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3 **Sonoma County Library**  
4 **Minutes of the Library Commission**  
5 **May 7, 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 6:33 p.m. in the Community Room of the Petaluma Regional  
11 Library.

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

15  
16 Petaluma Library Advisory Board Members: Vice Chair Carol King; Dorothy  
17 Bertucci; Geraldine Groves; Erroll Stevenson and Petaluma Friends of the Library  
18 President Emily Roeder.

19  
20 Staff present: Library Director Sandy Cooper; Administrative Services Division (ASD)  
21 Manager Elissa Alfano; Public Services Division (PSD) Manager Kiyo Okazaki;  
22 Central Santa Rosa Library Manager Linda Burton White; Healdsburg Branch  
23 Manager Debbie Hand; Facilities Manager Tom Laudari; Librarian II Steve Alcorta  
24 and Administrative Aide Pat Cheek.

25  
26 **ANNOUNCEMENTS AND INTRODUCTIONS**

27 The Commissioners introduced themselves and identified the districts or cities they  
28 represent to members of the Petaluma Library Advisory Board (LAB). In turn,  
29 Petaluma Library Advisory Board members and Library staff introduced themselves.

30  
31 **APPROVAL OF MINUTES** – Minutes for the regular meeting of April 2, 2008.

32 M/S/C (Murphy/Dell’Osso) approved the minutes of the April 2, 2008 meeting as  
33 presented. Ayes: 7 No: 0 Abstain: 0 Absent: 0

34  
35 **CORRESPONDENCE**

36 There were no correspondences or news articles.

37  
38 Commissioner Lynch added that an article in the *San Francisco Chronicle* reported  
39 on the current “in’s and out’s” during these uncertain economic times, and she was  
40 glad to report that Libraries are back in, and book stores are out!

41  
42 **PUBLIC APPEARANCES**

43 There were no public appearances.

44  
45 **TOUR OF STAFF WORK AREA**

46 Library Director Cooper thanked the Petaluma Library Advisory Board for approving  
47 the use of endowment funds to pay for the improvements to the staff work area.

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1 The Commission and staff toured the recently completed staff work area at the  
2 Library. Library Interior Designer Beverly Moris of Page + Moris highlighted some of  
3 the recent changes. Ms. Moris pointed out that she was using recommended design  
4 standards she and staff had worked on for the furniture, work surfaces, finishes,  
5 fixtures, and carpeting.  
6

### 7 **PRESENTATION ON DESIGN STANDARDS**

8 Library Interior Designer Beverly Moris, of Page + Moris briefed the Commission on  
9 the results of her work with a staff committee to develop design standards for  
10 furniture and other library finishes and fixtures. The standards reflect the goals set  
11 by the Library's Service Model Advisory Committee (SMAC).  
12

13 Ms. Moris explained that her goal in selecting items was to balance value with  
14 quality. She showed the Commission several design boards with examples of  
15 fabrics, color palettes, carpet systems, building finishes, and furniture designs all  
16 designed to complement one another.  
17

18 Following her presentation, the Commission and Advisory Board members asked  
19 several questions.

- 20 • What if manufactures or vendors go out of business? Response: We keep  
21 that in mind, and look for vendors who have a long history in the business.  
22 We also select newer product lines.
- 23 • Is there a value to the existing furniture if we chose to dispose of it?  
24 Response: State laws regulate how we dispose of the furniture. It must be  
25 sold through a public auction. If it is unusable, we donate it to Recycle Town  
26 at the dump.
- 27 • What is the Library's timeline? Response: Space planning is underway for  
28 Sebastopol, Petaluma and Rohnert Park. Central's space planning will begin  
29 in June. We will consult with the Commission when setting priorities for the  
30 next round of space planning, with priorities based on two factors: the  
31 availability of funding from outside sources and the level of usage.
- 32 • How do you plan to fund these projects? Response: As staff has noted  
33 several times before, they will be funded with a combination of library funds  
34 and money provided by support groups and other donors. The Library is  
35 paying for the design costs and will provide a flat amount to fund each project.  
36

37 The Commission thanked Beverly Moris for her presentation.  
38

### 39 **INFORMAL DISCUSSION WITH LIBRARY ADVISORY BOARD MEMBERS**

40 Chair Lynch extended a warm welcome and thanked the Petaluma LAB members  
41 for attending. Chair Lynch added the Commission is working to build strong, positive  
42 relationships with the Library Advisory Boards.  
43

### 44 **CONSENT CALENDAR**

45 9.1 Claims of more than \$7,000

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- 1 • OJ 08 26138 – Page & Moris - \$18,327.90  
2 Sonoma Valley and Petaluma Library Space Planning
- 3 • OJ 08 26197 – Conklin Brothers - \$10,092.60  
4 Carpet for Petaluma Library Staff Area
- 5 • OJ 08 26217 – Steven Barclay Agency - \$9,000.00  
6 Honorarium – IMLS Grant Program Speaker Luis Rodriguez
- 7 • OJ 08 26309 – Page & Moris - \$19,462.40  
8 Monthly fees – 5 projects
- 9 • OJ 0826310 – CSI, Inc. - \$9,640.84  
10 RFP Development; Meeting the City of Sonoma

11  
12 Commissioner May asked how many Luis Rodriguez programs were being  
13 presented. Response: Five.

14  
15 There were no objections, so Chair Lynch declared the Consent Calendar items  
16 approved.

### 17 18 **ACTION ITEMS BY MOTION**

#### 19 20 10.1 Human Resources – Employee Health Insurance

21 ASD Manager Elissa Alfano reviewed management’s recommendation that the  
22 Commission approve continuing Library’s current health insurance companies during  
23 the second year of the MOU (2008-2009). In the MOU, the Library and SEIU to  
24 continue to explore options for coverage after the first year in an attempt to contain  
25 costs while maintaining comprehensive health care coverage.

26  
27 The Library has not been able to find another provider willing to provide quotes.  
28 Rates for the County Health Plan and Kaiser will be the same this year as last;  
29 however, PacifiCare will increase. Both parties recommend that we continue the  
30 current plans and contribution while they continue to explore other options for  
31 subsequent years.

32  
33 M/S/C May/Bennett moved that the Sonoma County Library Commission approve an  
34 amendment to the 2007-2010 MOU with SEIU Local 1021 to continue the current  
35 Library contribution to employee’s health insurance. Unanimous.

#### 36 37 10.2 Third Quarter Budget Report

38  
39 The Third Quarter 2007-2008 Revenue and Expenditure Summary and Projection  
40 report is required by the County.

41  
42 ASD Manager Elissa Alfano reported property tax revenues appear to be on budget  
43 and the County staff continues to monitor the situation.

- 44 • Why the increase in interest? Response: A bequest to Cloverdale was  
45 added to the Special Funds account, which increased our principal.

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- 1           • How is the line by line budget analysis project coming? Response: Work has  
2 begun on this project. The new Account Assistant Dar Cluster is very skilled  
3 at compiling reports from data in FAMIS, and the only issue is staff time to  
4 complete the project.  
5

6 M/S/C (Kelley/Arnold) moved that the Sonoma County Library Commission  
7 authorizes the Library Director to submit the Third Quarter Revenue & Expenditure  
8 Summary and Projection report to the County. Unanimous.  
9

### 10 **DISCUSSION ITEMS**

#### 11 11.1 Management Report

##### 12 11.1.1 April Highlights

- 13           • Library Director Cooper again expressed her appreciation and thanks to a  
14 number of staff members for their special accomplishments during the  
15 Petaluma remodeling project, upgrading catalog records, and pitching in  
16 when co-workers are absent for extended periods of time.  
17           • The Commissioners were split as to whether answers should be given for the  
18 reference questions listed in the Director's Report. Some members actually  
19 prefer to look them up themselves.  
20           • Commissioner May reported that staff, volunteers and support groups at  
21 Petaluma were extremely pleased with the remodel and appreciated the extra  
22 efforts and thoughtfulness of Facilities Manager Tom Laudari and his staff  
23 during the project.  
24           • There was a countywide Friends meeting? Response: Yes, all the Friends'  
25 groups meet once a year. This year's meeting was coordinated and hosted  
26 by the Healdsburg and Windsor Friends.  
27           • Could you please elaborate on the Standards of Behavior Enforcement  
28 Advisory Group? Response: The group, headed by Petaluma Branch  
29 Manager Doug Cisney, is currently reviewing the standards and preparing  
30 draft recommendations for any modifications to the policy. The policy will be  
31 presented to the Commission for approval. Following the adoption of the  
32 policy, the group will begin to develop and recommend guidelines and  
33 procedures for enforcement of the policy.  
34           • Have behaviors in the Library improved since the implementation of the  
35 Standards of Behavior? Response: They have improved as a result of the  
36 standards and the security guard.  
37           • What is happening with Sonoma? Response: The Library Director and  
38 others met with the Sonoma City Manager Linda Kelly and the Director of  
39 Development Wayne Wirick on April 21. The City wants to work more closely  
40 with the Library to make sure that all needed improvements are considered  
41 for inclusion. The meeting participants agreed that the Library would  
42 postpone its plans for completing the project and include an assessment  
43 phase in the RFP for architectural services that would provide additional  
44

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1 information on all the improvements that are needed. The RFP is set to be  
2 distributed on May 8.

- 3 • How many of our building are missing sprinkler systems? Response: Most  
4 are without sprinkler systems.
- 5 • The Director reported on several recent incidents that involved law  
6 enforcement agencies.
- 7 • The Director reported on her initial discussions with City of Santa Rosa staff  
8 about banning smoking in the three Santa Rosa libraries and negotiating a  
9 lease. Assistant City Attorney Molly Dillon indicated she would prefer to  
10 agree on the terms of a lease before determining how to ban smoking at the  
11 facilities.

### 12 11.1.2 Claims over \$2,000

- 13 • Is the payment to MNJ Technologies only for new privacy filters? Response:  
14 No, the total cost includes other computer equipment, not just the privacy  
15 filters.

### 16 11.1.3 Fiscal year 2007-2008 Revenue and Expenditure to Date

17  
18 The Commission reviewed and discussed the FY 2007-2008 Revenue and  
19 Expenditure report.

- 20 • Are staff members that attend the Spanish Language Institute fluent in  
21 Spanish? Response: Some are, some are not. We encourage any staff  
22 members to attend, especially staff members that work with the public.
- 23 • Is Spanish required for our job applicants? Response: No. Individuals that  
24 have the skill and work with the public are compensated at a higher rate.  
25 However, we did add knowledge of Spanish to the job description for the new  
26 Collection Manager as desirable, not required.

## 27 11.2 Library Advisory Board Roles & Responsibilities

28  
29 The Commission continued their discussion on the roles of the Library Advisory  
30 Boards. The Commission asked the Director to work with staff to review the existing  
31 policy and to provide that information to them.

32 The Commission asked the Director to send the electronic version of the current  
33 policy to them.

## 34 **DIRECTOR'S INFORMATION ITEMS**

### 35 12.1 Summer Meeting Locations

36 The Summer Commission meetings will be held at different branch locations. The  
37 schedule for the summer follows:

- 38 • Healdsburg Regional Library – 6:30 p.m. – Wednesday, June 4, 2008
- 39 • Guerneville Regional Library – 6:30 p.m. – Wednesday, July 2, 2008
- 40 • Cloverdale Regional Library – 6:30 p.m. – Wednesday, August 6, 2008

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- September Workshop – time and location to be determined

### 12.2 Follow-up: Staff Name Tags

In response to an issue raised at the previous meeting, Library Director Cooper reported that there is no policy requiring public service staff to wear name tags. She added that the name tag issue should be included in the Customer Service Policy, when it is written.

### 12.3 Process for Filling Expired LAB Terms

The Director asked each Commissioner to review their list of LAB members whose terms are expiring and confirm which members they want to reappoint for a new term and let her know. Letters will then be sent to each LAB member inviting them to serve for another term.

## COMMISSION MEMBER INFORMATION ITEMS

Commissioner Kelley reported:

- The Santa Rosa Friends of the Library's book sale at the Fairgrounds April 18-21 attracted fewer people, and fewer books were sold; however, they did net \$39,000.
- The National Endowment for the Arts has approved a second Big Read grant to fund Sonoma County Reads, and this year's book will be *To Kill a Mockingbird*.

Commissioner Dell'Osso reported:

- The Rohnert Park-Cotati Friends of the Library summer book sale will be June 6 and 7. Their last sale raised \$3,300. Their book store is averaging sales of \$1,000 a week.
- Author Luis Rodriquez's program was at the Library tonight.

Commissioner Arnold reported:

- The Friends of the Sonoma Valley Library are having their book sale May 13 through the 17.

Commissioner May reported:

- The Petaluma Friends of the Library's spring 2008 book sale will be May 20 through May 24.
- The Teen Advisory Council meetings continue, and have a growing number of attendees.

Commissioner Bennett reported:

- Several art shows and book sales are currently going on.

Commissioner Lynch reported:

