8.4 Approve revised library priorities

Item #8.4 “Focus & Finish – Library Priorities” and the background memo had unintentionally been left out of the packet. The Commission wished to proceed with the item.

Chair Murphy began a discussion of the document that had been given preliminary approval at the May 8, 2007 meeting. The changes made to respond to the Commission’s recommendations include:

- Slight modifications to the introduction, which had been the background document.
- Addition of new goals and initiatives to make explicit some of the Commission’s priorities: *Goal #3 – Library Image & Community Support* and *Goal #4 – Library’s Vision & Strategic Plan*

M/S/C (May/Lynch) moved that the Sonoma County Library Commission approve the final document “Focus & Finish: Priority Initiatives”. Unanimous.

DISCUSSION ITEMS

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

9.1 Creating a Safe, Secure Library Environment

Director Sandy Cooper thanked Administrative Services Manager Elissa Alfano; Human Resources Manager Sally Brian and Central Library Manager Linda Burton White for leading the procurement process that resulted in hiring D.N. Security to provide services at the Central Library beginning July 1.

Commissioner Bennett said that the Commission should approve the contract with D.N. Security of Santa Rosa. The Director noted that the Commission had not asked to approve contracts prior to this one and that the staff had interpreted the policy delegating purchasing authority to include executing the contracts.

While Chair Murphy also felt the Commission should approve contracts, other Commissioners noted that their March action had directed the Director to hire a security firm and that was authorization to sign the contract.

The JPA does state that the Commission is responsible for approval of contracts. The group agreed that the July agenda should include a discussion of the policies and procedures regarding contracts.

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2 In addition to the progress report, the packet included a preliminary
3 draft of the new behavior standards and background information. The
4 draft had been made available to the entire staff for comment during
5 May. The branches serve diverse communities, and the standards and
6 their enforcement must be consistent systemwide. Staff members
7 have differing views on specific standards and did not support the
8 enforcement approach outlined in the preliminary draft.

9
10 Organizational Development Consultant Annette Townley will facilitate
11 a discussion of the policy at the July 11 Leadership Group meeting.
12 She will use an interest-based approach and objective standards, with
13 the goal of reaching a consensus on the standards and their
14 enforcement.

15
16 Commissioner May asked if it has been determined whether the
17 Commission has the authority to restrict activities on the entire
18 premises, or only within the building. Library Director Cooper
19 responded she is still working on that issue.

20
21 Ms. Cooper asked the Commission if they had considered gathering
22 any public input. She suggested that they have the Library Advisory
23 Boards review the next draft before the Commission approves the
24 document.

25
26 Chair Murphy stated it is a basic fact that the Library must have a
27 uniform policy that applies to each and every branch and currently that
28 it is presenting obvious problems. Staff's input is fine, but we are
29 never going to create something that everyone is happy with.
30 Eventually a final decision needs to be made.

31
32 The Commissioners asked Library Director Cooper to set up a special
33 meeting with the Library Advisory Boards to review the standards;
34 however, they are still committed to the target date of approving the
35 new standards at the September 5 meeting.

36 37 9.2 Preliminary Information on Planning for Remodeling & Self-Checkout

38
39 Library Director Cooper said that the July 11 agenda would include a
40 technical adjustment to the budget for the first phase of branch
41 remodeling and the self-check project on the July 11 meeting agenda.
42 The packet included a status report on the planning effort. The
43 approach is to remodel each branch prior to implementing self-check at
44 each facility. She estimates the project will take two years to complete.

45
46 She will be recommending that the Library fund design costs and
47 provide a flat dollar amount for each branch to help pay the cost of
48 remodeling of the entry/circulation areas.

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3 Ms. Cooper added that she is working with staff to create a shared
4 vision with staff for the service model that will be the basis for
5 designing the self-check service and remodeled library entrances. An
6 Advisory Committee on self-check planning has been formed as well
7 as a management level Self-Check Project Coordinating Team. Prior
8 to implementing the self-check, remodeling in the circulation areas will
9 begin and we will finally implement self-check.

10
11 The effort to agree on a new service model will include tours of
12 libraries in the South Bay and a second day of tours of East/North Bay
13 Libraries. The Advisory Committee and the Self-Check Project
14 Coordinating Team will take the tours.

15
16 Commissioner May asked if he could participate in the tours. Library
17 Director Cooper said the bus was large enough to accommodate him.
18

19 9.3 Management Report

20
21 Highlights of the discussion of the management report included:
22

- 23 • Chair Murphy observing that two of our staff members had
24 successfully completed their Masters in Library Science at San
25 Jose State. It was his desire that Eric Lindenbusch and Tiffany
26 Bronzan be formally congratulated and recognized for their
27 achievements. The Commission asked Library Director Cooper to
28 send a letter on behalf of the Commission expressing their
29 congratulations.
30
- 31 • Library Director Cooper reported that two of the Student Aides have
32 taken permanent positions in the Library—and we are hiring two
33 new aides.
34
- 35 • Cooper called the Commission’s attention to the information on the
36 planning for reviving the newsletter. The next issue will be mailed
37 this fall.
38
- 39 • She added that the Rincon Valley Library has a Snoopy “Joe Cool”
40 statue. Joe Cool was vandalized soon after he arrived but has
41 been repaired and returned to a new spot in the lobby.
42
- 43 • Facilities staff is working hard on improving the exterior look of the
44 buildings, including painting Annex and some new landscaping at
45 Central. Rincon Valley was spruced up as well.
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- Commissioner Lynch asked if we had heard anything about the Northwest area and downtown Santa Rosa. Library Director Cooper responded that City Council member Veronica Jacobi would be speaking with the Santa Rosa Library Advisory Board to discuss their vision for the downtown area on June 20, 2007, and Ms. Jacobi would address the Commissioners at the September meeting. Ms. Cooper added there were no updates on the Northwest area except that Whole Foods Market would be going into the old Ralph's Market.
- Commissioner Kelley announced that KRCB has been selected to receive a National Endowment for the Arts "Big Read" grant. The Library and the Foundation are among the partners in the project and the entire County will be reading *Fahrenheit 451* by Ray Bradbury for this year's Sonoma County Reads, beginning September 15. Bo Simons is representing the Library on a team attending a meeting for new grantees in Minneapolis, and she will have more to report at the next meeting.

9.4 New Facilities Planning Reports

9.4.1 Central Santa Rosa

- City Council member Veronica Jacobi will talk about the City's vision and how the Library will fit into the City's plan at the September Commission meeting.

9.4.2 Southwest Santa Rosa Region

- Planning is underway for the temporary building in Southwest Community Park that will allow the library and the city to offer some programs and services to generate public interest and support.
- The bill calling for a new state construction bond issue did not make it out of the Senate committee. Ms. Cooper reported the bond may have one more chance, but it is unlikely to pass this year.

9.4.3 Northwest Santa Rosa Region

- Coddling Enterprises recently announced that Whole Foods would move into the old grocery site at Coddington. This is the first concrete move made to begin to revamp Coddington.

9.4.4 Sebastopol/West County Region

- The City Council liaison to the Library Advisory Board recently stated that the City does not have the funds and will not build a new building.

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9.4.5 Sonoma Valley Region

- The Library Advisory Board and Friends are working to get the Sonoma City Council to help pay for some of the improvements to the branch in addition to the plans to replace the HVAC and improve the parking lot lighting.

9.4.6 Windsor

- Nothing to report.

9.5 Financial Reports

9.5.1 Claims of \$2,000 or more paid March 7, 2007

There were no questions.

9.5.2 Fiscal year 2006-2007 year-to-date revenue and expenditure reports

There were no questions.

LIBRARY ADVISORY BOARD

10.1 A number of member's terms will expire June 30, 2007. Library Director Cooper informed the Commission that she had not sent out any renewal letters. She reminded the Commission of the goal of making the LAB members more active in advocating for the Library. She suggested that each Commissioner review the people who have terms expiring to make certain that they should be reappointed. Ms. Cooper asked each Commissioner whether to recommend the reappointment of the outgoing members before the staff writes a letter to inquire about their interest in being reappointed.

CLOSED SESSION (LABOR NEGOTIATIONS)

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

11.2 Discussion of personnel issues: (Brown Act, §54957)

OPEN SESSION

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

Commissioner Murphy reconvened the group in open session at 9:03 p.m. He reported that the closed session convened at 8:11 p.m. in the Central Santa Rosa Library Board Room. The Commission discussed pending labor negotiations with Agency

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2 Negotiator Sally Brian concerning progress and problems in
3 negotiations with the union. Personnel issues were discussed
4 with the Library Director. No action was taken on either subject.

5 **DIRECTOR’S INFORMATION ITEMS**

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7 13.1 The Commission gave informal approval to closing branches to allow
8 staff to attend the Infopeople workshop.
9

10 **COMMISSION MEMBER INFORMATION ITEMS**

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12 14.1 Commissioners Lynch, Dell’Osso, Kelly, Kunde, and Bennett had
13 nothing to report.
14

15 Commissioner Murphy reported that:

- 16 • The Santa Rosa Library Advisory Board would be meeting
17 on June 20 in the Central Santa Rosa Library Board Room
18 at 7:00 p.m.
19

20 Commissioner May reported on:

- 21 • A Teen Summer Reading program is taking place in
22 Petaluma. Teens are reading books and writing reviews on
23 the books for prizes.
24

25 **DATE AND TIME OF NEXT MEETING**

26
27 Regular Commission Meeting

28 Date: July 11, 2007

29 Time: 7:00 a.m.

30 Location: Central Santa Rosa – Board Room
31

32 **ADJOURNMENT**

33 The meeting adjourned at approximately 9:06 p.m. by acclamation.
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35

36 _____
37 Clerk