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3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **March 5, 2008**

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

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8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Chair Murphy
10 called the meeting to order at 7:04 p.m. in the Board Room of the Santa Rosa
11 Central Library.

12
13 Commissioners present: Arnold, Dell’Osso, Kelley, Lynch, May, and Murphy.
14 Commissioner Bennett’s absence was excused.

15
16 Staff present: Library Director Sandy Cooper; Administrative Services Manager
17 Elissa Alfano; Public Services Manager Kiyoko Okazaki; Human Resources Manager
18 Sally Brian; Children’s Services Coordinator Kathy DeWeese; and Administrative
19 Aide Pat Cheek. A list of other attendees is attached.

20
21 **ANNOUNCEMENTS AND INTRODUCTIONS**

22 There were no announcements or introductions.

23
24 **APPROVAL OF MINUTES** – Minutes for the special 2008 Budget & Planning Workshop
25 for Fiscal Year 2008-2009 meeting of February 19, 2008.

26
27 M/S/C (Dell’Osso/May) approved the minutes of the February 19, 2008 meeting as
28 presented. Ayes: 5 No: 0 Abstain: 1 Absent: 1

29
30 **CORRESPONDENCE**

31 There were no items in the correspondence or media clippings folders.

32
33 **PUBLIC APPEARANCES**

34 There were no public appearances.

35
36 **CONSENT CALENDAR**

37 **6.1 Claims of more than \$7,000**

- 38 • OJ 08 25782 – Page & Moris - \$9,170.58
39 Design assistance: Petaluma staff area and Sonoma Valley remodel
40 • OJ 08 25870 – One Work Place - \$31,026.84
41 50% Deposit for furnishings & installation: Petaluma staff area

42
43 The Director noted the need to prepare individual budgets for each branch prior to
44 beginning work beyond the space plan for each remodeling project. The budget
45 would then be available for Commission review and approval. Commissioner

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1 Dell'Osso asked that there be a breakout in each project showing the various
2 sources of funds for each project.

3
4 There were no objections, so Chair Murphy declared the Consent Calendar items
5 approved.

6 7 **ACTION ITEMS BY MOTION**

8 7.1 Adjustments to Current Year

9
10 Commissioner May asked about the impact of the loss of the Library Associate
11 position on the Central Library. Response: Using workload measures, Central has
12 higher staffing levels than other branches. In addition, the interlibrary loan
13 responsibilities of the Library Associate position are tasks more appropriate for a
14 Library Technician III than for a Library Associate.

15
16 Commissioner Kelley asked for clarification on the position reallocations. Response:
17 The Adult Coordinator position will be divided into the Collection Manager and the
18 Community Services Manager positions—using the current Adult Services
19 Coordinator and the Fund Development Manager positions. The IT Division
20 Manager position will be reallocated to a new IT Manager position, and the Library
21 Associate position will be reallocated to the new Accounting Clerk II position with
22 additional hours distributed to the Library Technician III and Account Clerk III
23 positions.

24
25 M/S/C (Lynch/May) moved that the Sonoma County Library Commission approve
26 the reallocation of positions to create the following positions effective immediately:
27 Collection Manager, Community Services Manager, Information Technology
28 Manager, Account Clerk III and a .5 FTE Library Technician III as well as making the
29 current part-time Account Clerk II a full-time position. Unanimous

30
31 M/S/C (Kelley/May) moved that the Sonoma County Library Commission approve
32 the upgrade of two positions: Internet Librarian from Librarian II to Librarian III, and
33 Information Technology Administrative Aide to Technology Support Specialist II.

34 35 7.2 Adjustments for FY 2008-2009

36
37 There were no questions or comments about the proposed reclassification of the
38 branch managers' positions.

39
40 Motion #1:

41 M/S/C (Lynch/May) moved that the Sonoma County Library Commission approve
42 the recommended reclassification of the branch managers' positions. Unanimous.
43

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1 Motion #2:

2 M/S/C (May/Dell'Osso) moved that the Sonoma County Library Commission
3 approve the 3.8% Cost of Living adjustment (COLA) for all employees in the
4 collective bargaining unit, effective with the full first pay period in FY 08-09.
5 Unanimous.

6
7 Motion #3:

8 M/S/C (Kelley/Arnold) moved that the Sonoma County Library Commission approve
9 the addition of 40 hours per week for student aide positions in the extra help line,
10 effective in the full first pay period of FY 08-09. Unanimous.

11
12 Motion #4:

13 M/S/C (Lynch/Dell'Osso) moved that the Sonoma County Library Commission
14 authorize use of \$1.15 million currently in reserves to pay for self-check tagging and
15 equipment as well as design and remodeling costs for branch improvements in FY
16 08-09. Unanimous.

17
18 The Director thanked Administrative Services Manager Elissa Alfano, Human
19 Resources Manager Sally Brian, and Public Services Manager Kiyoko Okazaki for their
20 assistance in identifying ways to avoid adding positions in the 2008-2009 budget.

21
22 Commissioner Dell'Osso added that Commissioner Bennett had made several valid
23 points regarding long-term costs associated with the new positions and that he was
24 glad to be able to reallocate existing positions to meet current staffing needs.

25 26 7.3 Authorize Transmittal of Budget

27
28 Commissioner Dell'Osso asked when the technical adjustments will be made to the
29 budget. Response: Technical Adjustments are approved by the Commission in
30 July, and the final budget is approved by the Board of Supervisor in September.

31
32 M/S/C (Lynch/Arnold) moved that the Sonoma County Library Commission authorize
33 the Library Director to transmit the FY 2008-2009 budget to the County Board of
34 Supervisors. Unanimous.

35 36 7.4 Direct Library Management to Provide Report on Expenditure Analysis

37
38 There were no questions or comments, and the Commission proceeded.

39
40 M/S/C (May/Arnold) moved that the Sonoma County Library Commission direct the
41 Library management to prepare a detailed line-by-line analysis of library
42 expenditures and submit a report to the Library Commission no later than July 2008.
43 Unanimous.

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7.5 Adopt Policy on Other Post Retirement Benefits

The Commission had discussed this action at the budget workshops, so there was no additional discussion.

M/S/C (Arnold/Kelley) moved that the Sonoma County Library Commission adopt the resolution to meet the requirements of GASB 45 stating that its current policy for funding Other Post Employment Benefits is “pay-as-you-go” with a requirement that the Commission review that policy in one year.

7.6 Election of Chair and Vice-Chair – April 2008 – March 2009

The Commissioners voted using a secret ballot with a ranking system, voting separately for Chair and Vice-Chair. Public Services Manager Kiyo Okazaki and Children’s Services Coordinator Kathy DeWeese tallied the confidential ballots.

Commissioner Margaret Lynch was elected Chair, and Commissioner John Dell’Osso was elected Vice-Chair for terms from April 2008 to March 2009.

DISCUSSION ITEMS

8.1 Management Report

8.1.1 February Highlights

- Was the space planning meeting at Rohnert Park on February 14 an internal meeting? Response: Yes.

The Director added that the Rohnert Park staff suggested a number of modifications to the current layout based on their experience of working in the new building for several years. Their proposed changes went beyond the original goal, which was to modify the entry and circulation areas. She has asked Page & Moris to do a space plan for the full library now so that the changes can be implemented as funds are available.

- Would there be any significant costs associated with accepting credit cards, or would the service pay for itself. Response: Although the increase in revenue from fines and fees is not as high as vendors claim, most libraries do find that the increased payments more than cover the cost of the service.
- Is it possible for patrons using the e-commerce credit cards to round fine amounts up, donating the excess to the Foundation or another fund raising effort? Response: All of the Library’s credit card revenue will go directly into the County Treasury, so it is not possible for the Library to distinguish between payment of fines and fees and donations.

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- 1 • Commissioner Kelley noted that the \$6,000 downloadable audio books grant
2 from Speedway Charities was made possible by the Sonoma County Library
3 Foundation.
4
- 5 • What areas are served by Mountain Valley and North State Library System?
6 Response: Mountain Valley is the area east of Solano and Napa Counties to
7 the Nevada border, and North State covers the remaining northern California
8 counties up to the Oregon border.
9
- 10 • What is a Novelist refresher session? Response: Novelist is an online
11 resource that provides readers' advisory service for librarians and patrons,
12 helping them find news books to read that match their preferences for authors
13 and/or subjects. The vendor's representative is providing sessions to update
14 staff at each branch on how to use the service better.
15

16 The Commission briefly discussed patron feedback complaining that the
17 downloadable audio service is not compatible with Apple products. Staff is currently
18 working on ways to communicate the reasons for the problem to the public.
19

20 The Director reported that the Collection Management Advisory Group (COMAG)
21 met on February 28 to set priorities for their work in the first half of 2008. She
22 reviewed the priorities, which included:

- 23 • Recruit and hire Collection Manager by July 1.
24 • Provide systemwide guidelines for weeding.
25 • Develop definitions of branch roles.
26 • Make any changes needed in the budget structure and allocations.
27 • Decisions on the role of the Selection Committee and selection activities that
28 could be centralized.
29

30 Commissioner Lynch asked who makes up the COMAG. Response: Branch
31 Managers Kathy Dennison, Debbie Hand and Doug Cisney, Public Services
32 Manager Kiyo Okazaki, Children's Services Coordinator Kathy DeWeese, Materials
33 Management Division Manager Jaime Anderson, Julie Johnson, Cathy Hoehn,
34 Johanna Scallon, Judith Rousseau, Del Guidinger, Nancy Sampson, Kirsten Cutler,
35 Steve Alcorta, Consultant Nancy Crabbe and Director Sandra Cooper.
36

37 8.2 Priorities and Library Director's Work Plan

38

39 The Director noted that it was time to review Library Advisory Board members
40 whose terms expire June 30, 2008, and evaluate their effectiveness prior to asking
41 them if they wish to be reappointed.
42

43 Commissioner Dell'Osso recommended that the Commission have a discussion
44 about Library Advisory Boards (LABs) at a future meeting. He recommended
45 defining priorities and goals for the groups, along with setting some guidelines. The
46 Commission agreed that such a discussion was long overdue, and would probably

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1 invigorate and generate more enthusiasm among LAB members if their roles were
2 clearly defined and they had specific directions on Library issues. Commissioner
3 Arnold recommended inviting the LAB members to meet with the Commission when
4 they meet at each Library. Library Director Cooper agreed to add the discussion
5 item to a future agenda.

6
7 Commissioner Kelley suggested that the Commission have an in-depth discussion of
8 Facilities Master Plan to reach a consensus on the Library's future direction in
9 implementing the document. Library Director Cooper agreed to add the item to a
10 future agenda.

11
12 The Commission indicated its interest in gathering staff input for the Director's
13 evaluation. The Library Director responded that she would contact consultant
14 Jeanne Goodrich, and see if she could provide a template or form to use and report
15 back to the Commission.

16 17 8.3 Financial Reports

18 8.3.1 Claims over \$2,000

- 19 • Isn't the city responsible for trimming the trees at the Central Library?
20 Response: The City does trim the street trees but not the trees on the Library
21 grounds.

22 23 8.3.2 Fiscal year 2007-2008 Revenue & Expenditures to Date

- 24 • Why the increase in expenditures for memberships? Response: The Motion
25 Picture Licensing Corporation (MPLC) membership is new.
- 26
27 • Why are we over budget on #6152, Maintenance Equip-Parts? Response:
28 Since the Library hired an additional building mechanic, the Facilities staff has
29 been able to address deferred repair needs.

30 31 32 **DIRECTOR'S INFORMATION ITEMS**

33 9.1 Follow-up on state law banning smoking within 20 feet of public buildings

34
35 The Director updated the Commission on efforts to ban smoking outside the Library.
36 Deputy County Counsel Kathy Larocque advised us that the state law only bans
37 smoking 20 feet from the entrance to the Library, not from the perimeter of the
38 building. The Director added that she was scheduling a luncheon meeting with the
39 Santa Rosa City Manager Jeff Kolin and Assistant City Manager Marc Richardson to
40 discuss several issues, include having the libraries added to the City of Santa
41 Rosa's non-smoking ordinance.

42 43 9.2 Plans for May 7 Library Commission meeting

44
45 The Director recommended that the Commission hold their May 7 meeting at the
46 Petaluma Library. She reported that Bev Moris of Page+Moris would be there to

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1 review the completed design standards. The remodeling of the staff work area will
2 be complete by then, so Commission can also tour that area and see the changes
3 that have been made.
4

5 **LIBRARY ADVISORY BOARDS**

6 10.1 Sebastopol Library Advisory Board – unexpired term ending – June 30, 2011 7

8 Commissioner Lynch reviewed Phillip B. Brownell's application with the Commission
9 and recommended Mr. Brownell be appointed to the open position on the
10 Sebastopol Library Advisory Board, for the unexpired term ending June 30, 2011.
11

12 M/S/C (Lynch/May) moved by resolution, that the Sonoma County Library
13 Commission appoint Phillip B. Brownell to the Sebastopol Library Advisory Board,
14 for the unexpired term ending June 30, 2011. Unanimous.
15

16 10.2 Sonoma Valley Library Advisory Board – unexpired term ending – June 30, 2011 17

18 Commissioner Arnold reviewed Janice Chadwin's application with the Commission
19 and recommended Ms. Chadwin be appointed to the open position on the Sonoma
20 Valley Library Advisory Board, for the unexpired term ending June 30, 2011.
21

22 M/S/C (Arnold/May) moved by resolution, that the Sonoma County Library
23 Commission appoint Janice Chadwin to the Sonoma Valley Library Advisory Board,
24 for the unexpired term ending June 30, 2011. Unanimous.
25

26 10.3 Cloverdale Library Advisory Board – unexpired term ending – June 30, 2008 27

28 This position will be ready for appointment at the April 2, 2008 meeting.
29

30 **COMMISSION MEMBER INFORMATION ITEMS**

31 Commissioner Kelley reported:

- 32 • KRCB submitted the proposal for another Big Read grant to the National
33 Endowment for the Arts. The Library is a partner in the effort, and the book for
34 this year will be *To Kill a Mockingbird*.
35

36 Commissioner Dell'Osso reported:

- 37 • Rohnert Park/Cotati Library's - Art Show 2008 ended on March 1 and was well
38 received.
- 39 • A Grantseekers workshop for non-profits will be held on Saturday, March 8.
- 40 • The Library Adult Literacy program is looking for volunteer tutors in the Rohnert
41 Park area.
- 42 • The Library is hosting several programs for children this month, and details can
43 be found on the on-line calendar or by stopping by the branch.
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Commissioner Lynch reported:

- LAB members will attend the City Council meeting in an effort to persuade the City to include funds for new carpet for the Sebastopol Library in its FY 08-09 budget.
- Analy High School art teacher Sally Briggs is hoping to have her students' *Fahrenheit 451* art travel to branches outside Sebastopol.

Commissioner Murphy reported:

- He had been visited by a patron complaining about the Library's policy requiring identification in order to use the public computers.

Commissioner Arnold reported:

- The Sonoma Valley Library Advisory Board met on February 25, and is working to support the Library remodeling project.
- A local landscape designer has agreed to provide her services free of charge to the Sonoma Valley Library. The designer will submit plans at the March LAB-Friends meeting for approval. The project is to be completed by the November 19 celebration of the Library's thirtieth anniversary.

Commissioner May reported:

- The staff work area remodeling project is progressing nicely at Petaluma.
- The Petaluma Friends of the Library's book sale was February 19 – 23.
- Eleven teenagers attended the organizational meeting for the Teen Advisory Committee (TAC), which is a large turnout for the group.
- The "Petaluma Poetry Walk: Ten-Year Anthology 1996-2005" program will be on March 8.
- Author Marilyn Schlitz, who wrote *Living Deeply*, will present a lecture at the Petaluma Library on March 22.

DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting

Date: Wednesday, April 2, 2008

Time: 7:00 p.m.

Location: Central Library – Santa Rosa

ADJOURNMENT

The meeting adjourned at approximately 8:53 p.m. by acclamation.

Clerk