

Minutes of the Library Commission – June 4, 2008

1 program will be “Catch a Reading Bug”; and for the Teen Summer Reading program,
2 “Metamorphosis”.

- 3 • What is the age category for children? Response: For children’s programs
4 anywhere from 0-6th grade. The teen groups are from 7th grade to 12th grade.
- 5 • With English and Spanish programs, do you have bilingual Librarians at all the
6 branches? Response: Not at every branch, but most of our branches have
7 personnel that are bilingual.

8
9 The Commission thanked Kathy DeWeese for her informative presentation.

10 11 **INFORMAL DISCUSSION WITH LIBRARY ADVISORY BOARD MEMBERS**

12 Commissioner Murphy extended a warm welcome and thanked the Healdsburg LAB
13 members for attending. Commissioner Murphy asked the LAB members to share
14 any suggestions, thoughts or recommendations they might have on strengthening
15 the role of Library Advisory Boards, their relationship with the Commission, or library
16 services. LAB representatives provided the following input:

- 17 • Want input and direction from the Commission on constructive projects.
- 18 • Want more outreach programs in the Spanish community and more effective
19 ways to attract Latino patrons to the Library.
- 20 • Create awareness to the Latino population of the benefits of the Library
21 through Spanish media such as local radio and newspapers.
- 22 • Recruit Latinos to the Library Advisory Boards--to better serve their
23 communities.
- 24 • Get more exposure in local newspapers for the library and allow members to
25 serve as Library ambassadors.
- 26 • Invite community guests to Library Advisory Board meetings so they can
27 express their interests, wants and needs.
- 28 • Build stronger relationships between local schools and the Library.

29
30 The Commission thanked all the Library Advisory Board members for attending the
31 meeting as well as for their wonderful suggestions, and comments.

32 33 **CONSENT CALENDAR**

34 8.1 Claims of more than \$7,000

35 OJ 08 26494 – Gateway Computers - \$23,442.20

36 New computers based on replacement cycle

- 37 • What are done with the computers that are replaced? Response: They are
38 reassigned to other staff, recycled or donated. Some of the computers from
39 this replacement cycle are being donated to California Human Development.
- 40 • Do we have any Spanish keyboards? Response: No. Spanish-speaking
41 patrons know how to adjust the keyboards to meet their needs.

42
43 There were no objections, so Chair Murphy declared the Consent Calendar items
44 approved.

45 **ACTION ITEMS BY MOTION**

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9.1 Transition to RFID Tags

ILS Manager Mike Dawe and Materials Management Manager Jaime Anderson outlined the staff recommendations to transition to RFID tags. Following the recent self-check vendor demonstrations, Mike reported that the Self-Check Advisory Group, by an overwhelming majority, voted to switch to RFID tags. He added that barcodes will continue to be used and will be affixed to every book to maintain consistency with Lake and Mendocino counties barcodes, but that RFID tagging was a valuable investment in the Library's future.

Mike continued to discuss many of the advantages of using the RFID tags such as improved staff ergonomics resulting in fewer repetitive injuries; improved security of the collection; improved management and inventory of the collection; greater self-sufficiency and patron privacy; and free staff up to do value-added tasks.

- Will the three vendors the Library is considering provide future upgrades once industry standards have been established? Response: Yes. The vendors have agreed to guarantee modification of the barcode to meet new standards.
- Should we help Lake and Mendocino move forward to RFID and Self-check? Response: The Library does not recommend doing that.
- Are you aware of any system that uses RFID and does not use barcodes? Response: No.
- Will tagging be done simultaneously at all branches? Response: No. Staff will begin with Rohnert Park.
- Will you need staff, or volunteers to help with the tagging? Response: We can use everyone's help with this task.
- How long will it take to complete the process of tagging? Response: Approximately one month per branch. .

M/S/C (May/Kelley) moved that the Sonoma County Library Commission authorize the Library staff to plan and implement the transition to using RFID tags.

9.2 Self- service Product Vendor

ILS Manager Mike Dawe and Materials Management Manager Jaime Anderson reviewed the staff recommendation for a self-check vendor. Mike described the procurement process, which included demonstrations by the three final vendors, the work of the Advisory Committee, references checks, and the final work of the Self-Check Coordinating Team.

Following the demonstrations, the Self-Check Advisory Group held a debriefing meeting. They voted overwhelming to support the transition to RFID, ranked the three vendors, and discussed the advantages and disadvantages of the three products. The Self-Check Coordinating Team met on May 23, and further reviewed vendor proposals, staff input, and the results of the reference check. After discussion, they decided to ask the Envisionware representative to visit the

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1 Library again to answer additional questions and demonstrate several features
2 again. Following the visit on May 30, the Self-Check Coordinating Team agreed
3 to recommend Envisionware for a variety of reasons.
4

5 M/S/C (Kelley/Arnold) moved that the Sonoma County Library Commission
6 authorize the Library staff to complete negotiations with Envisionware for the
7 purchase of self-service equipment. Unanimous.
8

9 9.3 Audit Engagement Letter

10
11 Management recommended that the Commission authorize the Library Director
12 to engage Beel & Soper LLP to conduct the Library's FY 2007-2008 audit. The
13 total cost will not exceed \$21,000. Ms. Cooper noted that the firm, retained in
14 previous years, has provided excellent and helpful service and that the staff
15 would like to continue the relationship.
16

17 M/S/C (May/Bennett) moved that the Sonoma County Library Commission
18 authorizes the Library Director to sign the engagement letter with Beels & Soper
19 Certified Public Accountants for the 2007-2008 audit. Unanimous
20

21 9.4 Branch Manager Reclassification

22
23 Human Resources Manager Sally Brian spoke to the Commission on the new
24 recommendations from the Union and management to approve a new single
25 classification for Branch Manager effective retroactively to May 11, 2008.
26

27 In February, the Commission meeting approved creating two levels of a new
28 Branch Manager classification. Subsequently, the union proposed, and
29 management agreed, that the two classifications were so similar that there
30 should be a single class. For various reasons, the action was not presented at
31 the May Commission meeting, so management also recommended that the
32 Commission approve a retroactive temporary promotion and pay increase for six
33 of the branch managers.
34

35 M/S/C (May/Arnold) moved that the Sonoma County Library Commission
36 approve a single new classification of Branch Manager, with a salary at the level
37 of a Librarian III+ 7.5%. AYES: 4 NO: 0 ABSTAIN: 1 ABSENT: 2
38

39 M/S/C (Kelley/Bob) moved that the Sonoma County Library Commission approve
40 the temporary promotion of the six incumbent Librarian II+ employees to the level
41 of Librarian III+ (Branch Manager), to be effective retroactively to May 11, 2008,
42 until the new Branch Manager classification goes into effect in the first pay period
43 of the 2008-2009 fiscal year. Unanimous.
44
45
46

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1 ACTION ITEMS BY RESOLUTION

2 10.1 Resolution on Management and Confidential Employees

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4 The Commission reviewed the resolution on management and confidential
5 Library employees' salary and benefits for the fiscal year 2008-2009. There were
6 no questions or comments.

7
8 M/S/C (May/Kelley) moved that the Sonoma County Library Commission adopt
9 the resolution on Management and Confidential Library employee salary and
10 benefits for fiscal year 2008-2009.

- 11
- 12 • Do staff members who attend Commission meetings earn compensatory
13 time when they attend Commission meetings? Response: Non-
14 management staff either flex their schedule or earn compensatory time.
15 Managers often flex their time during the pay period; however, they do not
16 earn compensatory time.

17 18 11.1. Management Report

19 11.1.1 May Highlights

20
21 Library Director Cooper reported that the Request for Proposals for architectural
22 design services for the Sonoma Valley interior renovations was distributed on
23 May 8, and the Library received back 7 proposals. Earlier in the day, three firms
24 were selected and oral interviews are on June 17.

- 25
- 26 • What is Restorative Resources? Response: Three young boys defaced the
27 restroom walls and fixtures at Northwest with graffiti. Public Services
28 Manager Kiyo Okazaki is currently working with Restorative Resources to
29 arrange restitution and consequences for their actions.

30 31 11.1.2 Claims over \$2,000

- 32
- 33 • Have the janitorial services improved? Response: Services have improved
34 considerably. However, we are still working with staff to make sure they
35 report any issues or cleaning problems immediately.
 - 36 • Facilities Manager Tom Laudari reported that the Airco Commercial Services
37 claim for \$4,485.98 is for a HAVC repair at Cloverdale, not maintenance at 8
38 sites.

39 11.1.3 Fiscal year 2007-2008 Revenue and Expenditure to Date

40
41 The Commission reviewed and discussed the FY 2007-2008 Revenue and
42 Expenditure report.

- 43
- 44 • Shouldn't the 3.5% COLA listed under expenditures, line #5911, be 3.8%?
45 Response: The 3.5% is this year's increase; 3.8% COLA is for next fiscal
year.

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- 1 • Is the newsletter worth continuing? Response: Yes. The newsletter gives
2 the Library a higher profile in the Community. It also generates donations.
- 3 • What is Line #6280 – What is membership for Motion Picture Licensing
4 Corporation? Response: This is a licensing service which gives the Library
5 public performance rights for many feature films; and many of the branches
6 are incorporating movies into their programming.

11.2 Library Advisory Board Roles & Responsibilities

10 At the May meeting, the Commission asked the Director to work with staff to
11 review the existing policy and to provide that information to them.

13 Library Director Cooper reported she had reviewed the Library Advisory Board
14 Guidelines with the branch managers at their June 11 meeting. The managers'
15 recommended a number of modifications. Ms. Cooper added she would
16 document the comments and present them at the July 2 meeting.

18 COMMISSION MEMBER INFORMATION ITEMS

20 Commissioner Kelley reported:

- 21 • The Poetry Slam Grand Slam Finale on Friday, May 16, 2008 was
22 spectacular, and the turn out was huge! The winner of the Grand Slam was
23 Mr. Go from Fairfield, California.

25 Commissioner Bennett reported:

- 26 • His three branches are doing well, and new branch manager Kathy Nixon is
27 doing excellent work.
- 28 • The Wine Library Associates have decided to hold their annual fundraiser
29 “Sonoma Odyssey” on September 13.
- 30 • Commissioner Bennett is planning an upcoming Appellation Tour that raises
31 money for the Wine Library.

33 Commissioner Arnold reported:

- 34 • “Isadora Duncan’s Legacy Dance Performance” is an upcoming program,
35 scheduled for June 7 at 2:00 pm.
- 36 • There are many reading group activities going on at Sonoma Valley this
37 summer.
- 38 • Adult Literacy is hosting a pizza party on Monday, June 9 for participants in
39 the program and their families.
- 40 • Sonoma is hosting a celebration honoring Arthur Dawson: *Poet as*
41 *Community Leader Award* on June 20, at 7:00 p.m.

43 Commissioner May reported:

- 44 • 2008-2009 Poet Laureate Mike Tuggle was honored in a program performed
45 by his peers on June 7.

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- 1 • There are many outreach programs this month at the branch.
- 2 • When City staff wanted to remove funding for carpeting for the Petaluma
- 3 Regional Library from their budget, the City Council asked that it be kept in
- 4 the budget.

5
6 Commissioner Murphy asked who the members of the Latino Outreach Community
7 are that represented the Library at the *Cinco de Mayo* celebration. Response:
8 Healdsburg Wine Librarian Bo Simon; Petaluma Librarian Karen Guma; Central
9 Librarian Nedra Crowe-Evers; and Windsor Librarian Roger Harris all participated
10 and had a great time.

11
12 **DATE AND TIME OF NEXT MEETING**

13 Meeting: Regular Commission Meeting
14 Date: Wednesday, July 2, 2008
15 Time: 6:30 p.m.
16 Location: Guerneville Regional Library – Guerneville

17
18 **ADJOURNMENT**

19 The meeting adjourned at approximately 9:20 p.m. by acclamation.
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23
24

Clerk