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

6 **Note: M/S/C = Moved/Seconded/Carried**
7

8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Chair Lynch called
10 the meeting to order at 6:00 p.m. in the Central Santa Rosa Library Board Room.
11

12 Commissioners present: Arnold, Freis, Lynch, Kelley, and May. Commissioner
13 Dell’Osso’s absence was excused.
14

15 Staff present: Library Director Sandy Cooper; Public Services Division Manager
16 (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM) Elissa
17 Alfano; Human Resources Manager Patrick Preston; IT Co-Team Leaders Denise
18 Lewers and Mike Dawe; Materials Management Division Manager (MMDM) Jaime
19 Anderson; Collections Manager Kathy Dennison; Children’s Services Coordinator
20 Kathy DeWeese; Technical Support Specialist Kerri Bailey; and Administrative Aide
21 Stephanie Kunkle.
22

23 **ANNOUNCEMENTS AND INTRODUCTIONS**

24 There were no announcements or introductions.
25

26 **CLOSED SESSION**

27 Pursuant to California Government Code §54957 to Meet in Conference with Agency
28 Labor Negotiator (Brown Act, §54957.6) Patrick Preston.
29 Employee organization: SEIU Local 1021
30

31 **OPEN SESSION**

32 Pursuant to Government Code §54957.1, to report on closed session. Chair Lynch
33 reconvened the group in open session at 7:11 p.m. She reported that the closed
34 session convened at 6:02 p.m. in the Central Santa Rosa Library Board Room. The
35 Commission gave direction to negotiator Patrick Preston, but took no formal action.
36

37 **APPROVAL OF MINUTES** – Minutes for the March 2, 2010, Commission Regular
38 Meeting and FY 2010-2011 Budget Workshop #2.
39

40 **M/S/C (Freis/Kelley)** moved that the Sonoma County Library Commission approve
41 the minutes of the regular meeting and FY 2010-2011 Budget Workshop #2 on March
42 2, 2010, as presented.

43 AYES (5): Arnold, Freis, Kelley, Lynch, May
44
45

46 **CORRESPONDENCE & PRESS COVERAGE**

47 The Commissioners reviewed the newspaper clippings which included an article in
48 *The Press Democrat* about the passing of former Library Director David Sabsay.

1 Director Cooper reported that there is some interest in having the Library do
2 something to honor Mr. Sabsay. Wine Librarian Bo Simons and former Commissioner
3 Millie Howie for assistance are working on the issue.
4

5 **PUBLIC APPEARANCES**

6 There were no public appearances.
7

8 **CONSENT CALENDAR**

9 There were no concerns or objections, so Chair Lynch declared the items approved.
10

11 **ACTION ITEMS BY RESOLUTION**

12 **10.1 Adopt the Interim Budget Policy**

13 The Commission discussed the draft Interim Budget Policies at the March meeting.
14 Due to some concerns from the Union, the draft document was revised slightly.
15 Chair Lynch asked if there were any objections to this revision. There were none.
16

17 **M/S/C (May/Arnold)** moved by resolution that the Sonoma County Library
18 Commission adopt the Interim Budget Policy.
19 AYES (5): Arnold, Freis, Kelley, Lynch, May
20

21 **10.2 Adopt Policy on Delegation of Authority**

22 The Commission reviewed the draft of this document last meeting. The policy was
23 revised in response to the concerns that the Commission raised in their previous
24 discussion.
25

26 **M/S/C (Kelley/Arnold)** moved by resolution that the Sonoma County Library
27 Commission adopt the Delegation of Authority Policy.
28 AYES (5): Arnold, Freis, Kelley, Lynch, May
29

30 **10.3 Adopt the Policy on Funding GASB 45**

31 Under GASB statement 45, the Library is required to review its policy on funding its
32 long-term liability for the cost of retiree health. The Library is also required to conduct
33 an actuarial study every three years to determine the projected thirty-year cost of
34 "Other Post Employment Benefits." Commissioner Arnold asked when we last
35 conducted a study. ASDM Elissa Alfano said that there had been two; the last one
36 being November 2009.
37

38 **M/S/C (Arnold/May)** moved that the Sonoma County Library Commission adopt the
39 resolution as required by GASB 45 confirming that its current policy for funding Other
40 Post Employment Benefits is "pay as you go" with a requirement that the Commission
41 review the policy in one year.
42 AYES (5): Arnold, Freis, Kelley, Lynch, May
43
44

45 **ACTION ITEMS BY MOTION**

46 **11.1 Approve Library priorities for March 2010 to February 2011**

47 Commissioner May said that he would like to see some examples of library statistics
48 from other libraries. He also asked about 1.2.2 – *Evaluate the use of volunteers at all*
49 *the libraries and develop policies, procedures, and training that assures appropriate*

1 *and consistent management of volunteers systemwide.* The Director said that the
2 union has raised concerns about the lack of a consistent practice across the system.
3 She added there are currently no clear policies and procedures as well as training for
4 volunteers.
5

6 **M/S/C (May/Freis)** moved by resolution that the Sonoma County Library Commission
7 approve the Library priorities for 2010 as outlined in Focus & Finish.

8 AYES (5): Arnold, Freis, Kelley, Lynch, May
9

10 **11.2 Approve a “Placeholder” Budget at Its April 2010 Meeting**

11 Commissioner May: How much longer do we need to negotiate with the City of Santa
12 Rosa for a lease?

- 13 • *Response:* Work began on the lease; however, the City’s legal staff has not had
14 time to work on it. The City has been making safety improvements and ADA
15 upgrades to Central’s loading dock.
16

17 **M/S/C (May/Freis)** moved that the Sonoma County Library Commission authorize the
18 Director to submit the preliminary FY 10-11 Budget to the County of Sonoma.

19 AYES (5): Arnold, Freis, Kelley, Lynch, May
20

21 **11.3 Authorize Consulting With Outside Legal Counsel**

22 The Library Director asked County Counsel to clarify the Library’s obligations
23 regarding retiree health insurance for past, current, and future employees. Because
24 they are currently involved in litigation with retirees on the same issue, they
25 recommended that the Library consult outside counsel and provided us a list of three
26 firms that they have used. Chair Lynch asked the Director to see if there were firms in
27 Sonoma County that might provide the assistance.
28

29 **M/S/C (Arnold/May)** moved that the Sonoma County Library Commission authorize
30 the Library Director to consult with outside legal counsel to clarify the Library’s
31 obligation to provide retiree health care benefits to former, current, and future
32 employees.

33 AYES (5): Arnold, Freis, Kelley, Lynch, May
34

35 **DISCUSSION ITEMS**

36 **12.1 Management Report**

37 **12.1.1. Progress on Priorities, Issues & Challenges**

38 Commissioner Kelley asked about the result of the water use audit. Healdsburg and
39 Guerneville have irrigation problems. For the work to reduce energy costs, ASDM
40 Alfano said that Dan Jenkins has identified that Sebastopol was charged an excise
41 tax of \$400 that should be refunded, and he continues his work.
42

43 Commissioner Freis asked about updating the policy on serving alcohol. County
44 Counsel has provided staff with background information, and the next step is to
45 review the current practice for other public agencies.
46
47
48

1 May asked for an update on efforts to discourage patrons who may be misusing the
2 Library's public computers, and the Library Director replied that they seem to be
3 effective.
4

5 **12.1.2. Year-to Date Revenue & Expenditures**

6 ASDM Alfano said we are holding the line. There is nothing exceptional in the report.
7

8 **12.1.3. Management Team Response – Staff Cost-Saving Suggestions**

9 The Commission reviewed the Library Management Team's response to the Union's
10 July 2009 cost-cutting suggestions.
11

12 **12.2 Basic Services and Fees**

13 **12.2.1. Discussion Definition of Basic Services and Potential Policy on Fees**

14 Chair Lynch asked about what other bay area libraries charge for holds. Director
15 Cooper said that some charge 50 cents per hold to support system delivery.
16

17 The Commission had a lengthy discussion of the pros and cons for charging for holds
18 and ended up focusing on charging for expired holds. The Library Director asked for
19 the opportunity to determine the staff's position on the issue. She will report on the
20 results at the May meeting.
21

22 **LIBRARY ADVISORY BOARDS**

23 **13.1 Ready for Appointment**

24 Cloverdale Library Advisory Board has a vacant position with the term expiring on
25 June 30, 2013. There are no applicants for the position.
26

27 **COMMISSION MEMBER INFORMATION ITEMS**

28 Commissioner Freis reported:

- 29 • That Mary Evelyn Arnold attended the Santa Rosa Library Advisory Board (LAB)
30 recent meeting to talk about the Sonoma LAB's success at advocacy and raising
31 the visibility of the library in the community. The Santa Rosa LAB decided to meet
32 6 times a year and to undertake a public outreach project.
33

34 Commissioner May reported:

- 35 • That the Petaluma City Council will issue a proclamation declaring April as "Big
36 Read Sonoma County" month and the kick-off for it is April 5 at the Library.
- 37 • That Saturday, May 1, at 2 p.m., the Library Teen Advisory Council will present
38 Pirate Day in Petaluma.
- 39 • That there will be a Mad Hatter's Volunteer Tea Party on Wednesday, April 21 at 2
40 p.m.
41

42
43 Commissioner Kelley reported:

- 44 • That as part of the Big Read, it was *Read Tom Sawyer to Your Dog Day* last
45 Saturday.
- 46 • That this Saturday is the program to announce the winners for the Art & Essay
47 *Why I Love the Library* contest.
- 48 • That the 17th is the Friend's semi-annual book sale.

1 Commissioner Arnold reported:

- 2 • That she is going back to the Sonoma City Council meeting Wednesday night for
- 3 the final capital improvement discussion.
- 4 • That a City proclamation for the Big Read was issued last month
- 5 • That there are art contests in schools and book discussions in the Library.

6
7 Commissioner Lynch reported:

- 8 • That Guerneville's excitement is around the census. Most people in Guerneville
- 9 have post office boxes and are coming in the Library for forms.
- 10 • That the Guerneville's Readers Theater was a success once again this year.
- 11 • That a book sale is coming up at the Sebastopol Library in early May.

12
13 **CLOSED SESSION**

14 The Commission recessed to closed session at 8:17 p.m. to consider the Library

15 Director's performance evaluation (Government Code 54957).

16
17 **OPEN SESSION**

18 The Commission reconvened in open session at 8:49 p.m. Chair Lynch reported that

19 the Commission took no formal action.

20
21 **DATE AND TIME OF NEXT MEETING**

22 Meeting: Regular Commission Meeting

23 Date: Monday, May 3, 2010

24 Time: TBD

25 Location: Central Santa Rosa Library

26
27 **ADJOURNMENT**

28 The meeting adjourned at approximately 8:50 p.m. by acclamation.

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Clerk