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3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **May 3, 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 6:45 p.m. in the Central Santa Rosa Library Board Room.
11

12 Commissioners present: Arnold, Dell’Osso, Freis, Kelley, Lynch, and May.
13

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

22 Guests and observers present: Healdsburg Library Advisory Board Member Tom
23 Colbert; Library auditor Will Soper of Beels Soper LLP; retired Librarians Dana Evans,
24 Del Guidinger, and Mary Reder; and retired Branch Manager Jain Erla.
25

26 **ANNOUNCEMENTS AND INTRODUCTIONS**

27 There were no announcements or introductions.
28

29 **PUBLIC APPEARANCES**

30 Retiree Jain Erla read a statement expressing opposition to any change in retiree
31 health care benefits. Director Cooper responded that they had been misinformed and
32 that we had hired attorneys for the purpose of clarifying the rights of current staff who
33 were vested, those not yet vested, and retirees. She added that there is no intent to
34 eliminate or radically change the benefits for retirees. Director Cooper also spoke
35 about GASB 45 requirements regarding funding other post employment benefits (i.e.,
36 retiree health insurance). She suggested that they review GASB 45 background
37 information in the March 2, 2010 Library Commission meeting documents which are
38 posted online. Chair Lynch thanked them for attending.
39

40 **CLOSED SESSION**

41 Pursuant to California Government Code §54957 to meet in conference with Agency
42 Labor Negotiator (Brown Act, §54957.6) Patrick Preston.
43 Employee organization: SEIU Local 1021
44

45 **OPEN SESSION**

46 Pursuant to Government Code §54957.1, to report on closed session. Chair Lynch
47 reconvened the group in open session at 7:17 p.m. She reported that closed session

1 convened at 6:45 p.m. in the Central Santa Rosa Library Board Room and that no
2 action was taken.

3
4 Chair Lynch introduced herself and welcomed Tom Colbert, who was considering
5 joining the Commission as a representative of the Fifth Supervisorial District. The
6 Commissioners introduced themselves and the district they represent, followed by
7 staff member introductions.

8
9 **APPROVAL OF MINUTES** – Minutes of the April 5, 2010 Regular Meeting.

10
11 **M/S/C (May/Kelley)** moved that the Sonoma County Library Commission approve the
12 minutes of the regular meeting on April 5, 2010, as presented.

13 AYES (5): Arnold, Freis, Kelley, Lynch, May
14 Dell’Osso abstained due to his absence April 5, 2010.

15
16 **CORRESPONDENCE & PRESS COVERAGE**

17 The Commissioners reviewed the newspaper clippings, which included an article in
18 *The Press Democrat* by Gaye LeBaron about former Director Sabsay. Director
19 Cooper also said *The Windsor Times* published a wonderful article and pictures of
20 three children who were winners in the “Why I Love the Library Essay and Art
21 Contest.”

22
23 **PUBLIC APPEARANCES**

24 There were no additional public appearances.

25
26 **FINANCIAL POLICY DEVELOPMENT**

27 **9.1 Fund Balance Policy – Discussion of First Draft**

28 Auditor Will Soper has been assisting with the development of financial policies.

29 Soper explained that there are two reasons for updating the policy: to clarify the
30 appropriate uses and to conform to the new General Accounting Standards Board
31 (GASB) Statement 54. He explained the new categories for fund balances required
32 by the revised standard.

33
34 The proposed revision requires that the fund balance shall be maintained at a
35 minimum of 12.5% of the Library’s budgeted operating expenditures each year, with a
36 goal of 20%. Director Cooper noted that the current policy requires 12.5% of property
37 tax revenue.

38
39 One new category in the reserve fund is the Capital Asset Replacement Fund, which
40 is designed to set aside money for replacement of major items, such as the Library’s
41 vehicles, hardware and software essential to the Library’s technology infrastructure;
42 and replacement of major components of facilities that are the responsibility of the
43 Library and not that of the building owner. In response to a question about our
44 replacement cycles, Director Cooper responded our only current life cycle guideline is
45 the five-year replacement of personal computers.

46
47 The Commission noted that the replacement cycle information could be helpful in
48 determining the appropriate time to replace items that are the responsibility of the city

1 and the county (i.e., the building owners) so that the branch managers and LAB
2 members could work to make sure the items are in the local government's capital
3 improvement/replacement plans.
4

5 Chair Lynch suggested that staff be briefed on the new policy, saying that she thought
6 the Library should make a good faith effort to inform the staff and offered to help if she
7 could. The Commission wants the employees to be aware of how financial decisions
8 are made. Chair Lynch would like this accomplished in the next six to eight weeks.
9 She added that we should not underestimate the staffs' interest in this issue. Director
10 Cooper added that staff needs to be informed of more than the fund balance, and
11 suggested that we provide an update on our financial situation. Commissioner May
12 suggested that each Commissioner attend the session at the branch they represent
13 and include the service award presentation.
14

15 **CONSENT CALENDAR**

16 10.1.2. A resolution of appreciation was presented for adoption for Arlene Mandell
17 thanking her for her leadership in planning the *Why I Love the Library* contest.
18

19 10.1.3. Under the new "Delegation of Authority," the Commission must approve any
20 single expenditure over \$50,000. The single item requiring their approval was a major
21 online newspaper and magazine index from Gale Cengage Learning - \$58,029.40.
22

23 There were no concerns or objections, so Chair Lynch declared the items approved.
24

25 **DISCUSSION ITEMS**

26 **13.1. Management Report**

27 **13.1.1. Progress on Priorities, Issues & Challenges**

28 Commissioner May commented on Doug Cisney's temporary reassignment as the
29 Interim Central Library Manager– the Petaluma LAB and Commissioner May want him
30 back in Petaluma within 6 months. Director Cooper also noted interim assignments
31 which would be taking place throughout the system beginning May 10, 2010.
32

33 **13.1.2. Third Quarter Budget Estimates**

34 Director Cooper said the document was prepared to update the income and
35 expenditure projections. The County notified the Library that property taxes will be
36 about \$9,000 lower than the January projection. She added that they are not
37 anticipating any changes in salary and benefits since the January projections, but that
38 the Management Team has continued to reduce projections for services and supplies
39 to limit the use of the fund balance.
40

41 **13.2. Fees for Service**

42 **13.2.1. Staff Recommendations Regarding Fees for Expired Holds**

43 This item was a follow-up to the Commission's April discussion about charging fees
44 for service, particularly fees for expired holds. The Director had asked for time to
45 consult with staff on the issue of charging for expired holds. The Management Team
46 asked branch managers to consult with their staff members about the issue. The
47 majority of the branches opposed charging for expired holds, with Central and
48 Rohnert-Park Cotati staff supporting the charge, Petaluma staff reaching a split

1 decision, and the rest of the branch staff indicating they were opposed. The smaller
2 libraries were also concerned that charging the fee undercuts the basic concept of the
3 library system—that your local library offers you access to the holdings of the entire
4 system.

5
6 Frontline staff would have to deal with reaction to the fees, and there are a number of
7 legitimate reasons why people cannot pickup holds. The consensus was to create an
8 information campaign to educate people about managing their holds. Commissioners
9 suggested various ways to inform patrons about managing their holds. Commissioner
10 May asked how much income the Library estimated could be earned from fees for
11 expired holds, and Director Cooper said \$10,000 to \$20,000 because people would
12 quit placing holds or staff would waive the fees because patrons had legitimate
13 reasons for failing to pick items up. Holds are 20% of our circulation and are very
14 popular.

15 16 **13.3. Circulation Policies**

17 **13.3.1. Staff Report on One-Year Evaluation**

18 When the Commission approved the new circulation policies last year, everyone
19 agreed to an evaluation of their impact after one year. Collection Manager Kathy
20 Dennison and Children's Services Coordinator Kathy DeWeese were responsible for
21 the evaluation. While most of the policies had not had an effect on the availability of
22 materials, Dennison said they need more time to analyze the impact on DVDs,
23 because the findings are not clear. There was discussion of various options, and
24 Dennison and DeWeese promised to have a final recommendation in two to four
25 months after consulting with staff systemwide.

26 27 **LIBRARY ADVISORY BOARDS**

28 **14.1 Ready for Appointment**

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

31 32 **COMMISSION MEMBER INFORMATION ITEMS**

33 Commissioner Dell'Osso reported:

- 34 • That the past weekend was a spring book sale.
- 35 • That California journalist Susan Swartz, a radio commentator and author of the
36 Juicy Tomatoes books, will be giving a lecture on Saturday, May 15 at 2 p.m.

37
38 Commissioner Arnold reported:

- 39 • That the City Council voted to make the capital improvements for the Library
40 the number one priority, and that they were committed to the project, even if
41 federal funds are not available.

42
43 Commissioner May reported:

- 44 • That Dorothy Bertucci was at last LAB meeting and about to turn 91 years old.
- 45 • That a recent Friends' book sale made \$5,246.
- 46 • That there had been a Mad Hatter's Volunteer Tea Party April 21 to honor the
47 Petaluma Library volunteers.

- That COTS (a homeless shelter in Petaluma) volunteers are cleaning up around the library under direction of Operations Manager Bill Hess.
- That 65 children attended Pirate Day in Petaluma, which was organized and presented by the Teen Advisory Council.

Commissioner Freis reported:

- That the Foundation event *Chew on This* was very successful and was sold out. There were many good auction items.

Commissioner Kelley reported:

- That she attended her first Windsor LAB meeting and that David Kelly from the town of Windsor attended the meeting to talk about potential ways the Town and the Library could collaborate. She also noted that the revised redevelopment plan for downtown Windsor, which expands the acceptable use of funds to include community facilities such as the Library, was on the City Council agenda for approval on April 21.
- That Windsor Friends' book cart sales are doing very well, making \$2,600 a month.
- That the Santa Rosa Friends had a sale in April and made \$34,000.

Commissioner Lynch reported:

- That she was at a meeting of the River Friends and participated in the presentation to Angela Orr for her service with a resolution.
- That she would not be at the next Library Commission meeting on June 7 because she would be on vacation.

Chair Lynch asked Tom Colbert if he had any questions and said that she would love for him to be part of the Library Commission. Commissioner Arnold commented on the time commitment (which was of concern to Colbert), saying that it only takes about one hour to read the packet and usually two hours for the meetings. The only exceptions are the budget sessions held in January and February, which are half-day sessions. The group noted that he would be liaison to two Library Advisory Boards, which meet for about an hour each quarter. He explained that other volunteer commitments require him to attend frequent subcommittee meetings, so he has been concerned about the time he would be devoting to the Commission.

DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting

Date: Monday, June 7, 2010

Time: TBD

Location: Central Santa Rosa Library

ADJOURNMENT

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

Clerk