



**LIBRARY COMMISSION AGENDA  
SPECIAL MEETING**

Wednesday, September 8, 2010 at 7:15 P.M.  
Rohnert Park-Cotati Regional Library, 6250 Lynne Conde Way, Rohnert Park, CA 94928

***THE MEETING WILL BE IN THE FORUM ROOM AT THE ROHNERT PARK-COTATI REGIONAL LIBRARY***

**1. CALL TO ORDER**

**2. ANNOUNCEMENTS AND INTRODUCTIONS**

**3. PUBLIC APPEARANCES**

***Members of the public who wish to address the Commission on labor negotiations and other action items should request recognition at this time.***

See guidelines for public appearances at the bottom of the agenda.

**4. CORRESPONDENCE & PRESS CLIPPINGS**

4.1. Patron Letter (1 Document)

**5. CLOSED SESSION**

5.1. Pursuant to California Government Code §54957 to meet in conference with agency labor negotiator (Brown Act, §54957.6)

Agency negotiators: Patrick Preston & Kelly Tuffo

Employee organization: SEIU Local 1021

**6. OPEN SESSION**

6.1. Pursuant to California Government Code §54957.1. Report on Closed Session .

**7. ACTION BY RESOLUTION**

7.1. Adopt Resolutions on Salary & Benefits for Management & Confidential Employees (2 Documents)

**8. DATE AND TIME OF NEXT REGULAR MEETING**

Meeting: Regular

Date: October 4, 2010

Time: 7:00 p.m.

Location: Central Library – Santa Rosa

**9. ADJOURNMENT**

By acclamation.

*Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Friday, September 3, 2010. They will also be available on the Library's web site <http://www.sonomalibrary.org/agenda/>.*

**GUIDELINES FOR PUBLIC APPEARANCES**

*Members of the public wishing to speak to the Commission may do so under Public Appearances. If you wish to speak on an item under discussion by the Library Commission, which appears on this agenda, you may do so upon receiving recognition by the Chairperson during Public Appearances. Please state your name and address for the record before making your presentation, which will be limited to three minutes. All hearings are taped. Time limitations on public testimony may be extended at the discretion of the Library Commission*

*The Commission does not take action on items presented under Public Appearances during this meeting. You can request a response, and one will be forwarded to you.*



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Special Meeting</b>	<b>Agenda Item No.</b>
<b>Discussion</b>	<b>9.8.10</b>	<b>Special</b>	<b>4.1</b>

**SUBJECT**

Response to Correspondence

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**PURPOSE OF DISCUSSION**

To discuss letter from patron and the Commission's response.

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**BACKGROUND**

A library patron's letter to the Commission, which included a \$100 donation, requested a response from the Commission.

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**FUTURE BOARD ACTIONS**

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**FISCAL IMPACT**

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**POLICY ISSUES**

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**ATTACHMENTS**

Document #4.1.1 – Draft Response to Patron, Director's Response & Patron Letter

**DRAFT RESPONSE – PATRON CORRESPONDENCE**

First and foremost, the Sonoma County Library Commission would like to thank you for your long standing patronage and generous support of the library system. We are also delighted to hear of the esteem you hold for the Library's employees. The Commission certainly feels thankful that there are so many hard working, dedicated people working for the library and serving the public.

The Library Director ably laid out, in her letter, our financial structure and situation. I hope this information helped clarify our financial situation. I feel confident that we are all, management, staff and Commission, working for an equitable and responsible solution to these difficult financial times. We look forward to continued improvements and remain committed to serving the Sonoma County public as best we are able.

Sincerely,



211 E STREET  
SANTA ROSA, CA 95404

TELEPHONE: 707 545-0831  
FACSIMILE: 707 525-9563

si.cooper@sonoma.lib.ca.us

COMMISSION  
Margaret F. Lynch, Ph.D., Chair  
Melissa Kelley, Vice-Chair  
Mary Evelyn Arnold  
Tom Culbert  
John Dell'Osso  
Julia Freit  
Tim May

DIRECTOR  
Sandra M. Cooper

August 30, 2010

Gary Arkoff  
124 Junior Street  
Santa Rosa, CA 95404

Dear Mr. Arkoff:

This letter is to acknowledge your letter dated August 22, 2010, and your generous gift of \$100. We will share it with the Library Commission at the next regular meeting on October 4, 2010. If you wish to have a formal response from them, please send an e-mail to Stephanie Kunkle at [kunkle@sonoma.lib.ca.us](mailto:kunkle@sonoma.lib.ca.us).

For your information, the Sonoma County Library is a Joint Powers Agency. As such, it is an autonomous special district with its own funding from property taxes, which provides over 90% of the Library's funding. That income has dropped more the 5% in the past two years, and we anticipate that the current situation will last at least 3-5 years. This means that the Library must reduce expenditures across the board, which we are doing. Because over 70% of the expenditures come from salaries and benefits, we cannot achieve the needed savings without reducing salaries and benefits.

The Library Commission is responsible for the long-term financial health of the Library and is working to maintain services and staffing at the highest level possible while controlling expenditures. They are committed to maintaining salaries and benefits at a level that is sustainable over time and to avoiding layoffs.

Thank you again for your kind words regarding our staff and your generous gift. It is always good to hear from our library patrons - your feedback is very important to us.

Sincerely,

A handwritten signature in cursive script that reads 'Sandra M. Cooper'.

Sandra M. Cooper  
Library Director

SC/sk

Your contribution is tax-deductible to the full extent of the law. IRS regulations require us to state that the Sonoma County Library did not provide any goods or services in your consideration of your contribution.

The Sonoma County Library provides public library service in all of Sonoma County as a public agency created by a joint exercise of powers of the County of Sonoma and the Cities of Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Sonoma.

**DOCUMENT #4.1.1 (09.08.10)**

Gary Arkoff  
124 Junior Street  
Santa Rosa, CA 95404

August 22, 2010

Library Commission  
C/O Stephanie Kunkle  
Central Library  
211 E Street  
Santa Rosa, CA 95404

Dear Ms. Kunkle,

I am a regular patron of the main branch of the Sonoma County Library. I borrow books and / or materials between 10 and 20 times a year. I have always found the staff at the library to be helpful, friendly and efficient. I am writing today to express my support the workers. I do not claim to understand all of the issues involved in the dispute but I can say unequivocally that I support their rights to a living wage and affordable health care.

I understand that times are difficult and I am sure that the budget is short, especially in this time of economic difficulties. I am also certain that the people who staff the library work hard and I am sure that they do not earn much compared to the cost of living in Sonoma County or what they could earn in other fields.

To show that I am putting my money where my mouth is, I have enclosed a check for \$100 as a donation to the library. I encourage you to work with our local governments to find the funding to pay for the services of these employees who give us so much.

I would appreciate a written reply. I may be reached at:

Gary Arkoff  
124 Junior Street  
Santa Rosa, CA 95404

Or

arkoff@sonic.net

Thank you,

Gary Arkoff

CC: Santa Rosa City Council, Shirlee Zane



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>9.8.10</b>	<b>Special</b>	<b>7.1</b>

**SUBJECT**

Salary & Benefits for Management & Confidential Employees

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**RECOMMENDED ACTION**

Adopt the resolutions modifying salary and benefits for unrepresented employees.

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT**

the two resolutions modifying 2010-2011 salary and benefits for the Library's confidential and management employees to reflect the tentative agreement with SEIU.

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**BACKGROUND**

In the past, the Commission adopted a detailed salary resolution each year because there were no written personnel policies for the Library's confidential and management employees.

The Library now has personnel policies and agreements for its management and confidential employees. These resolutions modify those agreements and ensure that the terms of the Tentative Agreement with SEIU apply to the unrepresented employees.

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**FUTURE BOARD ACTIONS**

Approve modified policies.

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**FISCAL IMPACT**

Helps achieve additional savings in the budget for FY 2010-2011.

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**POLICY ISSUES**

These resolutions are the first step in modifying personnel policies that apply to management and confidential library employees.

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**ATTACHMENTS**

- Document #7.1.1 – Salary Resolution: Confidential Employees
- Document #7.1.2 – Salary Resolution: Management Employees

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO

RESOLUTION ON CONFIDENTIAL LIBRARY

EMPLOYEE SALARY AND BENEFITS FOR FISCAL YEAR 2010-2011

WHEREAS, the Sonoma County Library’s policies define confidential employees as: *An employee whose work involves access to information used in the formulation of management policies and positions, especially those related to collective bargaining activities, are defined as confidential;*

WHEREAS, confidential employees are not part of the collective bargaining unit;

WHEREAS, the Library’s personnel policies for confidential employees are outlined in a Letter of Agreement between the confidential employees and the Library as well as the Employee Handbook;

WHEREAS, the Sonoma County Library Commission has approved a Tentative Agreement for fiscal year 2010-2011 for employees represented by the Service Employees International Union (SEIU);

THEREFORE, BE IT RESOLVED that the Sonoma County Library Commission hereby determines that confidential employees shall be subject to the same employee salary and benefits modifications as those agreed to by represented employees under the Tentative Agreement approved September 8, 2010; and

BE IT FURTHER RESOLVED that the Library’s Letter of Agreement (LoA) with Confidential Employees be modified to reflect the Tentative Agreement approved by SEIU and the Library Commission; and

BE IT FURTHER RESOLVED that the LoA with Confidential Employees will also be revised as appropriate to reflect any modifications in the Memorandum of Understanding with SEIU and presented to the Library Commission for approval at the same time.

DULY PASSED this 8th day of September 2010.

AYES:  
NO: 0  
ABSENT: 0

APPROVED: \_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_  
Clerk

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO

RESOLUTION ON LIBRARY MANAGEMENT

EMPLOYEE SALARY AND BENEFITS FOR FISCAL YEAR 2010-2011

WHEREAS, the Sonoma County Library’s policies define management employees as:
Any employee in a position within the Library with significant responsibilities for
formulating Library system policies and/or administering systemwide Library
programs. Managers are appointed by the Library Director and are at-will
employees who serve at the pleasure of the Library Director under the terms of an
Employment Agreement with the Library Director;

WHEREAS, the Library’s management employees are not part of the collective
bargaining unit;

WHEREAS, the Library’s personnel policies for management employees and the Library
Director are outlined in the Employee Handbook, the Personnel Regulations for
Library Management Employees, and individual employment agreements;

WHEREAS, the Sonoma County Library Commission has approved a Tentative
Agreement for fiscal year 2010-2011 for employees represented by the Service
Employees International Union (SEIU);

THEREFORE, BE IT RESOLVED that the Sonoma County Library Commission hereby
determines that Library Management employees shall be subject to the same
employee salary and benefits modifications as those agreed to by represented
employees under the Tentative Agreement approved September 8, 2010,
including discontinuing the Library’s 1.5% match for deferred compensation; and

BE IT FURTHER RESOLVED that the regulations and agreements with the Library
Director and Library Management Employees be modified to reflect the Tentative
Agreement approved by SEIU and the Library Commission; and

BE IT FURTHER RESOLVED that these documents will also be revised as appropriate
to reflect any modifications in the Memorandum of Understanding with SEIU and
presented to the Library Commission for approval at the same time.

DULY PASSED this 8th day of September 2010.

AYES: NO: 0 ABSENT: 0

APPROVED: \_\_\_\_\_

Chair

ATTEST: \_\_\_\_\_

Clerk