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

7 **July 11, 2007**
8

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 7:04 p.m. in the Board
15 Room of the Santa Rosa Central Library.
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17 Commissioners present: Bennett, Dell'Osso, Kelley, Kunde, Lynch, May, and
18 Murphy.
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20 Staff present: Library Director Sandy Cooper; Human Resources Manager
21 Sally Brian; Information Technology Manager Jim Rosaschi; Administrative
22 Services Manager Elissa Alfano; Public Services Manager Kiyoko Okazaki; and
23 Administrative Aide Pat Cheek and a list of additional attendees is attached.
24

25 **ANNOUNCEMENTS AND INTRODUCTIONS**
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27 Administrative Aide Pat Cheek asked the Commissioners to turn in their
28 personal membership renewal invoices for the California Library Association
29 to her so that she could process the renewals.
30

31 There were no introductions.
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33 **APPROVAL OF MINUTES** – Regular meeting of June 19, 2007.
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35 M/S/C (Lynch/Kelley) approved the minutes of the June 19, 2007 regular
36 meeting as corrected. Unanimous.
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38 **CORRESPONDENCE**
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40 The Library Director reported that she responded to two letters critical of the
41 new holds shelving procedure and one that supported it. Copies of the
42 responses were in the correspondence file.
43

44 **PUBLIC APPEARANCES**
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46 Several staff members spoke about the Union members' perspective on the
47 negotiations underway between the Library and SEIU:
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- Central Library Reference Librarian Dana Evans asked the Commission to consider how committed and hard working the staff is and to view a salary increase as a financial “pat on the back” for everyone’s efforts.
- Windsor Library Bi-Lingual Librarian Roger Harris outlined his concerns, suggesting that the negotiations begin earlier and that the Commission complete negotiations so that the pay increase could be implemented with the first payroll in the new fiscal year.
- Petaluma Bi-Lingual Reference Librarian Karen Guma expressed concern about the extremely high cost of living in Sonoma County and urged the Commission to support a higher COLA than had been proposed.

STAFF PRESENTATION – SCL BIZ BLOG

Reference Librarian Dana Evans and Webmaster Genny Engel are the proud parents to the new SCL Biz Blog, available on the Web. Ms. Evans demonstrated the new online resource, which is targeted at the business community. It is designed to help budding entrepreneurs start a business; to help established businesses grow; and to help all business people manage their operations – all the while promoting the library as a resource.

The Commission thanked Dana Evans and Genny Engel for their work and presentation.

CONSENT CALENDAR

7.1 Claims of more than \$7,000

OJ 07 23513 Solutions4Sure \$9,195.12

Six projectors for branches/staff to use for presentations/programs

OJ 07 23566 IKON \$19,417.60

Two Digital Microfiche Reader Printer

07-23598 – Gateway Computers \$120,361.68

Annual replacement cycle – 95 personal computers for staff

08-24413 – North Bay Cooperative Library System (NBCLS) \$71,774

Annual payment – Delivery, SuperSearch and Membership

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7.2 Resolution honoring Nancy Cummings on her retirement

One correction was suggested to Nancy Cumming’s resolution.

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

ACTION ITEMS BY MOTION

8.1 Technical Adjustments to FY 2007-2008 Budget

The deadline for submitting technical adjustments to the FY 2007-2008 budget to the County Board of Supervisors is July 18.

The Commission reviewed the recommended modifications, which are projected to require \$140,314 from the fund balance. In response to a query, Administrative Services Manager Elissa Alfano responded that the “bottom line” had shifted from \$127,000 excess of revenue over expenditures, to the projected use of fund balance – a total increase in expenditures of \$267,314. Commissioner Bennett suggested that the information be incorporated in the cover letter to the budget analyst.

In addition, the Commission discussed the staff proposal to move \$250,000 from the Library’s reserves, designated for branch improvements, to pay for system wide design standards and design work for improvement at 5 branches.

M/S/C (Bennett/May) Moved that the Sonoma County Library Commission authorize use of \$250,000 from the Library’s reserves to pay for design costs in the first phase of branch improvements project. Unanimous.

M/S/C (Kelley/May) Moved that the Sonoma County Library Commission approve the Technical Adjustments to the FY 2007-2008 Budget and authorize the Library Director to submit the request to the County Board of Supervisors for approval. Unanimous.

8.2 Design Projects – Phase #1 of Branch Improvements

Library Director Cooper explained to the Commission the approach to the overall remodeling projects for the library system and discussed the fees associated with the plans presented by Page + Moris and KPAD Architects. Ms. Cooper summarized the design tasks to be addressed in fiscal year 2007-2008:

1. Create a design standards program for all facilities before any remodeling begins.

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2. Site documentation for four sites: Santa Rosa Central, Petaluma, Sebastopol and Sonoma Valley.
3. Prepare space plans for same facilities listed above as well as Rohnert Park.
4. Create architectural drawings to implement the Self-Checkout.

Commissioner Bennett asked how much the Self-Check machines would cost and the total amount available in reserves. Library Director Cooper responded approximately \$850,000 to \$1,000,000 for the machines and approximately \$2,000,000 is currently in our reserves for Self Check.

Commissioner Bennett asked for detailed information on the funds in reserves. Administrative Services Manager reviewed the current reserves:

1. Operating reserve (i.e., the “rainy day fund”)= \$1,728,381
2. Self Check funds = \$2,000,000
3. Branch improvement = \$804,600
4. Northwest Regional Library move/furnishings = \$1,250,000
5. IT Equipment Fund = \$50,000
6. Petty Cash = \$1,220
7. Total in reserves = \$5.8 million (does not include the contribution to the fund balance at the end of 2006-2007 fiscal year).

M/S/C (Lynch/Kunde) Moved that the Sonoma County Library Commission authorize the Library Director to execute an agreement with Page + Moris and KPAD for design work for Phase #1 of Branch Improvements. Unanimous.

DISCUSSION ITEMS

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

9.1 Policy Clarification – Review of Contracts

At the June meeting, the Commission had raised questions about policies and procedures that define the Commission’s role in reviewing/approving contracts. The agenda packet included the specific authority of the Commission and purchasing policies.

After a brief discussion, Commissioner Dell’Osso offered to work with the Library Director to come up with recommendations on the issue.

9.2 Management Report for June 2007

9.2.1 Update on Safety and Security Initiative

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The Library Director reported that the Leadership Group meeting included a very productive discussion of key elements of the Standards, and that all the Library Advisory Boards were scheduled to meet between July 24 and August 27 to provide feedback on the draft.

She also noted that everyone is pleased with the security service at the Central Library.

9.2.2 June 2007 Management Report

Commissioner May asked for a report on the presentation by the City of Santa Rosa at the Santa Rosa Library Advisory Board meeting. Ms. Cooper responded that the City Council representative would be making a similar presentation to the Commission at its August or September meeting.

There were several questions about answers to interesting reference questions and some other items in the Public Services Division's section of the report.

9.2.3 Focus & Finish – Quarterly Report

Commissioner May asked about the status of work on *Initiative #1.5: develop a comprehensive, readily available set of policies and procedures.*

An internal team has collected, organized, and reviewed all existing policies and procedures. Ms. Cooper noted that many are not actually policies or are outdated with no consistent format or documentation, so the project is essentially starting from scratch, so the two policies selected as pilot projects for the development process were the standards of behavior and emergency/safety policies.

9.3 New Facilities Planning Reports

9.3.1 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 August Commission meeting.
- The high-rise planned for the block south of the Central Library is no longer under consideration.

9.3.2 Southwest Santa Rosa Region

- Sandy has continued to attend the Community Planning Committee meetings that are part of the strategic planning

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process of the Recreation and Parks Department. The session provided an opportunity to raised the issue of including new libraries in the Southwest and Northwest parks.

9.3.3 Northwest Santa Rosa Region

- See above.

9.3.4 Sebastopol/West County Region

- No action.

9.3.5 Sonoma Valley Region

- Focus is on improving the current facility.

9.3.6 Windsor

- There is currently no movement at this time.

9.4 Financial Reports

9.4.1 Claims of \$2,000 or more paid June 19, 2007

Commissioners asked:

- Culture for Kids, is this a summer program? It is an on-line resource to help children with homework.
- What is the cleaning frequency by Universal Building Services in the branches? Daily.

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

Commissioners asked:

- About the unemployment insurance at 17%? Why was so little of it used, compared to what was budgeted? The Library self-insures in case thee is a claim.
- Why was so much budgeted for landscape services? In the past, certain line items are over appropriated to give management more flexibility.
- Branch Networking? This line item is to cover any unexpected repairs or modification required.
- Small equipment, does this include the new projectors? Yes, however the costs are not reflected in the current report.
- Chair Murphy was happy that staff was beginning to take advantage of staff development funds. He noted that staff actually spent more than was budget, which is all good news.

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CLOSED SESSION (LABOR NEGOTIATIONS)

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

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

OPEN SESSION

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

Commissioner Murphy reconvened the group in open session at 9:25 p.m. He reported that the closed session convened at 8:47 p.m. in the Central Santa Rosa Library Board Room. The Commission discussed pending labor negotiations with Agency Negotiator Sally Brian concerning progress and problems in negotiations with the union.

Personnel issues were discussed with the Library Director. No action was taken on either subject.

DIRECTOR'S INFORMATION ITEMS

12.1 Library Director Cooper had nothing to report.

COMMISSION MEMBER INFORMATION ITEMS

13.1 Commissioner Lynch reported:

- 33 teens were attending the summer reading program in Sebastopol.
- Sebastopol is raffling off a beautiful quilt, and for more information log on to the Sebastopol web page.
- This summer we are enjoying wonderful puppet shows with lots of attendees!

13.2 Commissioner Dell'Osso reported:

- That Rohnert Park/Cotati Regional Library will host its 4th anniversary celebration on Wednesday, July 18, 2007 at the Library.

13.3 Commissioner Bennett reported:

- Windsor is planning an all-day reading to celebrate the release of the new Harry Potter book.
- That he would like an updated organization chart.

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13.4 Commissioner Kelley reported:

- The planning for *The Big Read* continues, with Kiyo Okazaki coordinating the branch discussion groups for Fahrenheit #451.
- The Foundation is going to put out its own newsletter at the end of August to publicize The Big Read and other Foundation activities.

13.5 Commissioner Murphy reported:

- The Santa Rosa Library Advisory Board met on June 20 in the Central Santa Rosa Board Room at 7:00 p.m. Chair Murphy added it was a productive meeting and City Council’s Veronica Jacobi spoke about every aspect of the City’s plans to revitalize the Santa Rosa downtown area.

13.6 Commissioner May reported:

- On a variety of singing and poetry programs that are ongoing this summer in Petaluma.
- That Petaluma is starting an artists lecture series.
- That summer readers are searching for a lost lion.

13.7 Commissioner Kunde reported on:

Commissioner Kunde had nothing to report.

DATE AND TIME OF NEXT MEETING

Regular Commission Meeting
Date: August 1, 2007
Time: 7:00 p.m.
Location: Central Santa Rosa – Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:34 p.m. by acclamation.

Clerk