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

7 **September 5, 2007**
8

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 7:00 p.m. in the Board Room of the Santa
14 Rosa Central Library.
15

16 Commissioners present: Bennett, Dell'Osso, Kelley, Kunde, Lynch, and Murphy.
17 Commissioner May's absence was excused.
18

19 Staff present: Library Director Sandy Cooper; Administrative Services Manager
20 Elissa Alfano; Public Services Manager Kiyo Okazaki; Human Resources
21 Manager Sally Brian; and Administrative Aide Pat Cheek. A list of additional
22 attendees is attached.
23

24 **ANNOUNCEMENTS AND INTRODUCTIONS**

25 There were no announcements or introductions.
26

27 **APPROVAL OF MINUTES** – Regular meeting of August 1, 2007.

28 M/S/C (Lynch/Kunde) approved the minutes of the August 1, 2007 regular
29 meeting as presented. Unanimous.
30

31 **CORRESPONDENCE**

32 The Commission reviewed an e-mail from a staff member thanking them for
33 hiring the security service, and a "Patron Comment Form" with favorable
34 comments on the progress being made in improving safety and security at the
35 Central Library.
36

37 **PUBLIC APPEARANCES**

38 Reference Librarian Del Guidinger also made positive comments about the
39 impact of the security service at the Central Library.
40

41 Human Resources Manager Sally Brian announced that today, Sebastopol's
42 Librarian Ann Stroberger celebrates her 40th anniversary with the Library. The
43 Commission indicated that they wished to acknowledge Ms. Stroberger's years of
44 service and dedication to the Library.
45

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2 **CONSENT CALENDAR**

3 6.1 Claims of more than \$7,000

- 4 ▪ OJ 08 24535 - Advent Office Furniture - \$9,031.47
5 Ergonomic Task Chairs
- 6 ▪ OJ 08 24501 - Trope Group - \$8,507.65
7 Ergonomic Task Chairs
- 8 ▪ OJ08 24601 - One Workplace - \$23,747.48
9 Ergonomic Task Chairs
- 10 ▪ OJ08 24581 - DEMCO - \$7,192.80
11 30 Book Trucks
- 12 ▪ OJ08 24667 – CDW Government, Inc. - \$7,000
13 Annual license renewal, 200 copies of anti-spam software

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

17
18 **ACTION ITEMS BY MOTION**

19 7.1 Standards of Behavior Policy

20 Library Director Cooper presented to the Commission the policy on
21 *Standards of Behavior* for approval. She noted the recommendation that
22 the policy’s effectiveness be evaluated within twelve months.

23
24 Chair Murphy asked how the *Standards* deal with the use of cell phones in
25 the Library. The language of the *Standards* focuses on the issue of noise
26 rather than the sources of noise, and that the requirement in the document
27 reflects the preference of the Branch Managers. It requires patrons to turn
28 off the ringers on electronic devices, and anyone who uses a phone is
29 expected to speak quietly.

30
31 Commissioner Bennett suggested that the term “shopping cart” be deleted
32 in the section on wheeled devices. Ms. Cooper stated that several of the
33 patrons use small, collapsible carts to store and carry their belongings.
34 The Commission agreed to change the word “shopping” cart to
35 “collapsible” cart in the final version of the Standards.

36
37 Library Director Cooper added that County Counsel recommends that the
38 Library develop a policy on enforcement of the new *Standards* as soon as
39 possible. She also noted that there need to be clear procedures to
40 support staff’s efforts to enforce the new *Standards*.

41
42 M/S/C (Dell’Osso/Kelley) moved that the Sonoma County Library
43 Commission approve the new policy on *Standards of Behavior* with the
44 intent to review the policy’s effectiveness no later than the September
45 2008 regular meeting including one editorial on page one, line #21 to say
46 “collapsible” cart instead of “shopping” cart. Unanimous.

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2 **CLOSED SESSION**

- 3
4 8.1 Pursuant to California Government Code Section §54957 to discuss
5 personnel matters with the Library Director and Human Resources
6 Manager.

7
8 **RECONVENE IN OPEN SESSION**

- 9
10 9.1 Commissioner Murphy reconvened the group in open session at 7:38 p.m.
11 He reported that the closed session convened at 7:19 p.m. in the Central
12 Santa Rosa Library Board Room. The Commission discussed personnel
13 issues with the Library Director and Human Resources Manager. No
14 action was taken.

15
16 **ACTION ITEMS BY RESOLUTION**

17 10.1 CalPERS Contract Amendment

18
19 Library Director Cooper and Human Resources Manager Brian explained
20 the proposed Resolution of Intention to amend the Library's CalPERS
21 contract, which allows the Library to grant retirement service credit for up
22 to two years to specific job classifications. CalPERS requires that the
23 action be taken in two steps—the first is to pass the resolution of intent
24 and publicly announce the cost of the action, which is estimated to be
25 approximately \$4,524 annually for up to 20 years. This would amount to
26 \$90,485 over a twenty-year period.

27
28 The second phase will consist of formally adopting resolutions to amend
29 the contract and to designate the positions and window period for
30 retirements eligible to receive the additional service credit. These will be
31 on the Commission's October agenda.

32
33 M/S/C (Dell'Osso/Kunde) moved that the Sonoma County Library
34 Commission adopt the Resolution of Intention to approve an amendment
35 to the contract between the Board of Administration of CalPERS and the
36 Library Commission, Sonoma County Library. Unanimous.

37
38 **DISCUSSION ITEMS**

39 11.1 Management Report

- 40
41 • Commissioner Kelley commented on the *Read to Your Dog* program,
42 which provides dogs to children who are invited to cuddle up and read
43 aloud to their new canine friend.
44 • What is happening with the new positions authorized in the budget?
45 We are not authorized to fill them until October 1; however, we are in
46 the process of recruiting and confirming employment so that the new
47 positions will be filled by October 1.
48
49

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11.2 Facilities Development Status

Commissioner Lynch reported:

- That City Council Member Larry Robinson had mentioned that Sonoma County is entertaining the idea of selling the Vets building in Sebastopol, which would provide a possible site for a number of community activities, including the Library. The City has also made provisions for planning money in the future in order to be positioned to apply for a grant should a new state library construction bond be passed by the voters.

There were no other activities to report on new facilities development.

11.3 Financial Reports

11.3.1 Claims of \$2,000 or more paid since August 1, 2007

- What are the Midwest Tapes? They are non-print media such as DVDs and CDs.
- What is the North Bay Cooperative Library claim? It is a shared data base purchase.
- What is Nolo.com? A resource for legal publications.
- How were the Infopeople workshops? Very successful, generated much discussion. The final workshop will be on September 13.

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

- What is Library Equipment item number 6881? Ergonomic chairs ordered for nearly 100 staff.
- What is Contract Services item number 6540? Annual North Bay Cooperative Library System membership fee.

LIBRARY ADVISORY BOARDS

12.1 Rohnert Park Library Advisory Board

1-year term – Expiring June 30, 2008. Incumbent Kamal Kaur – Youth Member to be reappointed.

Commissioner Dell’Osso recommended that Youth Member Kamal Kaur be reappointed to the Rohnert Park/Cotati Library Advisory Board for the new one-year term ending June 30, 2008.

M/S/C (Dell’Osso/Kelley) moved by resolution, that the Sonoma County Library Commission reappoint Kamal Kaur, youth member incumbent to the Rohnert Park/Cotati Library Advisory Board for a new one-year term ending June 30, 2008. Unanimous.

12.2 Santa Rosa Library Advisory Board

4-year term – expiring June 30, 2011. *Vacancy – Posted and ready for appointment.*

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2 Commissioner Kelley discussed the idea of having Library Advisory
3 Board members involved in the selection process. She suggested that
4 LAB members interview and meet with the candidates to help
5 determine if they would work well within the group and offer feedback
6 to the Commission.

7
8 The Commissioners discussed the idea and agreed to continue with
9 the current process of having the Commissioners making the
10 recommendations.

11
12 There are no candidates for the Santa Rosa opening.

- 13
14 12.3 Sebastopol Library Advisory Board
15 4-year term – expiring June 30, 2011. *Vacancy – Posted and ready for*
16 *appointment.*

17
18 There are no candidates for the Sebastopol opening.

19
20 The Commission discussed the open positions on the Sebastopol and
21 Santa Rosa Library Advisory Boards. Ms. Cooper noted that neither of
22 the Board's bylaws requires a specific number of members and
23 suggested leaving the positions open for now. The Commission
24 concurred.

25 26 **DIRECTOR'S INFORMATION ITEMS**

- 27 13. Library Director Cooper reminded the Commission that they had
28 recommended moving the Service Awards ceremony to an all-staff day
29 event rather than holding it prior to the October Commission meeting.
30 The event is tentatively scheduled for November 27, and the
31 Commission will be invited to attend the luncheon and present the
32 awards at the close of the luncheon.

33
34 Ms. Cooper noted that Governor's reductions in the final budget
35 including reductions in the Public Library Fund (PLF) and the
36 Transaction Based Reimbursement (TBR) of \$7,000,000 each.

37 38 **COMMISSION MEMBER INFORMATION ITEMS**

- 39 14.1 Commissioner Bennett reported:
- 40 ▪ An Art Show is currently being featured at Cloverdale.
 - 41 ▪ The Summer Reading programs were a huge success.
 - 42 ▪ That Cloverdale Friends have an arrangement with Copperfield's
43 Book Store. The local retailer often sells the higher valued books
44 for the Friends, and two recently sold for \$150 and \$200.
 - 45 ▪ Healdsburg's 150th Anniversary celebration was on September 11,
46 and the Library participated.
 - 47 ▪ That the Wine Library Associates annual Odyssey will be held on
48 Saturday, September 15.
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- 14.2 Commissioner Dell’Osso reported:
 - That he attended the Rohnert Park/Cotati Library Foundation meeting.
 - Sixty teens participated in this year’s Teen Program at Rohnert Park-Cotati, a huge increase over past years.
 - The Cotati City Council Liaison to the Library Advisory Board has never attended a meeting, and Mr. Dell’Osso would be contacting him via letter to encourage more participation.

- 14.3 Commissioner Murphy reported.
 - That the annual Sonoma County Book Festival will be held on Saturday, September 15. The Santa Rosa Friends will have a booth at Courthouse Square.

- 14.4 Commissioner Lynch reported:
 - That both Sebastopol and Guerneville had huge successes with their summer programs and are greatly involved in the Big Read.
 - That Guerneville’s local non-commercial radio station received a “Big Read” mini-grant, and they do a regular broadcast about the Library.
 - That Sebastopol is moving their Big Read discussion group to the afternoon rather than the evening to encourage more participation.

- 14.5 Commissioner Kunde reported:
 - The last Friends of the Library book sale hit another all time record.

- 14.6 Commissioner Kelley reported:
 - Distributed Big Read bookmarks and reminded the group that the Big Read program kicks off at the Sonoma County Book Festival on September 15.
 - The Sonoma County Library Foundation newsletter had been mailed out, and she distributed copies for the Commissioners.
 - That the Sonoma County Library Foundation and the Rialto Theater in Santa Rosa will be hosting a chocolate tasting and the ever popular film “*Singin’ in the Rain*” on October 17.

DATE AND TIME OF NEXT MEETING

Regular Commission Meeting
Date: October 3, 2007
Time: 7:00 p.m.
Location: Central Santa Rosa – Board Room

ADJOURNMENT

The meeting adjourned at approximately 8:30 p.m. by acclamation.

Clerk