



LIBRARY COMMISSION
SUMMARY OF ACTION & FOLLOW-UP
Wednesday, October 5, 2011 Meeting

1. ACTION ITEMS

- 1.1. Designated Kathy Larocque and Jaime Anderson as the real property negotiators for the lease for the Healdsburg Regional Library, 139 Piper Street, Healdsburg.
- 1.2. Approved minutes of the September 21, 2011 regular meeting.
- 1.3. Approved request for leave without pay.
- 1.4. Authorized the Commission Chair to approve and sign 8 resolutions of thanks for eight 2011 retirees.
- 1.5. Approved October adjustments to the FY 2011-2012 budget.
- 1.6. Approved holiday closures for Veterans Day and Thanksgiving.

2. FOLLOW-UP

- 2.1. Add the following items to the agenda for the November 2, 2011 meeting:
 - 2.1.1. Commission meeting day.
 - 2.1.2. Report on book drops after two-day closure and locking book drops when library is closed three days or more.
- 2.2. Other follow-up:
 - 2.2.1. Resolve issue of spreadsheets printing out properly.
 - 2.2.2. Include an update on eBooks in the November Management Report.
 - 2.2.3. Confirm that branch managers are posting Commission agendas in a prominent location at least 72 hours before a regular meeting.
 - 2.2.4. Post a summary of actions and follow-up with 72 hours of meeting.
 - 2.2.5. Make contact information for Library Commission (email, phone, and mail) available on the public web site.
 - 2.2.6. Continue to work with Library Advisory Boards on their preference to make contact information available.
 - 2.2.7. Arrange to have microphones and a sound system for the Commission; project documents so audience members can see documents under discussion.