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

5
6 **February 5, 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. Vice-Chair Lynch
12 called the meeting to order at 10:05 a.m. in the Forum Room of the Sonoma Valley
13 Regional Library.

14
15 Commissioners present: Bennett, Dell'Osso, Kelley, Kunde, Lynch, May, and
16 Commissioner Kunde's replacement Mary Evelyn Arnold. Commissioner Murphy's
17 absence was excused.
18

19 Staff present: Library Director Sandy Cooper; Administrative Services Manager Elissa
20 Alfano; Public Services Manager Kiyo Okazaki; Human Resources Manager Sally Brian,
21 Materials Management Manager Jaime Anderson, Children's Services Coordinator
22 Kathy DeWeese, Cloverdale Branch Manager Kathy Nixon, and Administrative Aide Pat
23 Cheek.
24

25 **ANNOUNCEMENTS AND INTRODUCTIONS**

26 Commissioner Lynch welcomed everyone to the meeting at the Sonoma Valley
27 Regional Library so ably represented by Commissioner Kunde over the years, thanking
28 Commissioner Kunde for having the Library host the meeting. Commissioner Lynch
29 praised Commissioner Kunde's dedication and service, acknowledging her role as a
30 driving force in the improvements and growth of the Sonoma Valley Regional Library.
31

32 Staff members in attendance introduced themselves.
33

34 **APPROVAL OF MINUTES** – Regular meeting of January 22, 2008.

35 M/S/C (Bennett/Dell'Osso) approved the minutes of the January 22, 2008 regular
36 meeting as corrected. Ayes: 5 No: 0 Abstain: 1 Absent: 1
37

38 **CORRESPONDENCE**

39 Employee Nina Wooderson wrote to express her concern about the second-hand
40 smoke created by smokers outside the entrance at the Central Library, and asked that
41 the Library be included in the downtown smoke-free zone.
42

43 The Commissioners also reviewed the folder of media clippings.
44

45 **PUBLIC APPEARANCES**

46 There were no public appearances.
47

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1 **CONSENT CALENDAR**

2 6.1 Claims of more than \$7,000

- 3 ▪ OJ08-5623 – CDW - \$8,075

4 Licenses for software that produces images of hard drives to assist in setting up
5 and repair of Library PC's.

6
7 There were no objections, so Vice-Chair Lynch declared the Consent Calendar items
8 approved.

9 **ACTION ITEMS BY MOTION**

10 7.1 There were no action items.

11 **DISCUSSION ITEMS**

12 8.1 Management Report

13 8.1.1 January Management Report

- 14 • Is the number of 645 web pages on the Library's public website an accurate
15 number? Response: Yes.
- 16 • Is there a schedule for the development of a process for collecting and
17 reporting statistics? Response: This project is a priority. We are auditing the
18 Library's current data collection and report generation process as a first step.
19 We are working with two library research specialists, who are preparing a
20 proposal to provide assistance in the project. The Director is supposed to talk
21 with them today about revising their work plan and budget and fast-tracking
22 the collection evaluation and analysis portion of the project.
- 23 • Is there an update on self-check? Response: The coordinating team
24 completed its first draft of project plans for each area that requires attention,
25 and will meet again on February 15 to review the second draft. Currently we
26 are exploring whether we can issue a "Request for Information" (RFI) for self-
27 check equipment rather than a Request for Proposal (RFP). We are also
28 considering issuing an RFP for architectural design service for the Central
29 Library's lower level and the Sonoma Valley Library remodel.
- 30 • Would it be useful for the Commission to have access to the Wiki?
31 Response: We would prefer not to. It is a staff discussion tool and should
32 probably be kept internal.
- 33 • The Commission discussed the section on branch activities.
- 34 • What is the Help Desk Achievement Certification? Response: This is a
35 series of courses offered at Santa Rosa Junior College for information
36 technology support.
- 37 • Why couldn't the Library gather statistical data on public Internet users?
38 Response: The data was not available until the Envisionware software was
39 installed in September 2006.
- 40 •
- 41 •
- 42 •
- 43 •

44 8.2 Report on SubFinder Software

45 Human Resources Manager Sally Brian provided an overview of SubFinder, the new
46 online system for managing and scheduling substitutes.

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Document 3.1

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1 The Commission thanked Ms. Brian for her report.

2 3 8.3 Financial Reports

4 5 8.3.1. Claims over \$2,000

6 There were no questions or comments.

7 8 **FISCAL YEAR 2008-2009 BUDGET WORKSHOP #1**

9 9.1 FY 2007-2008 Budget

10 11 9.1.1 Midyear Budget Projections Excerpt

12 The Commission reviewed the Fiscal Year 2007-2008 mid-year Revenue and
13 Expenditure summary.

- 14 • What is our long term debit? Response: These are the leases on our copy
15 machines.
- 16 • What is the difference between Property Taxes-CY Secured and Property Taxes-
17 CY Supplemental? Response: Secured taxes are paid on the value of an
18 existing home, and supplemental taxes are paid by new home owners based on
19 the increased value established at the time of the purchase. The supplemental is
20 the difference between the increased amount of tax paid on the new value and
21 the amount paid based on the prior tax value.
- 22 • Why is Property Taxes-CY Secured estimated so low in January – June 2008?
23 Response: The County always requires the Library to use conservative revenue
24 estimates of the anticipated growth percentage.
- 25 • What is line item 4106 – Refunds? Response: Miscellaneous revenues that we
26 do not anticipate are listed in this category. This year we received a Workers'
27 Compensation refund, and book refund credits are credited to this line.
- 28 • Why is the July through December 2007 expenditures less than the January
29 through June 2008 projections? Response: Several large expenditures are paid
30 in the last quarter. Library Director Cooper noted that we do not have detailed
31 information on expenditures outside those for personnel costs and the materials
32 budget, adding that she will be working with Elissa Alfano to review the details of
33 expenditures in each budget line. She plans to recommend any needed
34 modifications to the Commission in July.
- 35 • Why did the Sonoma County Library Foundation give \$29,500 and \$6,434 to the
36 Central Library? Response: There is a new staff member preparing the report,
37 and she may not understand the distinction between gifts to the system and
38 those to the Central Library.

39
40 The Commission asked the Library Director to provide monthly reports on the collection
41 management project. The Commission agreed to wait for more information created by
42 the project before making any changes to current policies or the materials budget.

43 44 9.1.2. Gifts and Donations Report

45 The Library Director and Commission reviewed a report on gifts and donations.
46 The figures include last year's totals and the totals-to-date for this year.

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1 Director Cooper reported that the Foundation and the Library agreed in
2 November that funds donated as a result of solicitations in the newsletter will go
3 to the Foundation rather than to the Library—that is, they will eliminate the
4 distinction between donations to the Library and those to the Foundation. That
5 means that many of the donations will not appear as Library revenue until the
6 Foundation provides funds to support the Library’s priorities.

8 9.2. FY 2007-2008 Recommended Position Reallocation and Upgrades

9 The next series of agenda items were recommendations for modifications to the
10 current year’s budget. All of the recommendations were changes to classification
11 and pay.

12
13 The Commission discussed the recommended position reallocations and
14 upgrades. The proposed changes were:

- 15 • Create two positions to expand the work done by the Adult Services
16 Coordinator: Collection Manager, Librarian IV (reallocation of existing
17 position) and Community Services Manager, Librarian IV (reallocation of
18 existing position).
- 19 • Replace the IT Division Manager with an IT Manager position reporting to the
20 Director.
- 21 • Upgrade the IT Administrative Aide to Circulation/Training Coordinator
22 (Technical Support Specialist II).
- 23 • Upgrade the Internet Librarian, Librarian II to a Librarian III.

24 25 9.3 2008-2009 Budget Process and Schedule

26 The Commission reviewed the document titled “Budget Process and Schedule”
27 outlining the Library’s budget preparation/approval schedule, which is based on
28 the County’s schedule.

29
30 The Director pointed out that the budget must be adopted at the March 5
31 Commission meeting so that staff may submit the approved budget to the County
32 by the March 20 deadline. Final budget adoption by the Board of Supervisor is
33 on September 16, 2008, and will include any technical adjustments the Library
34 may submit in mid-summer.

35 36 9.4 FY 2008-2009 “Continuation” Budget

37 38 9.4.1 Budget Assumptions

39 Administrative Services Manager Elissa Alfano reviewed the revenue and
40 expenditure assumptions which form the basis for the budget projections. With so
41 many uncertainties about tax revenues and state funds, the Library’s
42 management is recommending a very conservative approach to the budget for
43 next fiscal year.

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9.4.2. Budget Projections

Library Director Cooper asked for a sense of the group on their preferred revenue projections. The Commission agreed to stay with the 2% increase. They also recommended leaving the state funds at the present 10% decrease.

The Commission asked about funding for the literacy program. The Library Director said that the staff would prepare a report for the February 19 meeting.

9.5 Management Recommendations for FY 2008-2009

Library Director Cooper discussed Management’s recommendations for the “expansion” budget, including the addition of 1.175 FTE in Administrative Services and a change in classification for branch managers. If approved, the changes would be effective July 7, 2008.

9.5.1. Administrative Services Staffing

Management recommends additional staffing to help staff in the Administrative Services Division deal with the heavy workload, which the auditor and staff have pointed out in discussions at recent meetings. The recommendations include creating a Benefits Aide, Account Clerk II (1 FTE) position to reduce some of the Payroll Assistant workload and provide clerical support to the Division Manager and Human Resources Manager.

The recommendations also include increasing the hours worked for the Account Clerk II position, currently filled by Rhonda Hope, made full-time, an increase of .175 FTE.

9.5.2. Branch Manager Reclassification

Sally Brian explained the recommendations for the branch manager reclassification. In the current MOU, the Library agreed to conduct a classification study of the position.

The Commission reviewed and discussed the recommendations, which were as follows:

- Create two new classifications—Library Branch Manager I and Library Branch Manager II—using quantifiable measures to distinguish between the two levels.
- Place both rural stations under the supervision of the Guerneville Branch Manager.
- The recommendations would result in managers at all branches except Cloverdale being reclassified to the Library Branch Manager II position, and the Cloverdale position to Library Branch Manager 1.
- Set the salary for the Library Branch Manager I equivalent to that of Librarian III, and adjust the salary for the Library Branch Manager II at 7.5% above the Librarian III.

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1 Commissioner Lynch asked that Library Director Cooper highlight and make
2 note of the recommended changes proposed in the final budget presented at
3 the February 19 meeting.

4 5 9.6 Fund Balance Projections

6 9.6.1 The Commission reviewed the Fund Balance projections, which show the three-
7 year impact on the fund balance using current assumptions.

8
9 Commissioner Bennett expressed concern about the increased use of the fund
10 balance that would result from the additional 1.175 staff positions.

11 12 **CLOSED SESSION**

13 10.1 Pursuant to California Government Code §54957 to meet in Conference with
14 agency labor negotiator (Brown Act, §54957.6)

15 Agency negotiator: Sally Brian

16 Employee organization: SEIU Local 707

17 18 **OPEN SESSION**

19 11.1 Pursuant California Government Code §54957.1 Report on Closed Session
20 Vice-Chair Lynch reconvened the group in open session at 1:35 p.m. She
21 reported that the closed session convened at 1:17 p.m. in the Sonoma Valley
22 Library Forum Room. The Commission discussed pending labor negotiations
23 with Agency Negotiator Sally Brian concerning the impact of the CPI (Consumer
24 Pricing Index) increase of 3.8% on the COLA. No action was taken.

25 26 **LIBRARY ADVISORY BOARDS**

27 12.1. Sebastopol Library Advisory Board – Vacancy for unexpired term ending June
28 30, 2011. (Posted only)

29
30 12.2. Sonoma Valley Library Advisory Board – Vacancy for unexpired term ending
31 June 30, 2011. (Posted only)

32
33 Appointments for the Sebastopol Library Advisory Board and the Sonoma Valley
34 Library Advisory Board were deferred until the March 5 Commission meeting.

35 36 **DIRECTOR'S INFORMATION ITEMS**

37
38 13.1. Library Director Cooper asked the Commission if they wished to include a
39 discussion of an updated set of Library priorities in *Focus & Finish* and their work
40 plan at the February 19 workshop. They agreed that it would be a good idea.

41
42 13.2. Library Director Cooper reported that the California Library Association's "Day in
43 the District" information had not been posted until well after the first of the year.
44 Due to short notice and scheduling conflicts, Ms. Cooper was not able to notify
45 the Commission about the appointments. Ms. Cooper recommended that she
46 draft a letter on behalf of the Commission and send it to the Senators and

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1 Assembly members that represent Sonoma County. The Commission asked her
2 to proceed with that approach.

3 4 **COMMISSION MEMBER INFORMATION ITEMS**

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6 Commissioner Dell'Osso had nothing to report.

7
8 Commissioner Kelley reported:

- 9 • Carol Russell will present the "Celebrate Sherlock Homes' Birthday" program at the
10 Central Library on February 6.

11
12 Commissioner Bennett reported:

- 13 • The Wine Library Associates had their Annual Meeting on February 1 at the Kendall-
14 Jackson Wine Center and donated \$15,000 to the Wine Library. In addition, Guest
15 Speaker Nina Wemyss discussed the history of wine growing in California.
16 • The Cloverdale Regional Library Friends hosted a lovely chili supper for Branch
17 Manager Debbie Hand, who has been promoted to Branch Manager at the
18 Healdsburg Regional Library.

19
20 Commissioner Kunde reported:

- 21 • The Sonoma Valley Friends of the Library and the Sonoma Valley Library Advisory
22 Board are scheduled to meet on February 25, her last meeting as the
23 Commissioner.

24
25 Commissioner May reported:

- 26 • The Friends of the Petaluma Library Book Sale is February 19 - 23.
27 • Petaluma Library Advisory Board has embraced the idea of lobbying City Council for
28 new carpet in the Petaluma branch.
29 • The Spring Art Show presented by the Petaluma Arts Association & the Friends of
30 the Petaluma Library runs February 1 - 11.

31
32 Commissioner Lynch reported:

- 33 • The Sebastopol Regional Library hosted a special art show featuring Analy High
34 School students' work inspired by *Fahrenheit 451*.
35 • Sebastopol had their book sale January 16-19.
36 • The Guerneville Library Advisory Board voted to appoint a teen representative to
37 their board.
38 • Guerneville's Readers Theatre: A Series of One-Act Plays has begun and is heavily
39 attended.
40 • Occidental patrons love the new downloadable audio books.

41
42 Commissioner Lynch announced that following the Fiscal Year 2008-2009 Budget
43 Workshop #2 in Sebastopol, the Commission and guests would take Commissioner
44 Kunde to lunch at K&L Bistro to celebrate her retirement from Commission life.

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1 **DATE AND TIME OF NEXT MEETING**

2 Fiscal Year 2008-2009 Budget Workshop #2

3 Date: February 19, 2008

4 Time: 9:30 a.m.

5 Location: Sebastopol Regional Library Forum Room

6

7 **ADJOURNMENT**

8 The meeting adjourned at approximately 2:05 p.m. by acclamation.

9

10

11

Clerk