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

6  
7 **August 1, 2007**  
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9 **Note: M/S/C = Moved/Seconded/Carried**

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11 **CALL TO ORDER**

12 The Sonoma County Library Commission met in regular session. Commissioner  
13 Murphy called the meeting to order at 7:01 p.m. in the Board Room of the Santa  
14 Rosa Central Library.

15  
16 Commissioners present: Bennett, Dell’Osso, Kelley, Kunde, Lynch, May, and  
17 Murphy.

18  
19 Staff present: Library Director Sandy Cooper; Administrative Services Manager  
20 Elissa Alfano; Public Services Manager Kiyo Okazaki; and Administrative Aide  
21 Pat Cheek. A list of additional attendees is attached.  
22

23 **ANNOUNCEMENTS AND INTRODUCTIONS**

24 Chair Murphy introduced Santa Rosa Assistant City Manager/Director of  
25 Recreation & Parks Marc Richardson.  
26

27 **APPROVAL OF MINUTES** – Regular meeting of July 11, 2007.

28 M/S/C (Dell’Osso/Kelley) approved the minutes of the July 11, 2007 regular  
29 meeting as corrected. Unanimous.  
30

31 **CORRESPONDENCE**

32 There was no correspondence this month.  
33

34 **PUBLIC APPEARANCES**

35 Friends of the Santa Rosa Libraries Secretary Terry Oden distributed the  
36 quarterly newsletter and bookmarks announcing the Fall 2007 Book Faire at  
37 Finley Hall – Sonoma County Fairgrounds October 19 – 22. He added that the  
38 Friends would have a small booth at the Santa Rosa Farmer’s Market on  
39 Saturday, August 4 and a booth at the downtown market on August 15 and 22.  
40 They will also participate in the September 15 Book Festival.  
41

42 **PRESENTATION – “Santa Rosa Vision 2003”**

43 Assistant City Manager/Director of Recreation and Parks Marc Richardson  
44 reviewed the City’s vision for Santa Rosa 2030.

45 Santa Rosa is the largest city between San Francisco and Portland, and the City  
46 has developed a vision for the future with several initiatives: creating a vibrant

## Minutes of the Library Commission –August 1, 2007 - Draft

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2 downtown; thriving diverse healthy and safe neighborhoods; breathtaking  
3 stretches of open space plus inviting gathering places; appealing transportation  
4 alternatives and building a more inclusive community.

5 The Commission thanked Mr. Richardson.

### 6 **CONSENT CALENDAR**

7 13.2 Claims of more than \$7,000

8 ■ OJ 08 24472 SirsiDynix \$95,097.84

9 Maintenance agreement for July 1, 2007 – June 30, 2008

10

11 ■ OJ 08 24474 Envisionware \$7,507.70

12 Annual License Renewal

13

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

16

### 17 **ACTION ITEMS BY RESOLUTION**

18 8.1 Resolution on SEIU Agreement

19 The Library and SIEU reached tentative agreement on a new contract,  
20 and the results of the Union vote will be known by Friday, August 4. The  
21 Library is committed to implementing the changes for the pay period that  
22 ends on August 4 if it is ratified. Ms. Cooper asked for authorization to  
23 implement upon ratification of the agreement by the union.

24

25 M/S/C (Lynch/Dell’Osso) moved that the Sonoma County Library  
26 Commission adopt the resolution approving the tentative agreements and  
27 the execution and implementation of a new Memorandum of  
28 Understanding between the Sonoma County Library and SEIU, Local  
29 1021, CTW, CLC. Unanimous.

30

31 8.2 Resolution on Management & Confidential Employees

32 Library Director Cooper explained to the new Commissioners that this  
33 resolution extends the agreement to management and confidential staff  
34 that is not part of the bargaining unit.

35

36 Commissioner Kelley asked which positions are classified as  
37 “confidential.” Library Director Cooper responded they are employees  
38 who work most closely with management and are not part of the  
39 bargaining unit.

40

41 M/S/C (Lynch/Kunde) moved that the Sonoma County Library  
42 Commission adopt the resolution on Management and Confidential Library  
43 Employee salary and benefits for fiscal year 2007-2008. Unanimous.

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2 **ACTION ITEMS BY MOTION**

3 9.1 Equity Adjustment for Confidential Employees  
4 The Commission briefly discussed the equity adjustment for the  
5 confidential Accounting Assistant position. There are two such positions.  
6

7 M/S/C (Kunde/Kelley) moved that the Sonoma County Library  
8 Commission approve an equity adjustment for the confidential  
9 classification of Accounting Assistant position to make their salary  
10 comparable to that of Administrative Aides. Unanimous.  
11

12 **DISCUSSION ITEMS**

13 10.1 Commission Financial Policies  
14 The Commissioners reviewed financial policies from the Sacramento  
15 Public Library, the JPA most like the Sonoma County Library. The Library  
16 Director indicated that the Sacramento policies provide very clear direction  
17 and would be excellent models to follow.  
18

19 The Director went on to say that she and Administrative Services Manager  
20 E. Alfano recommend that they conduct an audit of current contracts and  
21 provide that information to Commission along with proposed policies.  
22

23 The Commission concurred. The Library Director said that she would  
24 report back to the Commission in October.  
25

26 10.2 Management Report

- 27 • Has SirsiDynix indicated when their new product Symphony will be  
28 ready? The company is aiming for a Fall 2007 release date. At this  
29 point the Library is not under any pressure to upgrade. Since we are  
30 not in a hurry, we can observe other libraries as they work with  
31 Symphony.
- 32 • With so many new items being delivered to branches, are they  
33 weeding to make room for the additions? We acknowledge that  
34 collection management, including weeding, needs to be a priority;  
35 however, there are no systematic efforts underway to weed the  
36 collection.
- 37 • What is the authority control? It is consistency in the elements of a  
38 catalog record—e.g., using the same entry for an author for all books  
39 published by that author.
- 40 • How is the downloadable audio project proceeding? Staff has  
41 developed selection guidelines, and the first orders are due on August  
42 30. Staff will be testing the service in October, and our goal is to make  
43 the product available to the public in November.
- 44 • What is happening with the new positions we approved in the budget?  
45 We are starting to recruit for the positions, but the County does not  
46 allow us to hire new people for the positions until October. We are  
47 able to add extra hours for existing staff if they are interested in  
48 working more hours.

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10.3 Standards of Behavior – Community Discussion Draft  
Library Director Cooper reported that she has begun meeting with Library Advisory Boards to get their feedback on the draft standards. She is also discussing the draft with staff at the close of the Infopeople workshops.

Ms. Cooper added that the final Library Advisory Board meeting will be held on August 27, and the Commission packet has to go out on August 29, so she is concerned that the packet may not include the final recommended policy. The Commission indicated that they did not object to receiving the final document separate from the packet mailing.

10.4 Facilities Development Status  
There were no activities to report on new facilities development.

10.5 Financial Reports

10.5.1 Claims of \$2,000 or more paid since July 11, 2007

- What did we purchase from the National Archives? Library materials.

10.5.2 Fiscal year 2006-2007 end of year report revenue and expenditure

- Library Director Cooper noted the \$1,346,022 contribution to the fund balance. Commissioner Bennett suggested the Commission consider designating those funds in the near future.

### **LIBRARY ADVISORY BOARD REAPPOINTMENTS and APPOINTMENT**

11.1 Healdsburg Library Advisory Board

- 4-year term – June 30, 2011. Incumbent Mike Fairchild to be reappointed
- 4-year term - June 30, 2011. Incumbent Marion Johnson to be reappointed

11.2 Petaluma Library Advisory Board

- 4-year term – June 30, 2011. Incumbent Marie Hinton to be reappointed
- 4-year term – June 30, 2011. Incumbent Geraldine Groves to be reappointed

11.3 Rohnert Park-Cotati Library Advisory Board

- 4-year term – June 30, 2011. Incumbent Joan Schmutz to be reappointed

11.4 Santa Rosa Library Advisory Board

- 4-year term – June 30, 2011. Incumbent Barbara Fisher to be reappointed
- 4-year term – June 30, 2011. Incumbent Merrie Krisl to be reappointed

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- 11.5 Sebastopol Library Advisory Board
  - 4-year term – June 30, 2011. Incumbent Diane Colby to be reappointed.
  
- 11.6 Sonoma Valley Library Advisory Board
  - 4-year term – June 30, 2011. Incumbent Mary Evelyn Arnold to be reappointed.
  - 4-year term – June 30, 2011. Incumbent George Pick to be reappointed.
  
- 11.7 Windsor Library Advisory Board
  - 4-year term – June 30, 2011. Incumbent Mike Neely to be reappointed.
  - 4-year term – June 30, 2011. Incumbent Jean Parnes to be reappointed.

Commissioner Lynch recommended that Jan Guidotti be reappointed to the Guerneville Library Advisory Board for a 4-year term ending June 30, 2011.

M/S/C (Lynch/May) moved, by resolution, that the Sonoma County Library Commission appoint all the reapplying incumbents to the Library Advisory Boards they represent for the new four-year term ending June 30, 2011. Unanimous.

Commissioner Lynch recommended Nancy Dempsey and Barbara Talcroft for appointment to the Sebastopol Library Advisory Board vacancies.

M/S/C (Lynch/Dell’Osso) moved, by resolution, that the Sonoma County Library Commission appoints Barbara Talcroft to the Sebastopol Library Advisory Board for the new four-year term ending June 30, 2011. Unanimous.

M/S/C (Lynch/Kelley) moved, by resolution, that the Sonoma County Library Commission appoints Nancy Dempsey to the Sebastopol Library Advisory Board for the new four-year term ending June 30, 2011. Unanimous.

### **DIRECTOR’S INFORMATION ITEMS**

Library Director Cooper reported that Chair Murphy signed an amendment to the Windsor Lease that included language agreeing that the town would take responsibility for leaving the Library as they had found it.

### **COMMISSION MEMBER INFORMATION ITEMS**

- 13.1 Commissioner Lynch reported:
  - The Guerneville Regional Library has new ADA-compliant public restrooms, and they are “very beautiful”. Lobby improvements are being completed as part of the project, and inspectors have indicated that part of the entryway must be replaced.
  - Guerneville is having problems with DVDs being stolen; they are now being kept behind the circulation desk.

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- 13.2 Commissioner Dell’Osso reported:
  - He would be at the Rohnert Park/Cotati Library Advisory Board meeting on August 14 to hear the discussion of the Standards of Behavior.
  
- 13.3 Commissioner Bennett reported:
  - The Wine Library Associates’ Sonoma Odyssey of Food and Wine will be on Saturday, September 15.
  - Healdsburg’s 150<sup>th</sup> Anniversary celebration is on September 11, and the Library will participate.
  
- 13.4 Commissioner Kelley reported:
  - The Santa Rosa Library Advisory Board will be reviewing the Standards of Behavior at their August 22 meeting.
  - The Sonoma County Library Foundation newsletter is almost ready to mail.
  
- 13.5 Commissioner Murphy had nothing to report.
  
- 13.6 Commissioner May reported:
  - That ninety-one 7<sup>th</sup> thru 12<sup>th</sup> graders participated in the “Happening Teen Happening” which included pizza and prizes.
  - The lost lion was recovered as part of the Summer Reading Program wrap-up—he had been at a spa.
  - On the ongoing art series, which include words and music.
  - He would miss the September 5 Commission meeting.
  
- 13.7 Commissioner Kunde asked for clarification on Commission roles and responsibilities in several areas and seemed reassured after discussion of the issues with the Commissioners.

**DATE AND TIME OF NEXT MEETING**

Regular Commission Meeting  
Date: September 5, 2007  
Time: 7:00 p.m.  
Location: Central Santa Rosa – Board Room

**ADJOURNMENT**

The meeting adjourned at approximately 8:56 p.m. by acclamation.

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Clerk