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

5
6 **February 19, 2008**
7

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

10 **CALL TO ORDER**

11 The Sonoma County Library Commission met in a special budget and planning
12 workshop session. Chair Murphy called the meeting to order at 9:32 a.m. in the
13 Sebastopol Regional Library Forum Room.
14

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

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

24 **ANNOUNCEMENTS AND INTRODUCTIONS**

25 There were no announcements or introductions.
26

27 **APPROVAL OF MINUTES** – Special meeting of February 5, 2008 – FY 2008-2009
28 Budget Workshop #1.

29 M/S/C (Lynch/May) approved the minutes of the February 5, 2008 special meeting
30 as corrected. Ayes: 5 No: 0 Abstain: 1 Absent: 1
31

32 **CORRESPONDENCE**

33 Geraldine Magers wrote to express her appreciation to the Commission for the
34 resolution written in honor of her retirement.
35

36 The Commissioners also reviewed the folder of media clippings.
37

38 **PUBLIC APPEARANCES**

39 There were no public appearances.
40

41 **PLANNING & BUDGET WORKSHOP**

42 6.1 Adjustments to Current Year

43 There were no questions or concerns about the proposed position reallocations
44 and upgrades for staff. Management will put them on the agenda for approval at
45 the March 5 meeting.
46

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6.2 FY 2008-2009 Budget

6.2.1 Issues Summary

The Commission reviewed the document “Issues for Commission Discussion” highlighting topics of interest to the Commission and changes since the previous meeting.

Management recommended that the Commission use the continuation budget as a place-holder, and approve a limited number of new expenditures in the expansion budget as follows:

- Increase Administrative Services staff by 1.125 FTE;
- Fund Branch Manager position reclassification;
- Add funds in Extra Help for 40 additional hours per week of student aides;
- Move funds from reserves for self-check equipment and preparation as well as additional design and remodeling costs; and
- Additional funding for Literacy.

Commissioner Murphy asked for the amount of funds needed in Extra Help for assistance with tagging the collection in preparation for self-check. Response: \$20,000.

Chair Murphy asked if the Library planned to use RFID tags or bar coding on the collections. Response: Staff will make the final decision on tagging or bar coding over the next three months. We are issuing Requests for Information/Requests for Quotes to self-check vendors and will use that information to assist in decision-making.

Commissioner Lynch asked if it is feasible to attach RFID tags or bar codes to material at the Circulation desk. Response: Probably not, because it would increase the workload. In preparation for self-check, the entire collection needs to be weeded, inventoried, and tagged. We are preparing information and guidelines to assist with the weeding process.

Commissioner Bennett asked if there will be a full proposal and presentation to the Commission on self-check. Response: Yes. When we have more information, we will make our recommendations to the Commission.

Commissioner May asked if the \$1.15 million from reserves would be coming out of the discretionary fund balance. Response: The funds will come out of the Self-Check Fund and the Branch Facility Improvements Fund.

Commissioner Kunde asked what the proposed \$1.15 million from reserves was for. Response: Management is recommending moving \$1.15 million from reserves for the following:

- \$400,000 for RFID tags (if needed);
- \$500,000 from reserves for the first round of self-check equipment; and
- \$250,000 for additional design and remodeling.

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2 Commissioner Kunde asked if the new ESL Class at Graton Day Labor Center
3 should be paid for by the schools. Response: No. The Literacy's program will
4 pay for the adult classes at the center.
5

6 Commissioner May asked if the Library makes the decision not to use the RFID
7 tags, will the \$400,000 be returned to reserves. Response: Yes. We will
8 continue to gather information, research the pros and cons and then come back
9 to the Commission with a justification statement. However, funds do need to be
10 included in this budget to be available for expenditures prior to September 2008.
11

12 Commissioner Bennett expressed concern about the recommendation not to
13 project increased expenditures in most lines, the continuous increases in the use
14 of fund balance, the reduction of revenue from the state and county, and the
15 suggested increase in staff. Commissioner Bennett added that it would be
16 fiscally irresponsible to consider the additional personnel at this time.
17

18 Commissioner May noted that management's background information explained
19 that we do not have adequate information about what is being spent in each line.
20 With the in-depth analysis of expenditures Director Cooper has proposed, the
21 budget could be adjusted in July to reflect the additional information.
22

23 Library Director Cooper added that it is essential that the management staff
24 review each expenditure line item to determine if the allocations are accurate. In
25 previous years, increases were routinely added, and until a detailed analysis of
26 expenditures is done, the budget is not based on any objective information.
27

28 Commissioner Bennett reiterated that some inflationary percentage needs to be
29 added to the expenditures lines until an analysis can be completed.
30 Administrative Services Manager Alfano stated that the County is actually
31 recommending the zero percent in their budget instructions.
32

33 Commissioner Lynch added that she thinks the additional personnel are
34 essential, and without the additional staff, Budget and Finance will not be able to
35 perform their jobs effectively.
36

37 The Commission continued to discuss the issues, and agreed to proceed with
38 Management's recommendations based on the current information.
39

40 Chair Murphy recommended that the Commission move ahead and approve the
41 budget as presented at the March 5 meeting, and make adjustments as more
42 information is presented in future months.
43

44 6.2.2 Library-Union Agreement on COLA

45 The Commission discussed the tentative agreement reached between the Library
46 and SEIU Local 1021 on the COLA of 3.8% for all represented classifications,
47 effective the beginning of the first full pay period in July 2008. The agreement
48 will be on the agenda for formal approval on March 5.

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6.2.3 Literacy Budget

The Commission reviewed the Literacy Budget; there were no comments or questions.

6.2.4 Discussion Draft

The Commission discussed the proposed budget in conjunction with the “Issues Summary” earlier in the meeting, and there were no additional comments or questions.

6.3 GASB 45 Policy

The Commission reviewed the information provided.

Administrative Services Manager Elissa Alfano discussed the Actuarial Study of Retiree Health Liabilities submitted by Total Compensation System, Inc., which analyzed the future financial liabilities associated with its current retiree’s health program.

Commissioner May asked if the employees actually know how much is spent. Response: Human Resources Manager Brian agreed that staff should be informed of the total cost of their benefits, and she proposed providing a year-end statement or report for each employee showing the Library’s contributions. Ms. Brian plans to complete this project in the near future.

The Commission is required to state its policy for funding Other Post-Employment Benefits (OPEB) under General Accounting Standards Board (GASB) Statement 45. Management recommends that the policy be pay-as-you-go until agencies have more experience with the new requirement, rather than prefunding. Formal adoption of the resolution will be on the agenda for the March 5 meeting.

6.4 Priorities & Work Plan

6.4.1 Review Updated *Focus and Finish*

Library Director Cooper reviewed the revised outline of priorities. The updated document included information on completed outcomes, target dates for completion of those projects underway, and additions based on work to date.

Commissioner Bennett asked what the Director intended to do about creating a new strategic plan. Response: The Library must get the basics in order first before it is in a position to think strategically. Note that Goal #4 calls for creating a new strategic plan and vision once the essential elements of an effective library are in place.

6.4.2 Library Director’s Work Plan for Calendar Year 2008

The Commission and Library Director briefly discussed the Director’s Work Plan for the calendar year 2008. Because of time constraints, the Commission asked the Director to include the item on the March 5 agenda.

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Document 3.1

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3 **DIRECTOR’S INFORMATION ITEMS**

4 7.1 Legal & insurance issues affecting the ban on smoking on the premises.

5 The Director updated the Commission on efforts to ban smoking outside the
6 Library beyond the twenty feet defined in state law. She reminded the
7 Commission that Deputy County Counsel Kathy Larocque has noted that the
8 Library’s leases do not currently define the premises, and that any ban on
9 smoking on the premises would require a definition of the area in the lease.

10 Since the February 5 meeting, staff has consulted with the Library’s insurance
11 broker. His advice is that, if the Library were to have explicit responsibility for the
12 exterior of the building, it would assume liability for anything that occurs on the
13 premises. Currently, the buildings’ owners (cities and the counties) have
14 responsibility for anything that occurs on the Library’s exterior.

15
16 For those legal and insurance reasons, the Director does not recommend trying
17 to extend the Library’s authority to the exterior of its buildings. The Director will
18 consult with the City of Santa Rosa first, then other local governments, to
19 determine what they might do to control smoking on the property.

20
21 Commissioner Lynch asked if the 20’ foot ban was from the doorway or from the
22 outer walls of the Library. The Director said she would check and report back.

23
24 **COMMISSION MEMBER INFORMATION ITEMS**

25
26 Commissioner Dell’Osso reported:

- 27 • Rohnert Park/Cotati Library was sponsoring *Art Show 2008* – February 20
28 through March 1.
29 • *An Online Library Research Tools-Introduction & Demonstration* will be offered to
30 the public on February 23 at the Rohnert Park/Cotati branch.

31
32 The remaining Commissioners were unable to report due to time constraints and
33 will provide updates at the March 5 meeting.

34
35 **DATE AND TIME OF NEXT MEETING**

36 Meeting: Regular Commission Meeting
37 Date: Wednesday, March 5, 2008
38 Time: 7:00 p.m.
39 Location: Central Library – Santa Rosa

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41 **ADJOURNMENT**

42 The meeting adjourned at approximately 11.27 a.m. by acclamation.
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44

45 _____
Clerk