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**Sonoma County Library
Minutes of the Library Commission
September 3, 2008**

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

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CALL TO ORDER

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

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

Staff present: Library Director Sandy Cooper; Public Services Division Manager Kiyoko Okazaki; Human Resources Manager Patrick Preston; Administrative Services Manager Elissa Alfano; Facilities Manager Tom Laudari; Petaluma Branch Manager Doug Cisney; Healdsburg Branch Manager Mairi Barsky; Central Branch Manager Linda Burton White; Sebastopol Branch Manager Arlene Kallen; Children’s Services Coordinator Kathy DeWeese; Central Library Reference Manager Del Guidinger; Northwest Regional Librarian Brian Suwada and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions

APPROVAL OF MINUTES – Minutes for the regular meeting of August 13, 2008. M/S/C (Murphy/Arnold) approved the minutes of the August 13, 2008 meeting as corrected. Unanimous.

CORRESPONDENCE

The Commissioners reviewed the newspaper clippings folder, including the recent *Press Democrat* article about the Sonoma County Library’s response to the Grand Jury’s report.

There was no correspondence.

PUBLIC APPEARANCES

There were no public appearances.

CONSENT CALENDAR

7.1 Claims of more than \$7,000

- OJ 09 28202 – SirisDynix \$98,767.19
Horizon Hardware, Software, & Integrated Network Maintenance for FY 08-09
- OJ 09 28203 – Envisionware - \$7,507.70
Annual Software Maintenance for PC Management Software
- OJ 09 228204 – Franklin Fixtures \$11,921.00
50% Deposit for 21 media shelving units requested by branches
- OJ 09 28246 – CDW - \$7,800.00
Anti-Spam and Anti Virus License Renewal

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- OJ 09 28248 – AXIA Architects - \$24,706.15
Partial payment for completion of 75% of Phase #1

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

ACTION ITEMS BY RESOLUTION

7.1 Cash Flow Resolution

This resolution requesting a standard line of credit from the County of Sonoma, on an as-needed basis, is required by law. It allows the County Treasurer to temporarily transfer funds to the Library if there is not adequate cash in the Library's fund any time during the current fiscal year.

M/S/C (May/Dell'Osso) moved that the Sonoma County Library Commission adopt the resolution requesting temporary fund transfers as needed for fiscal year 2008-2009.

The motion requires a roll call vote:

Commissioner Arnold	Aye
Commissioner Bennett	Aye
Commissioner Dell'Osso	Aye
Commissioner Kelley	Aye
Commissioner Lynch	Aye
Commissioner May	Aye
Commissioner Murphy	Aye

ACTION ITEMS BY MOTION

8.1 Standards of Behavior (revised) and Enforcement of the Standards

The Commission adopted the current *Standards of Behavior Policy* in September 2007, at which time the Commission asked that the policy's effectiveness be evaluated within twelve months and that an enforcement policy be developed.

Petaluma Branch Manager Doug Cisney, chair of the Behavior Advisory Committee, reported on the committee's review of the *Standards*, including input from staff and branch managers. Most agreed that the policy was working well and that the *Standards* do define appropriate behaviors in the Sonoma County Libraries. The Committee developed a revision of the *Standards* policy, which were editorial and not substantive, as well as a new policy on enforcement.

The Committee is currently working on internal operating and training procedures, which will give Library staff the tools necessary to enforce the *Standards* effectively.

M/S/C (Dell'Osso/Murphy) moved that the Sonoma County Library Commission adopt the revised *Standards of Behavior Policy* and direct staff to make any necessary editorial changes.

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1 M/S/C (Kelley/Arnold) moved that the Sonoma County Library Commission adopt the
2 Policy on the Enforcement of the Standards of Behavior.
3

4 8.2 Approve Library response to Grand Jury Report

5 The fourth draft of the joint response to the Grand Jury by the Library Commission and
6 the Library Director was presented for approval. Library Director Cooper reported that
7 the document had been reviewed by staff at the City, the Community Development
8 Commission and the County Administrator's office. In addition, the sub-committee
9 formed by the Commission at their August meeting had reviewed the documents and
10 made their recommended changes. The Commission agreed to approve the report and
11 authorized the Director to submit the response to the Grand Jury.
12

13 M/S/C (May/Kelley) moved that the Sonoma County Library Commission approve the
14 response to the Grand Jury and authorize the Library Director to submit the response as
15 required by law. Unanimous.
16

17 **DISCUSSION ITEMS**

18 9.1 Management Report

19 9.1.1 Progress, Issues and Challenges

- 20 • Has the Library worked out the details of blocking Mendocino and Lake County
21 library patrons from paying their fines online? Response: No. We are waiting for
22 a response from Envisionware.
- 23 • How did the August 27 meeting with the Santa Rosa Police Department and
24 Santa Rosa City Attorney's office go? Response: The meeting went well. It was
25 especially helpful to have all of the agencies together at one time to discuss
26 issues and identify solutions to handling problem patrons.
- 27 • What is the status of the job exchanges? Response: Library Director Cooper
28 responded she still needs to be trained at the Circulation desk and that the other
29 members of the Management Team have not scheduled times yet.
- 30 • Library Director Cooper reported that Human Resources Manager Patrick
31 Preston, Administrative Services Manager Elissa Alfano and she are looking at
32 models from other agencies for the Library's new personnel policy. Cooper will
33 keep the Commission informed of their progress.
34

35 9.1.2 Claims over \$2,000

36 The Commissioners reviewed the report. There were no questions or comments.
37

38 9.1.3 Year-to-Date Revenue and Expenditures

39 Administrative Services Manager Elissa Alfano reported on the year-to-date revenue
40 and expenditures. Alfano noted that this is the first month of the new fiscal year and
41 activity is limited.
42

43 Library Director Cooper reported she had attended the Board of Supervisors
44 meeting in August and the Board's analysis commended the Library on their
45 healthy budget.

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- What is the refund listed in line item #4106? Response: This is a refund from AT&T.

9.2 Library Advisory Board

9.2.1 Process for developing policy and procedures

Library Director Cooper reported she would work with Public Services Manager Kiyo Okazaki and Branch Managers to develop a draft policy for the Library Advisory Boards and present it at a future meeting for the Commission to review and approve.

9.2.2 LAB “Convocation”

Library Director Cooper asked if the Commission would like her to work with Branch Managers and staff on the concept of LAB Convocation for members of all Library Advisory Boards. The Commission agreed to this concept.

LIBRARY ADVISORY BOARDS

10.1 Vacancies

Appointments for the Santa Rosa Library Advisory Board position and the Guerneville Library Advisory Board youth position were deferred to the October 1 Commission meeting.

DIRECTOR’S INFORMATION ITEMS

Library Director Cooper reported she had no additional information to discuss.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Dell’Osso reported:

- That he was extremely sad to see Kathy Dennison leave the Rohnert Park /Cotati branch when she assumes her new role as Collection Manager. He added he was very happy for her and wished her all the best; however, everyone at the branch will truly miss her!
- The photography show held at the branch last month was a huge success!
- That over 650 children signed up for the reading club this summer.

Commissioner Bennett had nothing to report.

Commissioner May reported:

- The Friends of the Petaluma Library had their book sale on Saturday, August 23.
- That Walter Roeder will read “The Manuscript in the Attic: the Londons, Nakata and Barry Stevens on Saturday, September 6.
- That some of the programs scheduled for Petaluma’s 150th anniversary celebrations include: “The Saga of Petaluma” on September 20 and “Petalumans of Yesteryear” on September 27.

Commissioner Kelley reported:

- The Sonoma County Book Festival will be held on Saturday, September 20 between 10:00 a.m. – 5:00 p.m. with events in Courthouse Square and Central Santa Rosa.

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- 1 • That Paul Flores, a well-known literary figure, will be speaking at noon at Central on
2 September 20.
3

4 Commissioner Lynch asked:

- 5 • That a closed session be included on the October 1 agenda to discuss the Library
6 Director's upcoming annual review.
7

8 Commissioner Arnold reported:

- 9 • That the City of Sonoma approved the proposed landscaping project planned for
10 Sonoma Valley and work has begun.
11 • That the first in the author series sponsored by the Friends will include Noelle
12 Oxenhandler on September 3.
13 • That AXIA Architecture will give Sonoma Valley their findings report on Friday,
14 September 5.
15

16 Commissioner Murphy reported:

- 17 • On an article in *California Lawyer* about a San Francisco Librarian who refused to
18 comply with a request from the FBI for personal information on a Library patron.
19

20 **DATE AND TIME OF NEXT MEETING**

21 Meeting: Regular Commission Meeting

22 Date: Wednesday, October 1, 2008

23 Time: 7:00 p.m.

24 Location: Central Santa Rosa
25

26 **ADJOURNMENT**

27 The meeting adjourned at approximately 7:56 p.m. by acclamation.
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32 _____
Clerk