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3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **August 2, 2010**

6 **Note: M/S/C = Moved/Seconded/Carried**
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8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Chair Lynch called
10 the meeting to order at 6:30 p.m. in the Central Santa Rosa Library Board Room.
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12 Commissioners present: Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, and May.
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14 Staff present: Library Director Sandy Cooper; Public Services Division Manager
15 (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM) Elissa
16 Alfano; Human Resources Manager Patrick Preston; IT Co-Team Leader Denise
17 Lewers; Materials Management Division Manager (MMDM) Jaime Anderson;
18 Collections Manager Kathy Dennison; Children's Services Coordinator Kathy
19 DeWeese; Branch Managers Anne Marie Murphy and Bill Coolidge; Librarians Steven
20 Alcorta and Karen Guma; Library Technicians Nancy Cimino, Daphne Matthews,
21 Rhianna Miller, Susan Hillery, Liam Morrissey, Kris LaVanish, Kathryn Snyder, Bryan
22 Castro, Janet Scholler, Nick Alva, Doreen Kelly, Barbara White, and Ailene Sheridan;
23 and Administrative Aides Julie Dabbs, and Stephanie Kunkle.
24

25 Guests and observers present: SEIU 1021 Representative Irene Rosario; Retirees
26 Johanna Scallon, Jim Rosaschi, Tom Laudari, Dana Evans, and Mary Reder; and
27 Santa Rosa Libraries Advisory Board member Merrie Krisl. A list of all other guests
28 and observers who were in attendance is attached.
29

30 **ANNOUNCEMENTS AND INTRODUCTIONS**

31 There were no announcements or introductions.
32

33 **PUBLIC APPEARANCES**

34 Chair Lynch welcomed all those attending. She opened the meeting for public
35 comment, asking those who wished to speak to limit their remarks to three minutes.
36 Retired librarian Dana Evans spoke first and read a letter from Ginny McLaren, a
37 retired Librarian IV. The focus of her letter was that she believed that her health care
38 benefits had been guaranteed. Her husband now has leukemia with County of
39 Sonoma Health Plan taking care of current costs. She believes that any change in
40 insurance coverage will mean that she cannot cover her husband's medical costs.
41

42 Library Technician Barbara White read a letter about the effectiveness of RFID.
43 Librarian Steve Alcorta read a letter from Building Mechanic David Tichava who
44 supports the third proposal by the Union, including closing the Central Library on
45 Sunday and abandoning the use of self-check and RFID.
46

47 Library Technician Nancy Cimino read a letter claiming that many expenditures in the
48 2009-2010 came in under budget. She commented that our fund balance is very high

1 and asked why staff has to cover 100% of the shortfall when the Union only
2 represents 67%.

3
4 Rincon Valley Branch Manager Anne Marie Murphy spoke next. She described
5 programming efforts and the impact of the shortage of librarians on everyone's
6 availability to continue programming at the current level.

7
8 Reference Librarian Karen Guma felt that the problem is pitting staff against staff.
9 She cited a number of issues, including the lack of Spanish speaking staff at the
10 Central Library.

11
12 Library Technician Daphne Matthews spoke on behalf of the union proposal and the
13 contributions that staff make to the library's overall services.

14
15 Library Technician Nick Alva asked the Commission to take a stand in support of
16 universal health insurance.

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18 Two patrons spoke and expressed their love of the library and its importance to them.
19 They spoke highly of the reference librarians who were always very helpful and the
20 importance of retaining them.

21 22 **CLOSED SESSION**

23 The Commission recessed to closed session at 7:01 p.m. to give instructions to its
24 Labor Negotiator.

25
26 Agency Negotiator: Patrick Preston. Employee organization: SEIU. (Govt. Code
27 Section 54957.6(b).

28 29 **OPEN SESSION**

30 Chair Lynch reconvened the meeting in open session at 8:02 p.m. and reported that
31 no action was taken. Instructions were given to the negotiators, and that the
32 Commission will be consulting legal counsel.

33 34 **APPROVAL OF MINUTES** – Minutes of the July 12, 2010 Regular Meeting.

35 **M/S/C (Kelley/Dell'Osso)** moved that the Sonoma County Library Commission
36 approve the minutes of the regular meeting on July 12, 2010, as presented.

37 AYES (7): Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, May
38

39 **CORRESPONDENCE & PRESS COVERAGE**

40 Each Commissioner had received copies of staff and retiree communications
41 regarding the current Union negotiation. The press clippings folder included two
42 letters to the editor and an article featuring the Union's informational picket at the
43 Central Library in *The Press Democrat*. Chair Lynch also commented on an article in
44 the *West County Times* regarding holds at the Sebastopol Library.

45 46 **PUBLIC APPEARANCES**

47 Librarian Steve Alcorta spoke regarding Item #10 Consent Calendar, speaking in
48 opposition to the approval of spending \$50,000 for a workshop the he thought would

1 cost \$50,000. He felt we had adequate staff to do the training. Director Cooper
2 clarified that the cost would be \$4,000 for the four workshops and that the item was
3 on the Consent Calendar only for the approval of rolling closures of branches so that
4 staff could attend the workshop.
5

6 Library Technician Nancy Cimino expressed her concern about the cost of the RFID
7 tagging of the materials in closed stacks and the fact that the two Library Technicians
8 currently doing the tagging should return to their regular jobs to help fill the demand
9 for substitutes.
10

11 **SPECIAL INFORMATION UPDATE**

12 **9.1 Background & Impact of New Emissions Standards**

13 Materials Management Division Manager Anderson explained the new California
14 emissions standards for diesel vehicles and the fact that the Library's two diesel
15 delivery trucks would need to be retrofitted or replaced to be in compliance with
16 the new law. The group of rules that apply to us is *Fleet Regulation for Public*
17 *Agencies and Utilities*. She noted information that had been provided to the
18 Library previously indicated we had several more years to replace the trucks, but
19 they were another set of regulations that do not apply to us as a publicly funded
20 agency.
21

22 A retrofit would cost between \$25,000-\$32,000 per truck and would require each
23 truck to be plugged into a 208 volt electrical outlet for 3-5 hours each week. No
24 precise quotes can be obtained from the outside vendors until there is an
25 evaluation by a mechanic and welder. She has also obtained two quotes for
26 replacing the trucks, which range between \$40,000 and \$52,000, assuming that
27 we transfer the existing boxes to the new trucks. Chair Lynch asked if we had
28 looked into a lease option. Anderson said she is looking into several options. In
29 response to another question, Anderson said that it had to be done by December
30 31, no later. Existing trucks must be sold out of state or retrofitted before they are
31 sold in California. There is no incentive funding available either.
32

33 **CONSENT CALENDAR**

34 There were two items on the Consent Calendar:

- 36 • A proposed expenditure exceeding \$50,000 requiring approval– NorthNet
37 Library System membership dues and annual fee for SuperSearch and delivery
38 at \$77,879.
- 39 • A request to have rolling closures of branches to allow staff to attend a
40 workshop on customer service and dealing with difficult patrons.
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43 There were no objections, so the Chair declared the Consent Calendar was
44 approved.
45

46 **ACTION ITEMS BY MOTION**

47 **11.1. Authorize Library Director to Sign Agreement with the City of Sonoma**

1 Commissioner Arnold commented that the Library Advisory Board and Friends had
2 been working to get support for building improvements for nine years.

3
4 Commissioner Freis asked about the reference in the agreement to any unused
5 money and what would happen with it. She did not understand why there would
6 be any left over money. Commissioner Arnold assured her that there would not
7 be any left over.

8
9 Commissioner May noted the need for temporary quarters referred to in the
10 contract on page 5-6 and the potential costs.

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12 **M/S/C (Arnold/Kelley)** moved that the Sonoma County Library Commission
13 authorize the Library Director to execute the agreement between the Library and
14 the City of Sonoma for the City's major remodel of the Sonoma Valley Regional
15 Library.

16 AYES: (7) Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, May
17

18 **11.2. Approve dates for next meetings**

19 The Commission needed to schedule a meeting later in August to approve the
20 budget and perhaps the union agreement.

21
22 **M/S/C (Kelley/Freis)** moved that the Sonoma County Library Commission modify
23 its meetings for August and September to: meet on August 19 at 6:30 pm; cancel
24 the regular September meeting; and agree to call a special meeting between
25 August 19 and October 4 if necessary.

26 AYES: (7) Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, May
27

28 **DISCUSSION ITEMS**

29 **12.1. Management Report**

30 **12.1.1. Progress on Priorities, Issues & Challenges**

31 Commissioner May asked if the vacant Petaluma positions had been filled.
32 Human Resources Manager Preston said an offer was extended and accepted
33 for both the Supervising Library Technician and the Library Technician II
34 positions in Petaluma.
35

36 **12.1.2. Monthly Financial Report**

37 There was a question about the expenditures that were over budget in Library
38 Supplies. Staff explained that an order of RFID tags was made late in the fiscal
39 year and that the expenditures were under the amount originally budgeted but
40 not included in their quarterly budget expenditures.
41

42 **12.2. Budget Discussions**

43 **12.2.1. Preliminary Closing – FY 09-10**

44 Question: What is Line 7000 is for ? Response: It is for jackets for books,
45 audio-visual cases, and other processing supplies, etc. Next year there will be
46 a separate line numbered 7187 just for Materials Management processing
47 supplies, which should help with the management of that expense.
48

1 **12.2.2 Updated Budget for FY 10-11**

2 The Commission reviewed the discussion draft of the budget. Chair Lynch
3 commented that there is still a \$641,000 operating deficit.

4
5 Question: TBR Reimburse-2563. Are they reimbursing on a lower rate?

6 Response: The rate of reimbursement is gradually dropping, and we are
7 borrowing more books than loaning.

8
9 Collections Manager Dennison described the limitations of the current materials
10 budget and the difficulty meeting the demand from our users.

11
12 **12.3 Review draft Grand Jury Report**

13 Postponed until the next meeting.

14
15 **LIBRARY ADVISORY BOARDS**

16 **13.1 Ready for Appointment**

17 13.1.1. Healdsburg Library Advisory Board, new appointment.

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19 **M/S/C (Colbert/Arnold)** moved by resolution that the Sonoma County Library
20 Commission appoint Becky Goodsell to the vacant position on the Healdsburg
21 Regional Library Advisory Board for a new four-year term ending June 30,
22 2014.

23 AYES: (7) Arnold, Colbert, Dell’Osso, Freis, Kelley, Lynch, May

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25 **COMMISSION MEMBER INFORMATION ITEMS**

26 Commissioner Arnold reported:

- 27
 - The Sonoma Valley Friends will host a countywide Friends meeting this Fall.

28
29 Commissioner Dell’Osso reported:

- 30
 - The Friends group online book sales were netting about \$600 a month and the bookstore brings in about \$1,200 inside.
 - The Summer Reading program ended last week with music and refreshments.
 - The Friends May book sale totaled \$3,500 and
 - He appreciated having Public Services Manager Kiyoko Okazaki at the recent Library Advisory Board meeting.
 - That the Friends had purchased book drop bins for \$4,000.

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38 Commissioner May reported:

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 - The Friends’ book sale totaled \$5,000 and that the store inside the library takes in \$100 per day.
 - The Petaluma Library has a new children’s community garden, which has generated a lot of interest among visitors to the library.
 - The Friends’ Art Lecture Series sponsored by the Friends of Petaluma was held this month.
 - An upcoming book sale will be held August 17 through August 21.

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47 Commissioner Freis reported:

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 - That none of the Santa Rosa Libraries have bookstores.

- 1 • That the landscaping had been torn up at Northwest by the police looking for
2 evidence from a recent shooting nearby.
3 • That the Summer Reading program had 841 in attendance all summer and over
4 100 children attended the final program.
5

6 Commissioner Colbert reported:

- 7 • That they had had a successful July book sale.
8 • That he was working with Bo Simons on a Wine Library program at the Michele-
9 Schlumberger Winery in late October or early November.
10

11 Commissioner Kelley reported:

- 12 • That Windsor had a successful Summer Reading program.
13 • That Windsor Friends sell magazines at their store.
14

15 Commissioner Lynch reported:

- 16 • That Sebastopol's Reference Librarian Ann Stroberger wore an octopus hat during
17 the Summer Reading program, and it was quite popular.
18 • That the Sebastopol Friends had a fund raiser in collaboration with Mary's Pizza.
19 • The Guerneville Regional Library is having a fabulous art show.
20

21 **CLOSED SESSION**

22 Pursuant to California Government Code §54957, the Library Commission met in
23 closed session at 8:58 p.m. to discuss personnel matters with the Library Director.
24

25 **OPEN SESSION**

26 Pursuant to Government Code §54957.1, Chair Lynch reconvened the group in open
27 session at 9:05 p.m. and reported that personnel matters were discussed and no
28 action was taken.
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30 **DATE AND TIME OF NEXT MEETING**

31 Meeting: Special Budget Commission Meeting

32 Date: 8/19/10

33 Time: 6:30 p.m.

34 Location: Central Santa Rosa Library
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36 **ADJOURNMENT**

37 The meeting adjourned at 9:06 p.m. by acclamation.
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Clerk