



**LIBRARY COMMISSION AGENDA
SPECIAL MEETING**

Monday, November 14, 2011 at 6:30 p.m.

Rincon Valley Regional Library, 6959 Montecito Blvd., Santa Rosa, CA 95409

PLEASE NOTE START TIME IS 6:30 P.M.

1. CALL TO ORDER

2. ANNOUNCEMENTS

3. PUBLIC APPEARANCES

3.1. Public Comments

Members of the public who wish to address the Commission regarding items on the special meeting agenda should request recognition at this time. In special meetings, comments are limited to items on the agenda (pursuant to California Government Code §54954.3(a)). See guidelines for public appearances at the end of this document.

3.2. Commissioner Comments

4. CLOSED SESSION

4.1. Closed Session:

4.1.1. Pursuant to California Government Code §54957 to meet with in conference with agency labor negotiator.

Agency negotiator: Kelly Tuffo

Employee organization: SEIU Local 1021 by conference call

Govt. Code §54957.6

5. OPEN SESSION

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

6. ACTION ITEMS BY RESOLUTION

6.1. Adopt salary resolutions for confidential and management employees.

The Commission must take action to have the terms of salaries and benefits in the Union agreement apply to confidential and management employees.

7. ACTION ITEMS BY MOTION

7.1. Schedule for Holiday Closure (1 Document)

The Union agreement includes 3.5 furlough days between Christmas and New Year's Day and the MOU outlines staff holidays.

8. DATE AND TIME OF NEXT REGULAR MEETING

Meeting: Regular

Date: December 5, 2011

Time: 6:30 p.m.

Location: Rincon Valley Regional 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 Thursday, November 10, 2011. They will also be available on the Library's web site <http://www.sonomalibrary.org/agenda/>.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Library Director's Office at 707.545.0831, ext. 553, as soon as possible to ensure arrangements for accommodation.

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. Comments are limited to three minutes. 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.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.14.11	Special	6.1

SUBJECT

Salary & Benefits for Management & Confidential Employees

RECOMMENDED ACTION

Adopt the resolutions modifying salary and benefits for unrepresented employees

DRAFT MOTION

I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY

COMMISSION modify 2011-2012 salary and benefits for the Library's confidential and management employees to reflect the tentative agreement with SEIU.

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.

FUTURE BOARD ACTIONS

FISCAL IMPACT

Helps achieve additional savings in the budget for FY 2011-2012

POLICY ISSUES

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

ATTACHMENTS

Document #6.1.1 – Salary Resolution: Confidential Employees

Document #6.1.2 – Salary Resolution: Management Employees

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO

RESOLUTION ON CONFIDENTIAL LIBRARY

EMPLOYEE SALARY AND BENEFITS FOR FISCAL YEAR 2011-2012

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 2011-2012 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 November 14, 2011; 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 14th day of November 2011.

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 2011-2012

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 2011-2012 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 November 14, 2011; 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

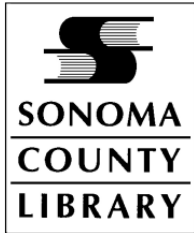
BE IT FURTHER RESOLVED that these documents will also be revised as appropriate
to reflect any modifications in the Memorandum of Understanding with SEIU and
presented to the Library Commission for approval at the same time.

DULY PASSED this 14th day of November 2011.

AYES: NO: 0 ABSENT: 0

APPROVED: _____
Chair

ATTEST: _____
Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.14.11	Special	7.1

SUBJECT

Holiday closure schedule 2011

RECOMMENDED ACTION

Approve recommended schedule if Union agreement is ratified and approved.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the schedule for 2011 holiday closures and Mandatory Time Off (MTO).

BACKGROUND

The MOU with SEIU includes requirements for staff holidays, and the tentative agreement provides for 3.5 days' MTO between Christmas Eve and New Year's Eve. The fact that Christmas and New Year's fall on Sunday creates a more complicated schedule.

The Commission approves service hours and Library closures. As explained in the footnote, staff who work a Monday-Friday will observe the holiday on a Monday when the Library is already closed to the public under the new schedule of service hours.

If the Union agreement is not approved and ratified, this agenda item will be withdrawn.

FUTURE BOARD ACTIONS

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

Document #7.1.1 – Proposed 2011 Holiday Closure Schedule

PROPOSED HOLIDAY CLOSURES - 2011

DATE	HOLIDAY	CLOSURE	REASON
LIBRARY CLOSURES (APPLIES TO PUBLIC SERVICE SCHEDULE TUESDAY-SATURDAY)			
Friday, December 23	Christmas Eve Observed	All libraries close 2:00 p.m.	MOU
Saturday, December 24	Christmas Observed	All libraries closed	MOU
Sunday, December 25	Christmas	Central Library closed	MOU
Tuesday, December 27		All libraries closed	Mandatory Time Off (MTO)-1 Day
Wednesday, December 28		All libraries closed	Mandatory Time Off (MTO)-1 Day
Thursday, December 29		All libraries closed	Mandatory Time Off (MTO)-1 Day
Friday, December 30		All libraries closed	Mandatory Time Off (MTO)-Half-Day
	New Year's Eve Observed	All libraries closed	MOU (Half-day)
Saturday, December 31	New Year's Day Observed	All Libraries closed	MOU
Sunday, January 1	New Year's Day	Central Library closed	MOU

Note: The Library Commission approves the schedule for library service hours and closures. Staff who work a Monday to Friday schedule will observe Christmas on Monday, December 26, and New Year's Day on Monday, January 2, when the Library is already scheduled to be closed.