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

5
6 **January 22, 2008**

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 10:06 a.m. in the Forum Room of the Rincon Valley
13 Regional Library.

14
15 Commissioners present: Bennett, Dell' Osso (arrived following the Approval of the Minutes, Item
16 3.1), Kelley* (see page 5, following Item 8.2.2), Kunde, Lynch, May and Murphy.

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 Commissioner Kunde introduced Mary Evelyn Arnold, who is currently serving as the
23 chair of the Sonoma Valley Library Advisory Board. Supervisor Valerie Brown is
24 appointing Ms. Arnold to replace Commissioner Kunde when her term expires February
25 28, 2008.

26
27 Library Director Cooper announced that Rincon Valley Librarian Kathy Nixon has been
28 promoted to branch manager at the Cloverdale Regional Library, effective February 4.
29 Ms. Cooper added she would introduce Ms. Nixon when she came into work at noon.

30
31 **APPROVAL OF MINUTES** – Regular meeting of December 5, 2007.

32 M/S/C (Lynch/Bennett) approved the minutes of the December 5, 2007 regular meeting
33 as corrected. Ayes: 5 No: 0 Abstain: 0 Absent: 2
34

35 Commission Kunde asked for some clarification on the All Staff Day overall costs, the
36 remodel, self-check in and self-check, and Consultant Nancy Crabbe's work status.
37 Library Director Cooper provided the information.

38
39 Commissioner May asked about the next steps with the GASB 43/45. Library Director
40 Cooper responded that there will be a resolution formally adopting the "pay as you go"
41 approach on the agenda when the budget is adopted at the March regular meeting.

42
43 **CORRESPONDENCE**

44 The Commission received a thank you letter from retired Branch Manager Catherine
45 Martin expressing appreciation for the Resolution of Service and Achievement she was
46 presented at her retirement party.

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1 Central Library employee Donna Hoover wrote to express her concern about the
2 second-hand smoke at the Central Library Circulation Desk created by smokers outside
3 the entrance.

4
5 The Commission reviewed a letter from patron Barbara Mahon objecting to the meager
6 collection at the Rincon Valley Library and the computer access policy.

7
8 The Commissioners also reviewed the folder of media clippings, which included an
9 article in the *Press Democrat* on the improvements at the Central Library, and an article
10 in the *Windsor Times* about Windsor Regional Library's new Branch Manager Bill
11 Coolidge.

12
13 Commissioner Lynch added that the *San Francisco Chronicle* had an article on the
14 reopening of the remodeled San Francisco's Main Library.

15 16 PUBLIC APPEARANCES

17 There were no public appearances.

18 19 CONSENT CALENDAR

20 6.1 Claims of more than \$7,000

- 21 ▪ OJ08-25357 – Demco, Inc. - \$8,014.21
22 Plastic Covers-Paperbacks
- 23 ▪ OJ08-25359 – SirsiDynix - \$13,921.30
24 License for enhanced content for public catalog

25 26 6.2 Resolution honoring Geraldine Magers

27
28 There were no objections, so Chair Murphy declared the Consent Calendar items
29 approved.

30 31 ACTION ITEMS BY MOTION

32 7.1 Authorization to submit mid-year report and projections

33
34 The Commission reviewed the Mid-Year Revenue and Expenditure Summary and
35 Projection Report for the Sonoma County Library, which the Library is required to
36 submit to the County.

37
38 The Commission discussed the projected expenditures of \$430,613 under budgeted
39 levels and the revenues anticipated to be received at approximately \$108,563 over
40 the budgeted levels, which are currently projected to an excess of revenue over
41 expenditures of \$137,826.

- 42
43 • Can the \$137,826 be added to the reserves? Response: That is only a
44 projected amount. The actual balance will be added to the reserves at the
45 end of the year.

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- 1 • What is line item #6540 - Contract Services? Response: The expenditure for
2 the Central Library's security service.
3
- 4 • What is line item #7000 - Special Department Supplies? Response: These
5 are book processing supplies.
6
- 7 • What about the surplus salaries from the open management positions?
8 Response: Management will have recommendations for changes at the
9 budget workshop.
10
- 11 • Does the County have issues with the Library's total expenditures being
12 under budget? Response: No, the Library is not a general fund department, it
13 receives a dedicated portion of the property tax, and any balance left at the
14 end of the year is added to the Library's reserves. The County expects the
15 Library to have reserves available.
16

17 Administrative Services Manager Elissa Alfano reported that the County is still
18 expecting a \$95,000 increase in property tax revenues.
19

20 Commissioner Bennett recommended that the last sentence in the letter to Mr. Peter
21 Rumble, which will accompany the report to the County, be changed to read,
22 "resulting in a net increase to the fund balance of \$137,826".
23

24 M/S/C (Lynch/May) moved that the Sonoma County Library Commission authorize
25 the Library Director to submit the "Mid-Year Revenue and Expenditure Summary
26 and Project Report to the County" with the recommended changes in the cover
27 letter. Ayes: 6 No: 0 Abstain: 0 Absent: 1
28

29 7.2 Authorization to Move and Replace HVAC for Server Room 30

31 The Commission discussed management's request to authorize the purchase of a
32 new HVAC to cool the server room at the Central Library. The current unit is in the
33 closed stacks; staff recommends the new HVAC be moved to an empty boiler room.
34 The change is desirable for several reasons, and funds are available in the capital
35 expenditure line.
36

37 Commissioner Bennett asked how old was the currently HVAC. Response:
38 Approximately ten years old.
39

40 M/S/C (Dell'Osso/Bennett) moved that the Sonoma County Library Commission
41 authorize the Library Director to issue a Request for Proposal and execute a
42 contract not to exceed \$35,000 to remove the existing HVAC for the server room
43 from the closed stacks and purchase and install a new one in a boiler room in the
44 Lower Level. Ayes: 6 No: 0 Abstain: 0 Absent: 1
45
46

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7.3 Approval of Request for Extension of Maternity Leave

Central Santa Rosa Library Associate Tiffany Bronzan, currently on maternity leave, has requested a two-month extension to her leave of absence without pay. Ms. Bronzan's leave began on November 2, and she is proposing to return on April 28, 2008.

Commissioner Kunde asked if Ms. Bronzan's position had coverage. Response: Yes, substitutes were covering her absence.

M/S/C (Bennett/Lynch) moved that the Sonoma County Library Commission grant two months additional maternity leave of absence without pay for Tiffany Bronzan.

Ayes: 6 No: 0 Abstain: 0 Absent: 1

DISCUSSION ITEMS

8.1 Management Updates & Report

8.1.1 December Management Report

The Library Director reported that the *Focus and Finish* is being updated and it will be available for discussion at one of the February meetings.

Commissioner Kunde asked if the future Commission meetings would be held on Tuesday rather than Wednesday. Response: No, just when we have workshops scheduled, which is currently the January 22, February 5 and February 19 meetings.

The start time for the February 5 meeting was changed to 10:00 a.m. The meeting will be at the Sonoma Valley Regional Library.

The Commission recommended that meetings be held at different branch locations throughout the year for the benefit of new members. In response to a request, Administrative Aide Pat Cheek will send an approved meeting schedule and an updated roster to each Commission member via e-mail.

- What is the status of Nancy Crabbe's work on the collection management project? Response: Ms. Crabbe has gathered information from six Bay area libraries on the issues that the staff identified. She met with the management coordinating team for the project and then the Selection Committee on January 16. The Selection Committee membership has been expanded to serve as the Collection Management Advisory Group—and the group is making plans for a discussion of the topic at the February 13 Leadership Group Meeting. Also, the Management Coordinating Team has decided to continue to hold the collection management position open while staff completes work on some basic facets of the project.

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- 1 • Commissioner Kunde expressed her opposition to a decision to reclassify
2 13,000 music CDs from Dewey to genres.
3
- 4 • Could you explain the problem with the children's book wholesaler BWI?
5 Response: BWI recently moved their headquarters and has not been filling
6 orders; the delays have lasted much longer than they originally planned.
7 As a result, the Library has cancelled all outstanding orders and has sent
8 them to Baker & Taylor; however, the materials will not be shelf-ready.
9
- 10 • Who is responsible for the lighting system failures at the Rohnert
11 Park/Cotati branch? Response: The lighting problems at Rohnert
12 Park/Cotati branch seem to be design issues and appear to be the City's
13 responsibility.
14
- 15 • Commissioner May commented that his wife really likes the new format
16 icons on the Library's catalog.
17

18 8.1.2 Branch Statistics for 2006-2007

19
20 The Commission and Library Director Cooper briefly discussed the Sonoma
21 County Library Branch Service Indicators FY 06-07 based on a table originally
22 created by Jeanne Goodrich.
23

24 8.2 Financial Reports

25 8.2.1 Claims over \$2,000

- 26 • How is the downloadable audio doing? Response: The program was
27 launched on January 7, and we plan to have a debriefing meeting later in
28 February.
- 29 • Does the Library pay a flat fee for monthly parking? Response: The
30 Library pays based on the number of spaces it uses; however, that
31 number remains static.
- 32 • Why do you have to hire a consultant to prepare the e-rate application?
33 Response: The application process is too complex for staff to do—
34 especially with the new fiber optic network.
35

36 8.2.2 Fiscal year 2007-2008 Revenue and Expenditures to Date

- 37 • Why are unemployment claims higher? Response: The Library
38 terminated a probationary employee, who filed for unemployment
39 insurance.
- 40 • What is line item #6103 – Liability Insurance? Response: This is our
41 liability insurance renewal, which is part of our insurance renewals every
42 November.
43

44 * **Commissioner Kelley arrived at the Commission meeting.**
45

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1 **CLOSED SESSION**

- 2 9.1 Pursuant to California Government Code §54957 for Public Employee
3 Performance Evaluation: Library Director Sandy Cooper
4

5 **OPEN SESSION**

- 6 10.1 Pursuant California Government Code §54957.1 Report on Closed Session
7

8 Commissioner Murphy reconvened the group in open session at 12:00 p.m.
9 Chair Murphy reported that the closed session convened at 11:05 a.m. in the
10 Rincon Valley Library Forum Room. The Commission completed the Library's
11 Director's performance evaluation and presented her with the results. The
12 Commission and Library Director Cooper discussed the results. No action was
13 taken.
14

15 **LIBRARY ADVISORY BOARDS**

- 16 11.1 Cloverdale Library Advisory Board – Vacancy for unexpired term ending June
17 30, 2008. (Posted and ready for appointment)
18

19 Commissioner Bennett recommended that candidate Jean Bennetts be
20 appointed to the Cloverdale Regional Library Advisory Board vacant position
21 for the unexpired term ending June 30, 2008.
22

23 M/S/C (Bennett/Kunde) moved that the Sonoma County Library Commission appoint
24 Jean Bennetts to the Cloverdale Regional Library Advisory Board for the
25 unexpired term ending June 30, 2008. Unanimous.
26

- 27 11.2 Sebastopol Library Advisory Board – Vacancy for unexpired term ending June
28 30, 2011. (Posted only)
29

30 The appointment will be deferred until the March 5 Commission meeting.
31

32 **DIRECTOR'S INFORMATION ITEMS**

33 Library Director Cooper noted that the California Library Association's "Day in the
34 District" is coming up and the 2008 CALTAC Workshop in Library Leadership is
35 on March 1 at the San Mateo Public Library for those interested in attending.
36

37 Ms. Cooper confirmed that all Commission members had received her e-mail
38 about the CPI (Consumer Pricing Index) increase of 3.8%, which means the
39 Library needs to reopen the union negotiations on the COLA. Human Resources
40 Manager Sally Brian will discuss the negotiations with the Commission at the
41 next meeting.
42

43 **COMMISSION MEMBER INFORMATION ITEMS**

44 Commissioner Dell'Osso reported:

- 45 • The January 15 Rohnert Park/Cotati Library Advisory Board meeting was canceled
46 because of the Branch Manager's illness.

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- 1 • He followed up with the City of Cotati to find out why their City Council liaison has
2 not been attending the Rohnert Park/Cotati Advisory Board meetings. He currently
3 has a contact name and will report back to the Commission.
4

Commissioner May reported:

- 5 • The Petaluma Library Advisory Board was scheduled to meet that afternoon.
6 Discussion items include the carpeting at Petaluma Regional Library and the
7 redesign of the staff workroom.
8 • There was a Bilingual Family Evening Story Time at Petaluma on January 9.
9 • The Teen Advisory Committee (TAC), currently under development, will hold their
10 first meeting on February 26 to discuss collections, space, and programs for teens.
11
12

Commissioner Lynch reported:

- 13 • The Sebastopol Friends of the Library recently had their book sale January 16-20.
14 • Friends of the Library President Louise Johnston has announced she will not
15 continue as President when her term ends.
16 • The Library Director met with the Friends on January 3 to discuss remodeling plans
17 for the Sebastopol Library.
18
19

Commissioner Bennett reported:

- 20 • The Wine Library Associates have their Annual Meeting on February 1 at the
21 Kendall-Jackson Wine Center. Guest Speaker Nina Wemyss will discuss the history
22 of wine growing in California.
23 • The Wine Library Associates have decided not to hold their annual fundraiser,
24 Sonoma Odyssey. Instead the Association will host a fifteen-year anniversary
25 celebration.
26 • Branch Manager Bill Coolidge has officially started at Windsor.
27 • The Windsor Library Advisory Board had their meeting January 8, and Mr. Coolidge
28 attended.
29 • The Windsor Library Advisory Board is proposing to change their meeting time from
30 7:00 p.m. to 4:00 p.m. and will address this issue at the April 8 meeting.
31
32

Commissioner Kunde reported:

- 33 • The Sonoma Valley Friends of the Library have been meeting jointly with the
34 Sonoma Valley Library Advisory Board and the next meeting is scheduled for
35 February 25.
36
37

Commissioner Kelley reported:

- 38 • The Santa Rosa Library Advisory Board held their meeting on January 16, and she
39 was delighted with the branch managers' enthusiastic reports about the Foundation
40 mini-grants awarded to their staff.
41 • Carol Russell will present the "Celebrate Sherlock Homes' Birthday" program at
42 Healdsburg on January 28 and at the Central Library on February 6.
43 • Branch Manager Anne Marie Murphy has started her new duties at Rincon Valley.
44 • Northwest Regional is extremely grateful to the Commission for the approval of
45 additional staff now working at the branch.
46

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1 **WORKSHOP ON FUTURE FUNDING STRATEGIES**

2 Library Director Cooper began the Funding Strategies Workshop by introducing the
3 panel of Library leaders: California State Librarian Susan Hildreth, Contra Costa Library
4 Director Ann Caine, Solano County Library Director Ann Cousineau and San Jose
5 Library Director Jane Light (by telephone).
6

7 State Librarian Susan Hildreth spoke with the Commission about long-term funding
8 strategies for the Library's operational and capital expenditures future needs.
9 Ms. Hildreth discussed several options available for raising revenue such as: Parcel
10 Taxes, Mello-Roos Special Tax Bonds, General Obligation Bonds or Certificates of
11 Participation.
12

13 Library Directors Ann Caine, Ann Cousineau, and Jane Light, each spoke to the
14 Commission sharing experiences, struggles and triumphs. Their collective view is that
15 Libraries today must be creative to gain increased funding. They all described their
16 experiences alternative resources such as expanding fund raising efforts, private
17 funding, utilizing gifts from Friends groups or working closely with their Library
18 Foundation.
19

20 Chair Murphy thanked the guests for expressing their thoughts and sharing information
21 on options for funding the Library's operating and capital needs in the future.
22

23 **DATE AND TIME OF NEXT MEETING**

24 Regular Commission Meeting and Fiscal Year 2008-2009 Budget Workshop #1
25 Date: February 5, 2008
26 Time: 10:00 a.m.
27 Location: Sonoma Valley Library Forum Room
28

29 **ADJOURNMENT**

30 The meeting adjourned at approximately 3:06 p.m. by acclamation.
31
32
33

Clerk