

Sonoma County Library
Minutes of the Library Commission

December 5, 2007

Note: M/S/C = Moved/Seconded/Carried

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Commissioner Murphy called the meeting to order at 7:06 p.m. in the Board Room of the Santa Rosa Central Library.

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

Staff present: Library Director Sandy Cooper; Administrative Services Manager Elissa Alfano; Public Services Manager Kiyoko Okazaki; Children’s Services Coordinator Kathy DeWeese; Windsor Branch Manager Designate Bill Coolidge; and Administrative Aide Pat Cheek. Also present, SEIU Local 1021 Representative Paul Carroll.

ANNOUNCEMENTS AND INTRODUCTIONS

Library Director Cooper introduced Central Children’s Librarian Bill Coolidge who will be promoted to branch manager at the Windsor Regional Library, effective in late December. She added that Cloverdale’s branch manager Deborah Hand had been appointed as the new branch manager at the Healdsburg Library effective December 17.

APPROVAL OF MINUTES – Regular meeting of November 7, 2007.

M/S/C (May/Kunde) approved the minutes of the November 7, 2007 regular meeting as corrected. Unanimous.

CORRESPONDENCE

The Commission reviewed a letter from Michael Zebulon objecting to the lack of quiet and decorum in our Libraries. Library Director Cooper will acknowledge the letter on behalf of the Commission.

The Commissioners also reviewed the folder of media clippings.

PUBLIC APPEARANCES

There were no public appearances.

CONSENT CALENDAR

- 6.1 Claims of more than \$7,000
 - OJ08-25187 – ABD Insurance - \$60,092.96

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- 1 Commercial, Umbrella and Boiler Insurance
- 2 ▪ OJ08-25249 – Legends at Bennett Valley - \$7,788.80
- 3 Facilities, food and service for All-Staff Day
- 4 ▪ OJ08-25257 – Hansel Ford - \$18,010.19
- 5 Third Facilities Department Truck
- 6 ▪ OJ08-25258 – GPM - \$20,340.02
- 7 Print/mail newsletter and donation envelope

8
9 Commissioner Bennett asked what the total cost of All-Staff Day was. Response:
10 The approximate cost is \$16,000, which included the facilities, food and both
11 presenters.

12
13 Commissioner May suggested a minor change in the retirement resolution for
14 Kathy Codiga, and the Commission concurred.

15
16 Commissioner Bennett asked that Catherine Martin's contributions to the Wine
17 Library be added to her retirement resolution.

18
19 There were no objections, so Chair Murphy declared the Consent Calendar items
20 approved as amended.

21 22 **AUDIT PRESENTATION & DISCUSSION**

23 7.1 Audit for the year ending June 30, 2007

24
25 Partner Will Soper of Beels and Soper LLP presented the annual audit report for the
26 Sonoma County Library, fiscal year July 1, 2006 through June 30, 2007. Mr. Soper
27 reviewed the published annual audit results, financial highlights and the fund
28 balance for the Commission and reported that the Sonoma County Library was in
29 compliance and did well in the audit.

30
31 M/S/C (May/Kunde) moved that the Sonoma County Library Commission accept the
32 audit as presented. Unanimous.

33 34 7.2 Background on GASB 43/45

35
36 Mr. Soper reviewed upcoming changes in the accounting rules with GASB 43/45 that
37 will require the Library's audit to report the financial liability for Other Post
38 Retirement Benefits (OPEB). The costs must now be reported in the year that an
39 employee earns and goes into effect for the audit for the current year. Soper and
40 Administrative Services Manager joined the Library Director in reviewing the new
41 requirements and options for funding OPEB.

42
43 The Commission will be asked to take action declaring its interim solution for funding
44 the benefits as part of the budget approval process.

45 46 **OTHER ACTION ITEMS BY MOTION**

47 8.1 Approve request for extended maternity leave without pay

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1
2 Central Children’s Librarian Elizabeth Considine intends to go on maternity leave at
3 the end of February 2008 and has requested a six-month leave of absence without
4 pay. She will use all of her accrued vacation and sick leave prior to going on leave.
5 Ms. Considine plans to return to work in September 2008.

6
7 M/S/C (Lynch/Kunde) moved that the Sonoma County Library grant a six-month
8 maternity leave of absence to Elizabeth Considine. Unanimous.

9 10 **DISCUSSION ITEMS**

11 9.1 Management Updates & Report

12 13 9.1.1 Update on planning for remodel & self-check

14
15 At their final meeting, the Service Model Advisory Committee (SMAC)
16 recommended that the Libraries strive to have 100% of the circulation handled
17 through self-check. In addition, smaller branches would have only one service
18 desk. Also, staff indicated a strong desire to increase the workspace in the
19 smaller buildings so that staff in the public area can focus their efforts on public
20 service. The committee further recommended that the Library adopt self-check in
21 and sorting equipment if at all possible.

22
23 The SMAC expressed concern about future staff roles in the changing
24 environments. Library management will work with staff in 2008 to develop plans
25 for the changes, which will occur gradually over the next few years as each
26 library is remodeled and self-check is installed.

27
28 Page+Moris will begin space planning for Sonoma Valley Regional Library, which
29 will be the first branch remodeled, followed by Rohnert Park-Cotati. Planning for
30 three more libraries (Central, Petaluma, and Sebastopol) will follow.

31
32 Commissioner Murphy asked if the Library had plans to educate patrons,
33 Response: Yes.

34
35 Commissioner Kunde asked if the Library was acquainted with any facilities that
36 have achieved 100% self-check. Response: Many of the libraries are at the 80 -
37 90% level—however; the stated goal will make a difference in the way that the
38 space is allocated.

39
40 Commission May conveyed his enthusiasm that staff had gone from “no” to
41 100% on self-check.

42 43 9.1.2 Update on collection management evaluation & planning

44
45 Library Director Cooper reported that Nancy Crabbe, a retired collection
46 management specialist, was helping the Library evaluate its collection
47 management. Ms. Crabbe conducted a focus group with staff on November 13

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1 and on December 4 she met with the management team that is coordinating the
2 effort to review the results.

3
4 The discussion indicated that systematic management in our collection—
5 particularly adult collections—have gradually broken down. Some of the major
6 issues that need to be addressed are:

- 7 • Update current policy – last revised 1992
- 8 • Staffing – there is support for splitting the collection management function
9 from the adult services coordinator function
- 10 • Staff wants new options for the way we allocate materials budget and
11 monitor it
- 12 • A list of problems with the adult selection process
- 13 • The interface of selection with Technical Services
- 14 • Cataloging policies
- 15 • Collection data collection and reporting

16
17 Ms. Crabbe is currently collecting data from area libraries on staffing, collection
18 policies, budget creation, development and selection, along with the role of a
19 central library. She will return on January 16 to review the information and work
20 with staff to develop a plan to resolve problems and improve collection
21 management.

22
23 Commissioner Kelley asked if the children’s collection was affected as well.
24 Response: Not to the degree that the adult collection management is affected,
25 but the children’s collection management will be part of the overall process.

26 27 9.1.3 Management Report for November 2007

- 28
29 • What is the time line on the enforcement policy for the Standards of
30 Behavior? Response: Currently the focus is on a quick, interim procedure.
31 In addition to the enforcement policy, actual procedures, scripts, and
32 training will take a while to develop.
- 33 • Is Human Resources Manager Sally Brian planning to leave in February?
34 Response: Ms. Brian has been reconsidering her departure date.
- 35 • Commissioner May asked for a list of priorities with regards to the revisions
36 of the Library’s policies. Response: The priorities are: Standards of
37 behavior; personnel; emergency and the financial policies.
- 38 • Which line item pays the Page+Moris expenses? Response: Payment for
39 Page+Moris is expensed from 8570, capital budget.
- 40 • Where are the book club titles referenced on page 4, line 1? Response: A
41 list is available on the Library’s web site.
- 42 • How is the branch managers’ classification study progressing? Response:
43 Human Resources Manager Sally Brian has completed a preliminary
44 analysis. She is getting ready to interview branch managers.

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9.2 Financial Reports

9.2.1 Claims over 2,000

- Is the Library's security guard coverage adequate? Response: The coverage is just right. Staff and the general public seem to be very satisfied.

9.2.2 Fiscal year 2007-2008 Revenue and Expenditures to Date

- Line item #7020 – Was the actual cost of the Summer Reading program last year \$50,000? Response: No. The amount was closer to \$20,000.
- Do we have any projections on the property taxes? Response: The County still has not released any information.
- Line # 8560 – Is this the purchase amount for the Facilities new truck. Response: Yes. Tom Laudari negotiated a considerable savings on the new truck.

CLOSED SESSION

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

OPEN SESSION

10.2 Pursuant California Government Code §54957.1 Report on Closed Session

Commissioner Murphy reconvened the group in open session at 9:55 p.m. He reported that the closed session convened at 8:56 p.m. in the Central Santa Rosa Library Board Room. The Commission continued discussions of the performance evaluation for Library Director Sandy Cooper. Following their discussion, Chair Murphy informed Library Director Cooper that they were pleased with her performance and would discuss the specifics with her at the January 2008 meeting. No action was taken.

DIRECTOR'S INFORMATION ITEMS

Library Director Cooper announced that Commissioner Dell'Osso would have difficulty attending the January 22 meeting due to a work conflict. She recommended that the regular meeting be moved back and the Funding Option portion of the meeting be held after lunch. The Commission concurred.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Dell'Osso reported:

- The San Francisco Scottish Fiddlers played at Rohnert Park in November.
- The musical duo Canta Flor played at Rohnert Park on December 1.
- Children's Librarian Laurie Cameron presented a book talk at a workshop with the Sonoma County Office of Education staff on December 13.
- Storyteller Pam Brown will read "It's Snowing!" on December 15.

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- 1 • The Traveling Lantern Theater group will perform "A Christmas Carol" on December
2 15.

3
4 Commissioner Murphy reported:

- 5 • He had received a nice letter from the Healy family thanking the Commission for its
6 condolence letter.

7
8 The remaining Commissioners had nothing to report due to the late hour.
9

10 **DATE AND TIME OF NEXT MEETING**

11 Regular Commission Meeting and Workshop on Funding Options

12 Date: January 22, 2008

13 Time: 10:00 a.m.

14 Location: Rincon Valley Library Forum Room
15

16 **ADJOURNMENT**

17 The meeting adjourned at approximately 10:03 p.m. by acclamation.
18
19

20 _____
Clerk