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**Sonoma County Library
Minutes of the Library Commission
July 2, 2008**

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

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Chair Lynch called the meeting to order at 6:31 p.m. in the Community Room of the Guerneville Regional Library.

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

Guerneville Library Advisory Board (LAB) Members present: Chair Steven Spector; Rod Barth; Doris Dickenson; Jan Guidotti; Arline Jones; and Dorothy Ruppert.

Staff present: Library Director Sandy Cooper; Administrative Services Division (ASD) Manager Elissa Alfano; Human Resources Manager Sally Brian; Materials Management Manager Jaime Anderson; Facilities Manager Tom Laudari; ILS Manager Mike Dawe; Guerneville Branch Manager Mairi Barsky; and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

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

Library Director Cooper announced that former Commissioner Helen Hintereder’s husband had passed away on June 11. The Commission requested that the Director send a letter of condolence to Mrs. Hintereder on their behalf.

Library Director Cooper reported that the Grand Jury had completed their report, which she believes includes a library-related issue. A member of the Grand Jury is to deliver the report to Chair Lynch and the Director on July 7. The report will be made available to the public on July 12 in the *Press Democrat*.

APPROVAL OF MINUTES – Minutes for the regular meeting of June 4, 2008.

M/S/C (Bennett/Arnold) approved the minutes of the June 4, 2008 meeting as presented. Ayes: 4 No: 0 Abstain: 2 Absent: 1

CORRESPONDENCE

The Commissioners reviewed the folder of press clippings. There was no correspondence.

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1 PUBLIC APPEARANCES

2 There were no public appearances.

4 INFORMAL DISCUSSION WITH LIBRARY ADVISORY BOARD MEMBERS

5 Commissioner Lynch extended a warm welcome and thanked the Guerneville LAB
6 members for attending. Commissioner Lynch asked the LAB members to share any
7 suggestions, thoughts or recommendations they might have about strengthening the
8 role of Library Advisory Boards, their relationship with the Commission, or library
9 services. Topics covered in the discussion included:

- 10 • Their pride in service to the Library.
- 11 • Their pleasure that the Library was making efforts to energize and revitalize the
12 Library Advisory Boards.
- 13 • The importance of outreach to the community, especially more effective ways to
14 attract teens to the Library.
- 15 • The desire to raise the community's awareness about the Library's programs.
- 16 • Like the idea of having an annual meeting of all the Library Advisory Boards.

17
18 The Commission thanked the Library Advisory Board members for their wonderful
19 suggestions and comments.

21 CONSENT CALENDAR

22 7.1 Claims of more than \$7,000

- 23 • OJ 08 26566 – SirisDynix - \$18,175.27
24 Telecirc Equipment Replacement
- 25 • OJ 08 26569 – Gateway - \$8,636.60
26 PC's per Replacement Plan
- 27 • OJ 08 26570 – Gateway - \$79,575.24
28 PC's per Replacement Plan
- 29 • OJ 08 26613 – Backstage Library - \$8,016.92
30 Scan photos for grant-funded project in History and Genealogy Library
- 31 • OJ 08 26668 – One Work Place - \$31,026.83
32 Balance due on furnishings for Petaluma staff area

33
34 There were no questions or objections, so Chair Lynch declared the Consent
35 Calendar items approved.

37 ACTION ITEMS BY MOTION

38 8.1 Approve Class Specifications

39 Human Resources Manager Sally Brian presented the full package of the Library's
40 class specifications. Several modifications have been made over the years;
41 however, the Commission has never formally approved the entire package of job
42 descriptions. Approving them now will establish a baseline.

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1 The current package of Class Specifications presented has been reviewed and
2 updated to describe the functions and tasks that are currently being performed. In
3 addition a Physical Demands section has been added to all specifications.
4

5 The Library Technician II and Library Technician III specifications are still in draft
6 form and are currently being reviewed by SEIU and staff. In addition, class
7 specifications for Information Technology Manager and the Librarian IV-Community
8 Services are not completed. These Class Specifications will be presented to the
9 Commission for approval when reviews and modification are completed.

- 10 • Do these represent changes that will take place with the implementation of the
11 new service model? Response: No.
- 12 • What about performance management? What is being done to create a system?
13 Response: Currently a staff committee--the Performance Management
14 Committee--is planning a new system.
- 15 • Will there be a specific schedule for performance evaluations? Response: Yes,
16 the cycle will be based on the employee's anniversary date, and new hires still in
17 their probationary period will be given an evaluation at 6 months, then annually
18 thereafter.
- 19 • When do you see this project completed? Response: We will pilot it starting
20 early in 2009, and our target to fully implement it is July 1, 2009.
- 21 • Any way to move this project up? Response: No. We need to continue to work
22 on the specifics of the process of the project, begin testing in one of the branches
23 for three months, and begin training for all staff and managers.
- 24 • Why wouldn't you use a uniform date rather than the anniversary date?
25 Response: Some managers have so many staff members that it
26 would be difficult to do them all at once.
- 27 • Are we working on OSHA compliance issues? Response: Not yet.
28 Management agrees it is a primary task and is working on it, and will be working
29 on it more when the new HR Manager arrives.
- 30 • Commissioner May suggested that the Branch Manager specification mention
31 their role with the Library Advisory Boards.

32
33 M/S/C (Kelley/Dell'Osso) moved that the Sonoma County Library approve the
34 revised class specifications for current library positions, with the exception of
35 those for the Tech II and Tech III as well as management positions for
36 Information Technology and Community Services.

37 Ayes: 6 No: 0 Abstain: 0 Absent: 1
38

39 8.2 Envisionware Contract

40 Following the last Commission meeting on June 4, ILS Manager Mike Dawe,
41 Materials Management Manager Jaime Anderson and Administrative Services
42 Manager Elissa Alfano negotiated the terms of the contract with Envisionware for
43 self-service equipment and supplies and equipment for the transition to RFID. The
44 team reported on projected expenditures during the current year and reviewed key
45 issues in the negotiations:

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- 1 • Pricing – Envisionware reduced their fees for installation and project management and guaranteed not to increase costs for two years.
- 2 • Taxes – Envisionware will invoice the Library for California sales tax and agreed to deliver any software electronically, which is exempt from sales tax.
- 3 • Tag Warranty – Envisionware will replace RFID tags with standard compliant tags if the tags are not rewriteable to future standards. In addition, Envisionware will reimburse the Library for each tag to compensate the cost of replacing non-compliant tags.

10
11 ILS Manager Mike Dawe reported on the e-Commerce testing currently underway. The new system will allow you to pay fines and fees with your credit card or debit card either here at the Library, or from your PC at home. We anticipated “going live” in July.

15
16 Materials Management Jaime Anderson discussed issues that needed to be resolved prior to beginning the tagging project. A Committee she appointed is currently working on: tagging issues; equipment needs; how to teach and organize tagging volunteers; and tracking progress of conversion.

20
21 The Commission reviewed and discussed the total expenditures approved for self-check in fiscal year 2008-2009.

22
23
24 M/S/C (May/Arnold) moved that the Sonoma County Library authorize the Library Director to sign the contract with Envisionware.

25
26 Ayes: 6 No: 0 Abstain: 0 Absent: 1

- 27
28 • Can we expect each branch to cost approximately \$71,000 for self-check equipment? Response: Cost will vary to some extent based on the building size and circulation. Some of the smaller branches will cost less.
- 29 • Is it possible to make donations to the Sonoma County Library Foundation using the e-commerce capability? Response: No. Funds are deposited directly to our account with the County, so there is no way to separate Foundation funds.
- 30 • Do you have a timeline for starting the tagging in Rohnert Park? Response: We will complete planning in July and August, and our target is to begin tagging in the fall.
- 31 • Would it be possible to have at least a month’s notice in order to recruit volunteers for tagging? Response: Yes.
- 32 • Will there be very detailed instructions for volunteers who tag? Response: Yes.

40 41 8.3 Architectural Firm for Sonoma Valley Regional Library

42 The Library Director reviewed the background for the architectural selection. The scope of the project was expanded when staff from the City of Sonoma tasked the Library to slow the remodeling project down and work with the City to assure that the project included a number of facets that are the City’s responsibility (e.g., HVAC,

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1 ADA compliance, sprinkler systems). As a result, the Library expanded the scope of
2 the RFP for the architectural firm to include an initial needs assessment to identify all
3 the items that should be considered along with the cost of the project.
4

5 Library Director Cooper described the process of selecting an architectural firm for
6 the remodel at Sonoma Valley Library. On May 8 the “Request for Qualifications”
7 (RFQ) was distributed, and seven firms submitted responses. On June 4, a
8 committee reviewed the proposals and selected three firms to interview. The three
9 firms interviewed on June 17 were: AXIA Architecture, BSA Architects, and TLCD
10 Architects. AXIA Architecture was selected by the committee and final negotiations
11 on June 23 clarified the project scope along with final fees and a timeline for Phase
12 1 of the project. The Library will then consult with the City of Sonoma to determine
13 what to include in the design phase.
14

15 The discussion that followed included:

- 16 • Commissioner Kelley expressed concern about the cost and asked for
17 clarification on the scope of the project. Response: We don’t know. It will
18 depend on the City. The Library is doing this assessment to help the City identify
19 what needs to be done in Phase II. The Library and City will then meet and
20 determine what should be done in the renovation in addition to implementation of
21 the Library’s original plan. The City has responsibility for the HVAC, sprinkler
22 system, and ADA compliance. Following the assessment, the City will determine
23 if funding is available for the projects.
- 24 • Is the expenditure appropriate when we are not sure the City will commit to the
25 improvements in Sonoma Valley? Response: Yes. The City has indicated their
26 desire to be involved, and we have no reason to believe they aren’t serious about
27 funding the projects.
- 28 • What is the incentive for the City to address items identified on the list of findings
29 in Phase 1? Response: Political pressure.
- 30 • Why isn’t the City paying for the whole project? Response: We are paying the
31 architectural fees for the needs assessment to move the project along so we can
32 implement the Library’s goals.
33

34 M/S/C (Arnold/Dell’Osso) moved that the Sonoma County Library Commission
35 authorize the Library Director to sign the contract with AXIA Architects.

36 Ayes: 6 No: 0 Abstain: 0 Absent: 1
37

38 8.4 Authorize Director to Pre-Qualify Architects

39 The Library Director proposed that the Library create a list of pre-qualified
40 architecture firms for future projects in an effort to reduce the work that must be
41 done by the firms and the Library in the procurement process. The list would consist
42 of the three firms that were finalists in the Sonoma Valley process, and the Library
43 goes through a process to add firms to the list at a later time.
44

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1 M/S/C (Bennett/Dell’Osso) moved that the Sonoma County Library authorize
2 the Library Director to create a list of pre-qualified architects.

3 Ayes: 6 No: 0 Abstain: 0 Absent: 1
4

5 8.5 Approve Technical Adjustments to 2008-2009 Budget

6 Administrative Services Manager Elissa Alfano reported that the staff prepared an
7 analysis of the Library’s non-personnel, non-materials expenditures for the past five
8 years. The results of that analysis are an excellent first step in improving financial
9 management. Ms. Alfano referenced the documents in the packet and explained the
10 highlights and changes.

11
12 Ms. Alfano pointed out the net reduction of \$108,668 from the budget approved in
13 March; the addition and deletion of selected lines to allow for better management
14 and monitoring; and increased costs on a few lines to help the Library meet specific
15 planning needs.

16
17 Ms. Alfano indicated that the next step would be to purchase financial management
18 software to enable the library to strengthen its budget management. The Library will
19 continue to use the County’s services, but would use the software for the Library’s
20 internal management needs.

21
22 M/S/C (Kelley/Arnold) moved that the Sonoma County Library Commission approve
23 the technical adjustments to the Library’s budget for FY 2008-2009 and authorize
24 the Library Director to submit them to the County Board of Supervisors.

25 Ayes: 6 No: 0 Abstain: 0 Absent: 1
26

27 **DISCUSSION ITEMS**

28 Management Report

29 9.1 Management Report

30 9.1.1 Highlights

- 31 • What kinds of records are referenced on page two, line 25? Response:
32 Those are short catalog records that have very limited information and are not
33 really searchable.
- 34 • How many applicants are there for the Human Resources Manager position?
35 Response: The Library has received over 30 applications and we have
36 selected 6 for interviews.
- 37 • Has anyone applied from within the Library? Response: Yes. An employee
38 from Budget and Finance.

39 40 9.1.2 Claims over \$2,000

- 41 • Facilities Manager Tom Laudari noted a significant increase in the water bill
42 for Healdsburg, caused by sewer fees for the irrigation connection. A dual
43 switch has been installed in the water lines, which should correct the problem.
- 44 • Is the Library selling earbuds? Response: Yes, a Foundation mini-grant to
45 the Central Library piloted selling them to patrons for \$1.00 to patrons who

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1 want them to listen to sound on their computer. It was so successful that the
2 Library now is selling them systemwide.

3 4 9.1.3 Fiscal year 2008-2009 Revenue & Expenditures to Date

5 Administrative Services Manager Elissa Alfano reported that the County
6 informed her they were predicting a 2.5% growth rate on property taxes for
7 fiscal year 2008-2009. The Library budget is based on a 2% increase, so our
8 projections are more conservative than the County's.

- 9
- 10 • Have we changed janitorial services? Response: No. The budget had not
11 been adjusted to reflect the savings with the firm we hired last year.
 - 12 • How are we doing in the Books and Materials budget? Response:
13 Expenditures for last year were right on target.
- 14

15 9.2 Library Advisory Board Roles & Responsibilities

16 As requested at an earlier meeting, Library Director Cooper reported on staff feedback to
17 the existing policy for Library Advisory Boards. Staff believes that the document has
18 inaccuracies, and it includes too many editorial statements, which is not appropriated for
19 a policy statement.

20
21 The Commission reviewed the comments and concluded that the document should
22 be rewritten. Commissioner Dell'Osso and Commissioner Arnold agreed to draft a
23 discussion document to be presented at the September 3 Commission meeting.

24
25 During the discussion, the Commission agreed to change the August 6 Commission
26 meeting due to anticipated absences. The meeting was rescheduled for August 13
27 at Cloverdale Regional Library at 6:30 p.m.

28
29 In addition, the Library Director recommended that the Commissioner's September
30 Workshop be cancelled due to substantive issues that needed to be addressed. The
31 Commission agreed to hold a regular meeting at Central on September 3, at 7:00 in
32 the Central Board Room.

33 34 **LIBRARY ADVISORY BOARDS**

35 10.1 Vacancies

36 The Notice of Vacancy has been posted for the required period days for the two
37 Library Advisory Board positions opened, and appointments may now be made.

38
39 Commissioner Bennett reported that he had an applicant for the Cloverdale Library
40 Advisory Board position. Mr. Bennett recommended Phil Schneider be appointed
41 to the position for the four year term ending June 30, 2012.

42
43 Commissioner Bennett reported that he had an applicant for the Cloverdale Library
44 Advisory Board position. Mr. Bennett recommended Patricia Serio be appointed to
45 the position for the four year term ending June 30, 2012.

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1 M/S/C (Bennett/Arnold) moved by resolution that the Sonoma County Library
2 Commission appoint Phil Schneider to the Cloverdale Library Advisory Board for
3 the new four year term ending June 30, 2012.

4 Ayes: 6 No: 0 Abstain: 0 Absent: 1
5

6 M/S/C (Bennett/Dell'Osso) moved by resolution that the Sonoma County Library
7 Commission appoint Patricia Serio to the Cloverdale Library Advisory Board for
8 the new four year term ending June 30, 2012.

9 Ayes: 6 No: 0 Abstain: 0 Absent: 1
10

11 10.2 Reappointments

12 Terms for sixteen Library Advisory Board members expired on June 30, 2008, and
13 the incumbents may be reappointed for four-year terms ending June 30, 2012.
14

15 Commissioner Bennett called the motion to reappoint the following fourteen Library
16 Advisory Board incumbents for the new four-year terms ending June 30, 2012.
17

- 18 • Cloverdale Library Advisory Board
19 *4-year term – June 30, 2012. Incumbent Jean Bennetts to be reappointed.*
- 20 • Guerneville Library Advisory Board
21 *4-year term – June 30, 2012. Incumbent Doris Dickenson to be reappointed.*
22 *4-year term – June 30, 2012. Incumbent Dorothy Rupert to be reappointed.*
- 23 • Healdsburg Library Advisory Board
24 *4-year term – June 30, 2012. Incumbent Carolyn Harrison to be reappointed.*
- 25 • Petaluma Library Advisory Board
26 *4-year term – June 30, 2012. Incumbent Dorothy Bertucci to be reappointed.*
27 *4-year term – June 30, 2012. Incumbent Carol King to be reappointed.*
- 28 • Rohnert Park/Cotati Library Advisory Board
29 *4-year term – June 30, 2012. Incumbent Chloe DeBrunner to be reappointed.*
30 *1-year term – June 30, 2009. Incumbent Kamal Kaur to be reappointed.*
- 31 • Santa Rosa Valley Library Advisory Board
32 *4-year term – June 30, 2012. Incumbent Vern Calsy to be reappointed.*
- 33 • Sebastopol Library Advisory Board
34 *4-year term – June 30, 2012. Incumbent Clark Mitchel to be reappointed.*
35 *4-year term – June 30, 2012. Incumbent Dorothy Blake to be reappointed.*
- 36 • Sonoma Valley Library Advisory Board
37 *4-year term – June 30, 2012, Incumbent Robyn Makaruk to be reappointed.*
38 *4-year term – June 30, 2012, Incumbent Bethany Wilson to be reappointed.*
- 39 • Windsor Library Advisory Board
40 *4-year term – June 30, 2012, Incumbent Shirley Johnston to be reappointed.*
41

42 M/S/C (Bennett/Kelley) moved by resolution that the Sonoma County Library
43 Commission appoint all the reapplying incumbents to the Library Advisory Boards
44 they represent for the new four-year term ending June 30, 2012.

45 Ayes: 6 No: 0 Abstain: 0 Absent: 1

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1 COMMISSION MEMBER INFORMATION ITEMS

2 Commissioner Dell'Osso reported:

- 3 • His appointment is official. He just took his oath of office at the County!
- 4 • The Summer Reading Program has around 550 children signed up as of June 30,
5 and 53 teens are participating in the TeenRead.
- 6 • Lots of weeding is being done on the collections and that everyone is getting excited
7 about tagging the collections for self-check.

8
9 Commissioner May reported:

- 10 • The Reading Partners program is doing well. Eleven young readers practiced their
11 reading skills, while nine teen volunteers listened and offered praise and
12 encouragement. Both groups seem to be enjoying themselves!
- 13 • The Summer Reading Program, "Catch the Reading Bug", included real bugs when
14 beekeeper Ettamarie Peterson came in to talk about her bees and brought an
15 "observation" hive for the children to watch.

16 17 DATE AND TIME OF NEXT MEETING

18 Meeting: Regular Commission Meeting

19 Date: Wednesday, August 13, 2008

20 Time: 6:30 p.m.

21 Location: Cloverdale Regional Library – Cloverdale

22 23 ADJOURNMENT

24 The meeting adjourned at approximately 9:25 p.m. by acclamation.
25
26
27

28 _____
29 Clerk