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2  
3 **Sonoma County Library**  
4 **Minutes of the Library Commission**

5  
6 **October 3, 2007**

7  
8 **Note: M/S/C = Moved/Seconded/Carried**  
9

10 **CALL TO ORDER**

11 The Sonoma County Library Commission met in regular session. Commissioner Murphy  
12 called the meeting to order at 7:00 p.m. in the Board Room of the Santa Rosa Central  
13 Library.  
14

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

18 Staff present: Library Director Sandy Cooper; Administrative Services Manager Elissa  
19 Alfano; Public Services Manager Kiyo Okazaki; and Administrative Aide Pat Cheek.  
20

21 **ANNOUNCEMENTS AND INTRODUCTIONS**

22 There were no announcements or introductions.  
23

24 **APPROVAL OF MINUTES** – Regular meeting of September 5, 2007.

25 M/S/C (Bennett/Kelley) approved the minutes of the September 5, 2007 regular meeting  
26 as presented. Commissioner May, who did not attend the September meeting,  
27 abstained.  
28

29 **CORRESPONDENCE**

30 There were no correspondence items.  
31

32 **PUBLIC APPEARANCES**

33 There were no public appearances.  
34

35 **CONSENT CALENDAR**

36 6.1 Claims of more than \$7,000

- 37     ▪ OJ0824826 – Beels and Soper LLP - \$10,309.95
- 38         Audit Progress Billing
- 39

40 6.2 Adopt resolution honoring Jim Rosaschi on his retirement

41 Library Director Cooper invited the Commission to attend the international potluck  
42 dinner for retiring IT Manager Jim Rosaschi, on Friday, November 2 at 6:30 p.m. in  
43 the Forum room. Ms. Cooper added that formal invitations would be mailed next  
44 week.  
45

November 7, 2007  
Document 3.1

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

### 3 4 **ACTION ITEMS BY RESOLUTION AND MOTION**

#### 5 6 7.1 Final actions and resolutions to amend the Library's CalPERS Contract

7 Library Director Cooper explained that the second phase of amending the contract  
8 with CalPERS is to adopt and approve the following documents required by  
9 CalPERS to complete the process.

- 10 • Resolution Designating Time Period and Eligible Classifications for CalPERS
- 11 Service Credit
- 12 • Amendment to the contract between CalPERS and the Sonoma County Library
- 13 • Certification of Compliance with Government Code Section 20903

14  
15 The Commission had no questions and proceeded to the recommended actions.

16  
17 M/S/C (Dell'Osso/May) moved that the Sonoma County Library Commission  
18 approve the Amendment to the Contract between the Board of Administration,  
19 California Public Retirement System and the Library Commission, Sonoma County  
20 Library. Unanimous.

21  
22 M/S/C (Dell'Osso/May) moved that the Sonoma County Library Commission adopt  
23 the Resolution Designating Time Period and Eligible Classifications for CalPERS  
24 Serve Credits. Unanimous.

25  
26 M/S/C (Bennett/Kelley) moved that the Sonoma County Library Commission adopt  
27 the Certification of Compliance with Government Code Section 20903. Unanimous.

#### 28 29 7.2 Annual resolution requesting line of credit

30  
31 This resolution requesting a standard line of credit from the County of Sonoma, on  
32 an as-needed basis, is required by law. It allows the County Treasurer to  
33 temporarily transfer funds to the Library if there is not adequate cash in the Library's  
34 fund any time during the current fiscal year. Ms. Cooper noted that document #7.2.2  
35 is the anticipated monthly ending balances that Administrative Services Manager  
36 Elissa Alfano would insert into the resolution.

37  
38 Commissioner Dell'Osso asked how this is done and how are the funds repaid.

39  
40 Administrative Services Manager Alfano explained that the County makes transfers  
41 if they are needed, and then reduces revenue from the Library's interest allocation  
42 due to the negative cash balance.

43  
44 M/S/C (May/Kunde) moved that the Sonoma County Library Commission adopt the  
45 temporary fund transfer resolution as needed for fiscal year 2007-2008. Unanimous.

1  
2 The motion requires a roll call vote:

3	Commissioner Bennett	Aye
4	Commissioner Kelley	Aye
5	Commissioner Dell’Osso	Aye
6	Commissioner May	Aye
7	Commissioner Kunde	Aye
8	Commissioner Murphy	Aye
9	Commissioner Lynch	Absent

10  
11 7.3 Approve 2008 Holiday Schedule

12 Library Director Cooper noted that the new *Memorandum of Understanding*  
13 replaces President Lincoln’s birthday with at Ceşar Chavez Day as a holiday in  
14 2008. Under the previous schedule, there were three holidays within a few weeks of  
15 each other—Martin Luther King Day in January, and President’s Day and Lincoln’s  
16 Birthday in February. This change means that there is one holiday a month in the  
17 first quarter of the year.

18  
19 Commissioner Kelley asked why Santa Rosa Central Library was the only Library  
20 closed on Easter Sunday? Library Director Cooper responded that Santa Rosa  
21 Central is the only Library open on Sundays.

22  
23 M/S/C (Kelley/Bennett) moved that the Sonoma County Library Commission  
24 approve the Library’s holiday schedule for 2008 as presented. Unanimous.  
25

26 **DISCUSSION ITEMS**

27 8.1 Financial Policies – Preliminary Discussion

28 The Commission reviewed resolutions passed over the years that established the  
29 existing financial policies, which do not appear to provide a true policy framework  
30 for the Commission and Library staff to use to carry out their responsibilities.  
31

32 Commissioner Dell’Osso suggested that the Commission and management  
33 needed to define specific guidelines and dollar amounts for approval. Library  
34 Director Cooper stated she would like to see the Commission define the Director’s  
35 authority and responsibility in an annual resolution similar to that passed annually  
36 by the Sacramento County Library Authority Board, which would then allow the  
37 Commission to monitor financial activities in a meaningful way. She noted that the  
38 present policies do not provide meaningful authority and oversight to the  
39 Commission.  
40

41 The Commission agreed that the staff did not need to provide an itemized list of  
42 payment for library materials and utilities in the monthly list of claims of over  
43 \$2,000.  
44

45 Commissioner Murphy summarized the discussion, noting that Commissioner  
46 Dell’Osso, Administrative Services Manager Elissa Alfano and Library Director

1 Cooper would work together to develop recommended policies and report back to  
2 the Commission. In addition, Library Director Cooper will arrange for a special  
3 workshop in January with a group of public library directors and the State Librarian.  
4

## 5 8.2 Management Report

### 6 8.2.1 Overdrive Audio Books Training & Funding

7 Library Director Cooper reported on plans for the new downloadable audio  
8 book collection being purchased from Overdrive. The initial budget for the  
9 collection included \$7,500 in vendor credits and \$5,000 in the Library's  
10 material budget, which only bought 104 items. Staff determined that it was  
11 important to have a more attractive "opening day collection" to attract people  
12 to use the new service. To accomplish this, the funds were increased with a  
13 \$10,000 donation from the Sonoma County Library Foundation and a transfer  
14 of \$25,000 to the materials budget from the Professional Services line in the  
15 budget.  
16

17 Public Services Manager Kiyo Okazaki and Administrative Aide Denise  
18 Lewers are organizing training sessions at the branches for public service  
19 staff members, who will be required to work with patrons who need  
20 assistance using the new service. This represents a change in the  
21 expectations of public service staff, who have typically relied on the IT  
22 Division staff for most technical assistance.  
23

24 Commissioner Kelley asked about the M3-players that were ordered. The  
25 M3-players are for staff training.  
26

### 27 8.2.2 Plans for All-Staff Day – November 27, 2007

28 Library Director Cooper confirmed that All-Staff Day would be on Tuesday,  
29 November 27 at the Bennett Valley Golf Course Club House. All-Staff Day will  
30 include a workshop session and other activities as well as a luncheon with the  
31 Commissioners, which will include the annual Service Awards program for  
32 staff.  
33

34 Ms. Cooper added that she would also invite past Commissioner Bertucci,  
35 Commissioner Calsy and Commissioner Hintereder to the event. The  
36 Director will ask former Commissioner Hintereder to present the service  
37 awards to Rohnert Park-Cotati Library staff members because Commissioner  
38 Dell'Osso has a previous work commitment.  
39

40 Commissioner Kelley announced that the Sonoma County Library Foundation  
41 would award mini-grants to Sonoma County Library staff members who  
42 submit an application and ask for items to enhance their job. Ms. Kelley  
43 added that following the reviews and selection process by the Foundation, the  
44 awards will be announced at the All-Staff Day.  
45  
46

1 8.2.3 *Focus & Finish* Quarterly Report

- 2 • Could you explain the footnote on page 4: *Because of the uncertainty*  
3 *created by SirsiDynix's decision not to continue development of Horizon*  
4 *8.0, we have temporarily postponed plans to re-implement Horizon as*  
5 *recommended by Jim Barrentine.*

6 *Response:* SirsiDynix is consolidating all its integrated systems, and the  
7 Symphony product will be the upgrade migration path for the Library. Staff  
8 is monitoring Symphony's development before determining whether to re-  
9 implement Horizon or to migrate to Symphony.

10  
11 The staff is currently looking at ways to improve the Library's public  
12 catalog. Systems Librarian Mike Dawe is adding format icons that show  
13 whether an item is a book, audiobook, video, DVD, etc. The Library is  
14 also licensing enhanced content for the catalog, which will provide pictures  
15 of covers, table of contents, and other information about an item in the  
16 catalog.

- 17  
18 • Could you explain page two, Initiative 1.5.1--assumptions about policy  
19 development process, which may need to be re-examined.

20 *Response:* Staff members had proposed a process for internal work on  
21 policy development that relied on staff volunteers to write new policies  
22 and procedures. Actual experience indicates that few staff has time to  
23 volunteer in the process, so a process that involves staff but has  
24 management staff drafting policies is probably needed.

- 25  
26 • Page 5, Initiative 3.2; develop the capacity of Library Advisory Boards to  
27 serve as advocates for the Library's needs in each community. How do  
28 we encourage LAB members to become stronger advocates for the  
29 Library?

30 *Response:* LAB agendas have included a review of the *Focus and Finish*  
31 initiatives at each of the Library Advisory Boards meetings. Involving the  
32 LAB members in the review of the Standards of Behavior was a  
33 substantive task, and she hopes that other Boards will follow the example  
34 of the Sonoma Valley Library Advisory Board and become more active in  
35 promoting the needs of the Library in their community.

- 36  
37 • Page 3, Initiative 2.3; plan to implement projects to remodel the circulation  
38 and material handling areas and integrate self-check technology.

39 *Comment:* Commissioner May expressed his enthusiasm with the staff's  
40 involvement and the overall process for planning for self-check, which he  
41 observed when he joined the staff committee's recent tour of libraries in  
42 Contra Costa and Solano Counties.

1 Commissioner Kelley asked about:

- 2 • Page 5, Initiative 3.1, work to resolve problems identified by the Santa  
3 Rosa Friends. Commissioner Kelley stated that the Friends were still  
4 having problems with patrons dropping off donated books after hours  
5 resulting in damage due to the weather.

6 *Response:* This issue was one of several, and has not been resolved.  
7 The Friends are currently creating new signage with information about  
8 where to leave donations.  
9

#### 10 8.2.4 Management Report

- 11 • What is the status of the study on the branch manager classification?  
12 *Response:* Discussions among management staff are underway but  
13 nothing has been put in writing.
- 14 • Are the newly hired Technician III Circulation substitutes part-time and  
15 available to all branches? *Response:* Yes.
- 16 • When is Human Resources Manager Sally Brian leaving? *Response:*  
17 Ms. Brian will leave at the end of February 2008.  
18

19 Library Director Cooper informed the Commission that Accounting Assistant  
20 Kathy Codiga would retire on December 28.  
21

#### 22 8.3 New Facilities Development Status Reports

23 There were no new developments.  
24

#### 25 8.4 Financial Reports

##### 26 8.4.1 Claims over \$2,000

- 27 • What is Trackit! Inventory Software?  
28 *Response:* Software that IT uses to manage the software, hardware, and  
29 other equipment.  
30
- 31 • Why replace of the Fund Development Server?  
32 *Response:* This server was over five years old and scheduled for  
33 replacement. The staff maintains and adds to the donor database housed  
34 on the server.  
35

##### 36 8.4.2 Fiscal year 2007-2008 revenue and expenditure reports

- 37 • Line item 6516, Information Technology?  
38 *Response:* The annual fees for Horizon hardware and software have  
39 been paid.
- 40 • Line item 7320, Utilities?  
41 *Response:* Utilities are lower in the summer months when we use the air-  
42 conditioning unit; it is the heat during the winter months that increases our  
43 bill.
- 44 • Line item 7000, Special Department?

1 Response: This line is for miscellaneous supplies that don't fall into any  
2 other categories.

- 3 • Line item 7180, Literacy Program – Why is the expenditure only at 1%?  
4 *Response:* At this time, salary for personnel is entered in the personnel  
5 expenditures. Administrative Services Manager Elissa Alfano will make a  
6 manual adjustment from salary and benefits to reflect personnel costs that  
7 are charged to the Literacy grants.

#### 8.5 Establish Commission Practice: Communications with family when former 9 Commissioners and staff pass away

10 The Commission discussed establishing an appropriate way to honor former  
11 commissioners and staff on their death. Following much discussion, Commissioner  
12 Dell'Osso recommended that more recognition information be brought to the next  
13 meeting regarding appropriate dedications or donations.

14 The Commission asked the Library Director to send letters to the families of former  
15 Commissioner Jack Healy, Jody Orlick, and Gwennyth Trice expressing the  
16 Commission's condolences.

#### 17 **LIBRARY ADVISORY BOARDS**

18 There are no vacancies at this time.

#### 19 **DIRECTOR'S INFORMATION ITEMS**

20 Library Director Cooper discussed the 2008 Commission Meeting Schedule, which  
21 would be presented at the November or December meeting. Ms. Cooper asked the  
22 Commission if she should schedule two budget workshops in February, and a combined  
23 meeting/capital and operations workshop in January. The Commission concurred.

24 Chair Murphy asked Library Director Cooper to add her performance evaluation on the  
25 November 7 agenda under closed session. The Director stated she would add the  
26 performance evaluation to the November agenda and would include copies of the Work  
27 Plan approved in May as a basis, a brief summary of major accomplishments and the  
28 Library Director's job description.

#### 29 **COMMISSION MEMBER INFORMATION ITEMS**

30 Commissioner Dell'Osso had nothing to report.

31 Commissioner Kelley reported:

- 32 • The Sonoma County Book Festival was a huge success.
- 33 • The poetry slams have begun, with over 100 participants at the last gathering.
- 34 • The last Foundation meeting was held in the History and Genealogy Annex, which  
35 included a tour with Librarian Tony Hoskins.
- 36 • She has been working with the Sonoma County Library on their newsletter, which  
37 will be mailed in early fall.

- 1 • She has been working with the Foundation on a grant application to Speedway  
2 Children’s Charities for the Sonoma County Library, which would provide additional  
3 funding for the Library’s downloadable audio collection.
- 4 • That the Santa Rosa Friends have their big book sale at the Sonoma County  
5 Fairgrounds October 19 through 22.

6  
7 Commissioner Bennett reported:

- 8 • On the Wine Library Associate’s annual fundraiser Sonoma Odyssey.
- 9 • The Wine Library Associates recently met, and are planning next year’s events.
- 10 • He poured wine at the Cloverdale Art Reception.
- 11 • That he will be guiding an appellation tour fundraiser in the Russian River valley  
12 area.

13  
14 Commissioner Murphy reported:

- 15 • That the display case at the Rincon Valley Regional Library had an exceptional  
16 exhibit on Literacy. He added it was well done and an asset to the library.

17  
18 Commissioner Kunde reported:

- 19 • That Sonoma Valley LAB members and Friends are making sure that the Library is  
20 represented at the next Sonoma Valley City Council meeting. This is the time of  
21 year when the City allocates various funds and the Library wants to be visible.

22  
23 Commissioner May reported:

- 24 • “Bookmaking Bonanza,” a children’s program sponsored by The Big Read, will be  
25 held on October 6.
- 26 • Author Amanda Irma Perez will be featured in a program at the Petaluma Regional  
27 Library.
- 28 • Acclaimed author John Van der Zee will talk about his book on the history of the  
29 Golden Gate Bridge at the Petaluma Regional Library on October 16.
- 30 • At its October meeting, the Petaluma LAB will be presenting a “rock” for the  
31 Petaluma donor tree in honor of retired Commissioner Bertucci at the next meeting.

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

34 Regular Commission Meeting

35 Date: November 7, 2007

36 Time: 7:00 p.m.

37 Location: Central Santa Rosa – Board Room

38  
39 **ADJOURNMENT**

40 The meeting adjourned at approximately 9:19 p.m. by acclamation.

41  
42  
43 \_\_\_\_\_  
Clerk