

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**

5
6 **November 7, 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, Lynch, May and Murphy.

16
17 Staff present: Library Director Sandy Cooper; Administrative Services Manager Elissa
18 Alfano; Public Services Manager Kiyo Okazaki; and Administrative Aide Pat Cheek.
19

20 **ANNOUNCEMENTS AND INTRODUCTIONS**

21 There were no announcements or introductions.
22

23 **APPROVAL OF MINUTES** – Regular meeting of October 3, 2007.

24 M/S/C (Kelley/May) approved the minutes of the October 3, 2007 regular meeting as
25 presented. Commissioner Lynch, who did not attend the October meeting, abstained.
26

27 **CORRESPONDENCE**

28 The Commission reviewed letters of condolence written by Library Director Cooper on
29 behalf of the Commission to Steve Orlick and Tom Trice, and the letter to the family of
30 Jack Healy written by Commissioner Murphy.
31

32 **PUBLIC APPEARANCES**

33 There were no public appearances.
34

35 **CONSENT CALENDAR**

36 6.1 Claims of more than \$7,000

- 37 ▪ OJ08-25072 – KP Architecture & Design - \$13,314.14
38 Lower level design progress billing
- 39 ▪ OJ08-25091 – ABD Insurance - \$10,799.00
40 Directors and Officers Liability Insurance renewal
- 41 ▪ OJ08-25090 – Affordable Alternatives - \$9,224.50
42 Genre labels for music - CDs

43
44 There were no objections, so Chair Murphy declared the Consent Calendar items
45 approved.

November 7, 2007
Document 3.1

Minutes of the Library Commission – November 7, 2007

ACTION ITEMS BY MOTION

7.1 Library Commission 2008 Meeting Schedule

Why are the January and February regular Commission meetings scheduled on Tuesdays during the day, rather than Wednesdays in the evening? The schedule was to accommodate Commissioner Lynch's teaching schedule.

Clarification on the FY 2008-2009 Budget Workshop #2 - February 19. Is the workshop on a Tuesday or Monday (as shown on the draft scheduled distributed the prior month)? The meeting is on February 19th, a Tuesday—the earlier draft was in error.

M/S/C (May/Kunde) moved that the Sonoma County Library Commission approve the 2008 Meeting Schedule. Unanimous.

DISCUSSION ITEMS

8.1 Management Report

- When the Library hires a new person for the Adult Services Coordinator position, will the person be informed that the position is "at will"? *Response:* Human Resources Manager Brian is currently writing personnel policies that will supplement the MOU. Once the Commission approves the new policy, the status of management positions will clearly be "at will."
- Line #28 on page two is incomplete and needs to be corrected.
- Library Director Cooper announced more Library updates:
 - Windsor Branch Manager Anne Marie Murphy was promoted to Branch Manager at Rincon Valley. She added that Healdsburg's Branch Manager Catherine Martin is retiring effective December 15, 2007.
 - Accounting Assistant Darlene Cluster has been hired to replace Kathy Codiga, and she will train with Kathy over the next several weeks.
 - The fall 2007 newsletter was distributed to the Commission.
 - All-Staff Day will be on Tuesday, November 27, at the Bennett Valley Golf Course in the new clubhouse. She added that the service awards information would be sent to the Commissioners before the event.
 - Donor Database Specialist John Jay will not be able to continue his contract work for the Library after December. He has offered to help the Library find his replacement. Commissioner Kelley added she may have another contact interested in the position and would pass the information along.
- Is there a time frame for moving temporary buildings to the Southwest Community Park? *Response:* No.
- One page 3, line #27, which temporary facility are you referring to? *Response:* The Santa Rosa Southwest Facility.

Minutes of the Library Commission – November 7, 2007

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- What is the current status of the Coddington redevelopment? *Response:* Assistant City Manager Marc Richardson told the Library Director that there has been no recent activity.
- How long has the Internet Librarian’s position been in existence? *Response:* Several years.

8.2 New Facilities Development Status Reports

Commissioner Lynch reported that the Sebastopol Veterans Building is no longer being considered as a possible new Library site. The building has significant roof damage, and structural repairs would be very costly. The County will probably sell the property.

8.3 Financial Reports

8.3.1 Claims over \$2,000

There were no questions or comments.

8.3.2 Fiscal year 2007-2008 revenue and expenditure reports

- Do we have any projections on property taxes? *Response:* The County had said it would have the information available in October; however, the task proved to be more complex than they thought, so the date has been pushed back.
- Line item #6516 – Why have we already spent 49% of budget? *Response:* Horizon’s hardware and software license represents a major part of the expenditure, and it is paid in full early in the year.
- Why are the Literacy program expenditures only at 3% of budget? *Response:* Those expenditures require manual adjustments to transfer the expenditures from salary and benefits for personnel costs, which are a major expenditure charged to the Literacy grants.
- When is the large book purchasing trip in Mexico? *Response:* The Guadalajara Book Faire is the last week of November. Two staff members are attending the event this year, Bo Simons from Healdsburg and Karen Guma from Petaluma. Bo and Karen were each awarded grants from the American Library Association to help pay for their travel costs.

CLOSED SESSION

- 9.1 Pursuant to California Government Code §54957 for Public Employee Performance Evaluation: Library Director Sandy Cooper

OPEN SESSION

- 10.1 Pursuant California Government Code §54957.1 Report on Closed Session

Minutes of the Library Commission – November 7, 2007

1
2 Commissioner Murphy reconvened the group in open session at 9:03 p.m. He
3 reported that the closed session convened at 8:09 p.m. in the Central Santa
4 Rosa Library Board Room. The Commission began discussions of the
5 performance evaluation for Library Director Sandy Cooper. A decision was made
6 to continue the discussions in closed session at the December 5 Commission
7 meeting. No action was taken.
8

9 **DIRECTOR'S INFORMATION ITEMS**

10 Library Director Cooper announced that Will Soper of Beels and Soper LLP would
11 attend the December 5 Commission meeting to review the audit for 2006-2007. There
12 will also be a discussion of GASB 43 and 45 while he is in attendance.
13

14 **COMMISSION MEMBER INFORMATION ITEMS**

15
16 Commissioner Dell'Osso had nothing to report.

17
18 Commissioner Kunde reported she had been out of town and would have more
19 information at the next meeting.
20

21 Commissioner Kelley reported:

- 22 • The Foundation had its "Chocolate Tasting" at the Rialto Theater on October 17 and
23 raised almost \$5,000.
- 24 • The Santa Rosa Friends had their book sale at the Sonoma County Fairgrounds
25 October 19 – 22, and raised more than \$42,000.
- 26 • The Big Read events are continuing, and various events took place during the last
27 week of October.
- 28 • The librarians at the Central Library sponsored a successful program of readings
29 from Edgar Allen Poe the Friday before Halloween.
30

31 Commissioner Lynch reported:

- 32 • The October 4-27 art show included four local artists.
- 33 • The fountain at the Sebastopol branch has been remodeled and looks great.
34

35 Commissioner Murphy reported:

- 36 • A recent article in the *New Yorker* described Google's efforts to digitalize every book
37 ever written.
38

39 Commissioner May reported:

- 40 • Retired Commissioner Dorothy Bertucci was touched by the donation that will honor
41 her with a stone at the base of the Petaluma Library's donor tree.
- 42 • Librarian Doug Cisney is forming a teen advisory panel for the Petaluma Library.
- 43 • The annual volunteer luncheon will be held in December as usual.
- 44 • "Dorothy's Book Store" continues to do a thriving business.
45
46

Minutes of the Library Commission – November 7, 2007

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Commissioner Bennett reported:

- Healdsburg’s Librarian Catherine Martin is looking forward to her retirement, which begins on December 15.
- The Wine Library Associates annual fundraiser Sonoma Odyssey made \$13,000.
- The Wine Library Associates are considering a 20th Anniversary event instead of Odyssey in 2008.
- That the appellation tour fundraiser in the Russian River Valley was successful.

DATE AND TIME OF NEXT MEETING

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

ADJOURNMENT

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

Clerk