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3 **Sonoma County Library**  
4 **Minutes of the Library Commission**  
5 **April 2, 2008**

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

7  
8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Chair Lynch called  
10 the meeting to order at 7:00 p.m. in the Board Room of the Santa Rosa Central  
11 Library.

12  
13 Commissioners present: Arnold, Bennett, Dell’Osso, Kelley, Lynch, May, and  
14 Murphy.

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

21  
22 **ANNOUNCEMENTS AND INTRODUCTIONS**

23 There were no announcements or introductions.

24  
25 **APPROVAL OF MINUTES** – Minutes for the regular meeting of March 5, 2008.

26  
27 M/S/C (Dell’Osso/Arnold) approved the minutes of the March 5, 2008 meeting as  
28 presented. Ayes: 6 No: 0 Abstain: 1 Absent: 0

29  
30 **CORRESPONDENCE**

31 The Commission reviewed a clipping from the *Argus-Courier* about Petaluma  
32 Regional Library Manager Doug Cisney and an article published in the *Press*  
33 *Democrat* by History and Genealogy Librarian Tony Hoskins. The folder also  
34 included an announcement of a hearing in the state legislature on the proposed  
35 2010 library construction bond issue.

36  
37 **PUBLIC APPEARANCES**

38 There were no public appearances.

39  
40 **CONSENT CALENDAR**

41 **6.1 Claims of more than \$7,000**

- 42
- 43 • OJ 08 25956 – Page & Moris - \$10,338.90  
Systemwide Design Standards and Sonoma Valley Library
  - 44 • OJ 08 26006 – GPM - \$16,238.49  
45 Newsletter Printing, Mailing and Postage
- 46

47 There were no objections, so Chair Lynch declared the Consent Calendar items

## Minutes of the Library Commission – April 2, 2008

1 approved.

### 2 3 **BRIEFING BY SELF-CHECK COORDINATING TEAM**

4 The Director introduced the members of the Self-Check Coordinating Team to the  
5 Commission. Each member in turn reviewed the plans for their component of the  
6 project.

7  
8 ILS Manager Mike Dawe spoke about the vendor selection process. Requests for  
9 Quotes and Information have been gathered and reviewed. Based on the results of  
10 a staff review, a Request for Proposals (RFP) will be issued on April 15 to the three  
11 vendors that were most appropriated. The next step is to evaluate the products  
12 based on the vendor responses to the RFP and their product demonstrations. The  
13 schedule projects that staff will make recommendations on the vendor selection to  
14 the Library Commission at its June meeting. The first installation is to be completed  
15 by November 1.

- 16 • Is there a wide variation of vendors? Response: Yes.
- 17 • Will there be a maintenance contract with the selected vendor? Response:  
18 Yes.
- 19 • Are we a major account for the three vendors being considered? Response:  
20 We are not necessarily a major account, but certainly a substantial one.
- 21 • Do the three vendors being considered have California offices? Response:  
22 No, none of the companies that sell the equipment is based in California.

23  
24 Training and Support Coordinator Denise Lewers reviewed the project to revise  
25 circulation policies. She is gathering sample policies and visiting other Bay area  
26 libraries. She will then compile and analyze the policies, and work with a staff  
27 advisory committee to draft policies for discussion, with presentation to the  
28 Commission for approval at its September meeting.

- 29 • How do Lake County and Mendocino's Circulation Policies compare to ours?  
30 Response: Lake County's policy is very similar to ours; Mendocino's is very  
31 different.
- 32 • Will we be able to see a draft before final approval of the Circulation Policy?  
33 Response: Yes.

34  
35 Project Leaders Kiyo Okazaki and Kathy DeWeese spoke about the first phase of  
36 Collection Preparation. Their project goal is to weed the collection to eliminate worn  
37 and outdated material prior to inventory and bar coding and/or RDIF tagging.  
38 Deadlines for the first libraries to complete weeding are: Sonoma Valley by May 31;  
39 Rohnert Park/Cotati by June 15; Petaluma by June 30; and Sebastopol by July 31.  
40 Priorities for the remaining libraries will be set in early July.

- 41 • Will this become an annual process? Response: Collection weeding is  
42 ongoing.
- 43 • What happens to the materials that are pulled? Response: Depending on  
44 the condition of the materials, some are discarded; others are donated to  
45 Friends' groups for resale.

## Minutes of the Library Commission – April 2, 2008

- 1           • Do you relocate books that may no longer be useful at one branch?  
2           Response: Yes, books that are current and not worn can go to closed stacks  
3           or be sent to another branch.  
4

5           Materials Management Manager Jaime Anderson reported on the second phase of  
6           Collection Preparation. Following the weeding of the collections in branches, every  
7           item will be inventoried and tagged/barcoded as well as having a branch sticker  
8           added. The decision to use the RFID tag or bar code will be made by June 4. The  
9           Library will then purchase tags/barcodes and conversion equipment. A conversion  
10          strategy will be established along with staff training.

- 11          • How are bar codes or RDIF tags affixed? Response: They are self-adhesive.  
12          • What does RFID stand for? Response: Radio Frequency Identification.  
13          • If RFID is used, will there be any information encoded on the disk about the  
14          patron? Response: No, none.  
15          • Will there be a RFID Library card? Response: No, we do not want personal  
16          information on the tags.  
17          • What is the cost for RFID? Response: Initially, \$400,000 has been budgeted  
18          for tag purchases.  
19          • Is RFID the wave of the future? Response: Yes.  
20          • When industry standards are established, how will this affect us? Response:  
21          We are looking for a vendor that guarantees that their barcodes can be  
22          modified to meet the new standard.  
23          • When it comes time to attach the bar codes or RFID tags, will the Library  
24          need volunteers? Response: Yes.  
25

26          Commissioner Arnold asked that she be kept informed by staff when Sonoma Valley  
27          is getting ready to attach the tags so that she can help recruit volunteers.  
28

29          Administrative Services Manager Elissa Alfano spoke about the e-commerce  
30          component. She reported she is collecting merchant processing quotes, and plans to  
31          have that completed by April 11. Next steps include evaluating the responses;  
32          determining compatibility with self-check equipment; contracting with a merchant  
33          processor; establishing an account with the County Treasury; and training staff. The  
34          target date is to have the Library ready to accept credit cards for fines and fees by July  
35          1.  
36

37          Staff explained the arrangement with Lake and Mendocino County Libraries to share  
38          the Library's catalog. Commissioner Dell'Oso asked that the Director include a  
39          discussion of the cooperative arrangement on a future agenda.  
40

41          The Commission thanked the Self-Check Coordinating Team for their presentation.  
42

## Minutes of the Library Commission – April 2, 2008

### 1 ACTION ITEMS BY MOTION

#### 2 3 8.1. Approve Sole Source Procurement for Construction Planning Assistance

4  
5 The Director recommended that the Commission authorize a sole source  
6 procurement with Critical Solutions, Inc. (CSI), a project and construction  
7 management firm highly recommended by Page + Moris, to assist in planning for  
8 the Sonoma Valley Regional Library remodel. She added CSI is the only Bay  
9 Area firm with extensive experience in library construction and renovation that  
10 had a positive track record. They would assist with developing a Response for  
11 Proposal for architectural services, project planning, budgeting and technical  
12 assistance during construction. She added no staff member has the expertise or  
13 time to perform the tasks that CSI would provide, which could result in lose of  
14 time and money.

15  
16 M/S/C (Kelley/May) moved that the Sonoma County Library Commission  
17 authorize the Library Director to contract with Critical Solutions, Inc. (CSI) for  
18 assistance with the Sonoma Valley Regional Library remodeling project for an  
19 amount not to exceed \$32,000.

20  
21 The Director reviewed space plan for Sonoma Valley. The remodeled space will  
22 include a single entrance, three self-check machines, a single service desk,  
23 expanded space for displaying materials, expanded staff work area, and a new  
24 teen area.

- 25 • How much is the City of Sonoma contributing to the process? Response: The  
26 City has allocated \$200,000 towards the interior renovations.
- 27 • Will the new space plan reduce the collection? Response: By a very small  
28 amount. The decision was made by staff in order to have more work space.
- 29 • Has the issue of ADA restrooms been addressed? Response: We will be  
30 discussing the ADA requirements as well as the potential requirement that we  
31 install a sprinkler system with City staff.
- 32 • Do the renovations at Sonoma Valley take it off the list for building a new  
33 branch? Response: No.

#### 34 35 8.2. Approve Library Director's Work Plan for Calendar Year 2008

36  
37 The Director reported she had made the additions to her Work Plan as discussed  
38 at the March meeting, including working with the Library Commission to define  
39 roles/goals of the Library Advisory Boards, developing a mechanism for staff  
40 input for the Director's annual performance evaluation, and having the  
41 Commission discuss the Facilities Master Plan.

42  
43 M/S/C (Kelley/Arnold) moved that the Sonoma County Library Commission  
44 approve the Library Director's Work Plan for the current calendar year.  
45 Unanimous.

## Minutes of the Library Commission – April 2, 2008

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### DISCUSSION ITEMS

#### 9.1. Management Report

- Commissioner May was happy to see that Overdrive would be providing downloadable audiobooks that can be used on Apple products in the near future.
- Commissioner Kelley asked if Commissioner Lynch been able to contact Analy High School art teacher Sally Briggs? Response: Commission Lynch reported they had not spoken, but she would continue to try and reach Ms. Briggs. She has spoken to Public Services Manager Kiyo Ozaki about safely displaying the art at different facilities if an arrangement can be made. She will keep the Commission informed.

The Director reported she had lunch with Santa Rosa’s City Manager Jeff Kolin and Assistant City Manager Marc Richardson on April 1. They discussed adding the three libraries in the City to the non-smoking ordinance, and the Director will continue to work with City staff to determine the best way to do that. Other topics discussed were the need for leases for the buildings, and the status of a potential move for the Northwest Regional Library as well as the new Library in Southwest Santa Rosa.

The City Manager will contact the Coddings and the Simon Corporation for an update on the plans for Coddington and the Northwest Library, and the City’s financial situation means that Richardson is not moving as quickly to create temporary facilities at Southwest Community Park.

- How long are the modular facilities going to be delayed? Response: There was no indication of the timetable.
- What are the first priorities at the Southwest Community Center - Community Center, Library, or Pool? Response: It depends on what funding is available.

#### 9.2. Human Resources – Update on Employee Health Insurance Options

Human Resources Manager Sally Brian and Administrative Services Manager Elissa Alfano reported that, as called for in the current MOU, the Labor Management Committee has continued discussions about cost containment for health insurance. The group asked the Library’s insurance broker to look for alternatives. All the carriers declined to quote rates due to several high risk factors; however, the County Administrator’s office informed the Library that there will be a significant reduction in the rates for 2008-2009. There will be an approximate savings of \$150,000 next year.

#### 9.3. Financial Reports

##### 9.3.1 Donation Report

The Commissioners reviewed and discussed the Third Quarter Gifts and Donation report.

## Minutes of the Library Commission – April 2, 2008

- 1 • Where did the \$76,116 to Cloverdale come from? Response: It is a  
2 bequest made to Cloverdale.
- 3 • Is the \$62,000 shown under Petaluma for the workroom remodel?  
4 Response: No, it's for the entire renovation project; however, some funds  
5 will be used for the workroom project.

### 6 9.3.2 Claims over \$2,000

7 The Commission reviewed and discussed the Claims over \$2,000 report.

- 8 • What are the problems with Universal Building Serves reported in the  
9 Management Report? Response: The quality of janitorial services  
10 performed by United Building Services has not met the Library's  
11 expectations. As outlined in their contract, the Library has warned the  
12 company of the recent deficiencies, and will begin to fine them if they  
13 do not meet the performance standards in the contract in the future.
- 14 • Are the fines deducted from the bill? Response: Yes. The company  
15 is notified of the infraction and that amount is then deducted from the  
16 bill.  
17

### 18 9.3.3 Fiscal year 2007-2008 Revenue and Expenditures to Date

19 The Commission reviewed and discussed the FY 2007-2008 Revenue and  
20 Expenditure report.

- 21 • How are we doing with Property Taxes? Response: They seem to be  
22 on budget. The County staff continues to monitor the situation.  
23

### 24 9.4. Library Advisory Board Goals

25 The Commissioners and Director discussed the role of Library Advisory Boards  
26 (LABs) and ways to create a sense of shared purpose and to set some tangible  
27 goals and reenergize the groups.  
28

29  
30 Commissioner Dell'Osso offered to draft a document on Library Advisory Board  
31 roles and send it out to the Commission by email. He also recommended  
32 keeping this subject on future agendas. The Commission agreed.  
33

34 Commissioner Dell'Osso asked the Director to send him copies of the current  
35 Library Advisory Board description documents.  
36

### 37 9.5. Resolution of Thanks

38 Commissioner Lynch presented a Resolution of Thanks from the entire  
39 Commission to past Chair, Joseph P. Murphy, Jr. for his dedication and strong  
40 leadership. Commissioner Murphy thanked the Commission.  
41

## 42 **CLOSED SESSION**

43 Pursuant to Government Code § 54956.9 (c), to discuss advice from legal counsel.  
44  
45

## Minutes of the Library Commission – April 2, 2008

### 1 OPEN SESSION

2 Pursuant to Government Code §54957.1, to report on closed session.  
3 Commissioner Lynch reconvened the group in open session at 9:36 p.m. She  
4 reported that the closed session convened at 9:19 p.m. in the Central Santa Rosa  
5 Library Board Room. The Commission discussed advice from legal counsel. No  
6 action was taken.  
7

### 8 DIRECTOR'S INFORMATION ITEMS

#### 9 12.1. Plans for Next Meeting

10 The Director noted that the next Commission meeting would be held at the  
11 Petaluma Regional Library on Wednesday, May 7, 2008, at 6:30 p.m. so that the  
12 Commission can see the results of the staff area remodel. Bev Moris of  
13 Page+Moris will be on the agenda to make a presentation on the new Design  
14 Standards, and Petaluma Library Advisory Board members will be invited to join  
15 the meeting.  
16  
17

#### 18 12.2. Petaluma Staff Area Remodel

19 The Director reported that she and Bev Moris made the decision to replace the  
20 old carpeting in the staff work area now, rather than waiting and moving the  
21 furniture after the City agrees to pay for the carpeting. Having to move the  
22 furniture would increase the cost. The Library will "front" the money for the cost,  
23 which will be \$10,000.  
24

### 25 COMMISSION MEMBER INFORMATION ITEMS

26 Commissioner Kelley reported:

- 27 • The "Spirit of the Rainforest" with Wildlife Associates at Central on March 20 was  
28 great.  
29

30 Commissioner Dell'Osso reported:

- 31 • The art of Feng Shui presentation at the Rohnert Park/Cotati branch on April 1 was  
32 well attended.
- 33 • The Rohnert Park-Cotati Library Advisory Board meeting was April 15, and he will  
34 discuss the role of the Library Advisory Boards with the LAB members.  
35

36 Commissioner Murphy reported:

- 37 • Santa Rosa's Friends of the Library will hold their Book Faire, April 18 – 21 at the  
38 Sonoma County Fair Grounds.  
39

40 Commissioner Arnold reported:

- 41 • The Poetry Slam at Sonoma Valley Library included 45 attendees, and the Friends  
42 of the Library donated the cash prizes.
- 43 • The collage art show at Sonoma Valley is receiving a lot of interest.
- 44 • The Mystery Reading Discussion Group meets on Saturdays and is very popular.  
45

## Minutes of the Library Commission – April 2, 2008

1 Commissioner May reported:

- 2 • The fifth annual Paper Airplane Program was held on March 27.
- 3 • Angelina the Ballerina performed in Petaluma on March 15.
- 4 • The “Altered Books”, display by Kim Leigh at Petaluma, runs through May 1.

5  
6 Commissioner Bennett reported:

- 7 • That Cloverdale is the Library to contact if you want to establish art shows at your  
8 branch...they are the best!
- 9 • Cloverdale, Healdsburg and Windsor are all hosting art shows currently.
- 10 • Sonoma County Wine Library and Kendall-Jackson Winery presented Steve  
11 Heimoff, author of *New Classic Winemakers of California*, and a panel of Sonoma  
12 County’s winemakers. Four of the five were interviewed for the new book.

13  
14 Commissioner Lynch reported:

- 15 • Dan Chan Magic Man and Kat the Acrobat show played to standing room only on  
16 March 25.
- 17 • There had been a lot of moving of reference materials and weeding of the collections  
18 throughout the Sebastopol branch.
- 19 • A series of art shows are being featured at Sebastopol in April.

20  
21 Commissioner Arnold asked if staff members are required to wear name tags. The  
22 Director responded yes. Commissioner Arnold noted that none of the staff at Sonoma  
23 were wearing name tags and that she believes that name tags should be worn so that  
24 patrons know who they are. The Commission concurred. The Director agreed to  
25 follow-up.

### 26 27 **DATE AND TIME OF NEXT MEETING**

28 Meeting: Regular Commission Meeting

29 Date: Wednesday, May 7, 2008

30 Time: 6:30 p.m.

31 Location: Petaluma Regional Library – Petaluma

### 32 33 **ADJOURNMENT**

34 The meeting adjourned at approximately 9:53 p.m. by acclamation.  
35  
36  
37

38  
39 \_\_\_\_\_  
Clerk