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3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **December 5, 2011**

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

8 **CALL TO ORDER**

9 Chair Kelley called the Sonoma County Library Commission regular session to order
10 at 6:36 p.m. in Rincon Valley Regional Library's Forum Room.

11
12 Commissioners present: Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
13 Commissioner Colbert had an excused absence.
14

15 Management Team present: Library Director Sandy Cooper; Public Services Division
16 Manager (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM)
17 Elissa Alfano; Materials Management Division Manager (MMDM) Jaime Anderson;
18 Collections Manager David Dodd; Children's Services Coordinator Kathy DeWeese;
19 Technical Support Specialist Denise Lewers; ILS Manager Mike Dawe; and Human
20 Resources Manager Patrick Preston.
21

22 **ANNOUNCEMENTS**

23 The new Collections Manager David Dodd was introduced and welcomed. Chair
24 Kelley honored Elissa Alfano with a 15-year service award. She read a brief
25 biography and presented her with a Macy's gift card.
26

27 **PUBLIC APPEARANCES**

28 **3.1. Public Comments**

29 Susan Upchurch, assistant to County of Sonoma Board of Supervisors Chair Efrén
30 Carrillo, read a letter on behalf of the Board of Supervisors asking the Director and
31 Commission to present an overview and update at a Board of Supervisors meeting
32 during the first quarter of 2012 to include current initiatives, the fiscal state of the
33 library, and an overview of current and proposed capital projects.
34

35 SOCOSOL member Virginia Harris made a statement about the Library's Strategic
36 Plan, created in 2000 as a "living document," which stated that staffing and services
37 would be expanded as well as evening and weekend hours to better meet the
38 needs of the public. She suggested that the plan be updated annually. She added
39 that they could not locate any update since its inception in 2000. She added that
40 the Commission needed to take up restoration of hours as an agenda item the first
41 meeting of 2012. She requested a response on current priorities and urged the
42 Commission to restore hours.
43

44 Dena Bliss from SOCOSOL urged the Commission to restore the public service
45 hours. She also requested the Commission have a meeting with all stakeholders
46 referred to as "participatory budgeting." She distributed a handout describing the
47 process and requested a response.

1 SOCOSOL representative Sara Schomp stated she was grateful for the LAB
2 emails, but was still waiting for Rohnert Park's contact information. She wants the
3 LAB minutes posted within 10 days and to get more people involved in the process.
4 She added that they appreciated the video of the Commission meetings and
5 suggested every meeting be taped.

6
7 Cooper responded that Rohnert Park-Cotati Regional Library Advisory Board had
8 postponed making a decision until its January meeting. A couple of members did
9 not want their information made public.

10
11 Facilities Manager Tom Popenuck expressed his opposition to the Sebastopol
12 remodel and questioned the timing. He suggested that the project be limited to
13 funds available from outside sources, including the Sebastopol Friends money. He
14 also suggested challenging the City to raise funds for a new library via a bond
15 measure and to utilize SOCOSOL and Friends of the Library. He requested this
16 not be rushed, rather it should be thought out.

17
18 Branch Manager Sue Struthers of Sebastopol spoke next, expressing her support
19 for the remodeling project. The remodel was in the planning stages before
20 Struthers was hired over two years ago. She supports the project as important to
21 addressing concerns about ergonomics and seismic retrofit. The current Library
22 creates harsh working conditions for the staff, which will be corrected by the
23 renovations. Although the Library will be closed, there will be an Express Library at
24 the Community Center so that patrons may pick up holds. She wants to go forward
25 with the remodel. She also shared a letter staff member Justine Withers wrote
26 urging the Commission to approve the budget for the remodeling project.

27 28 **WORKSHOP SESSION**

29 Library Auditor Will Soper presented a mini-workshop, the second of a two-meeting
30 discussion. The topics included Governmental Accounting Standards Board
31 Financial Accounting (GASB) Statement 45 requirements for reporting the Library's
32 liability for retiree health care and the FY 10-11 financial statements, which will be
33 presented for formal acceptance at the next Commission meeting.

34 35 **APPROVAL OF MINUTES** – Minutes of the November 2, 2011 Regular Meeting and 36 November 14, 2011 Special Meeting

37
38 **M/S/C (Dell'Ossso/Freis)** moved that the Sonoma County Library Commission
39 approve the minutes of the Regular Meeting on November 2, 2011, and the Special
40 Meeting on November 14, 2011, as presented.

41 AYES (6): Arnold, Freis, Kelley, and Whistler.

42 ABSENT (1): Colbert

43 ABSTAIN (1): May

44 45 **CORRESPONDENCE & PRESS COVERAGE**

46 Commissioner Kelley read a letter from Technician III Justine Withers of Sebastopol
47 regarding her reasons for the need for a remodel at the Sebastopol Library.

1 **CONSENT CALENDAR**

2 **7.1 Library Commission Regular Meeting Schedule – 2012**

3
4 **7.2 Library Commission Bylaws Change – Meeting day and location**

5
6 There were no objections so Chair Kelley declared the Consent Calendar items
7 approved.

8
9 **ACTION ITEMS BY MOTION –**

10 **9.1 Accept the Library Financial Statements for 2010-2011 – Tabled – not ready**
11 **for approval**

12
13 **9.2 Approve budget and agreements for Sebastopol Regional Library**
14 **Refurbishment**

15 Chair Kelley asked the Director for an update on evaluation of the hazardous
16 materials in the Sebastopol building. Cooper responded that it was not yet
17 complete.

18
19 Freis asked why the timetable was so compressed, and Cooper responded the
20 project had to be completed prior to the beginning of the Summer Reading Program
21 or it would be postponed until the fall. Freis asked why it needed to be done now
22 and if the money would disappear if it was not done now.

23
24 Commissioner Whistler reminded the Commission that the project has been in the
25 planning stages for several years and has been talked about for over 2.5 years.
26 She encouraged the Commission to approve it now and added that the Friends had
27 raised funds to help fund the project. She added that Sebastopol Library was
28 crowded and unwelcoming. Chair Kelley noted seismic and ergonomic
29 improvements were very important to the safety and welfare of staff and patrons.
30 Dell'Osso said it was good when volunteer groups like Friends put forth money, as
31 the City had, and we had the opportunity to leverage our limited funds to improve
32 the situation.

33
34 May had questions on the numbers. What is the total cost to the Library? Cooper
35 said the County estimate did not include the architectural costs. The remodel will
36 not include an expansion of the library staff work area. May had concerns
37 regarding the staff work area and whether it was large enough. Cooper said that
38 Branch Manager Struthers was going to share her office with one of the staff. Work
39 spaces will be improved for the entire staff. Arnold asked if the City owned the
40 building and felt the \$30,000 contributed by the City was insignificant. Cooper said
41 that City of Sebastopol had maintained the building, replacing the HVAC and
42 gradually making ADA improvements, unlike the City of Sonoma.

43
44 Cooper said planning was still underway for the Express Library in space provided
45 by the City in the Community Center. The cost is nominal, and Children's Services
46 Coordinator DeWeese stated that the cost will only cover the janitorial fees.

47
48 **M/S/C (Whistler/Dell'Osso)** moved that the Sonoma County Library Commission

1 approve a budget that will not exceed \$791,916 for the Sebastopol renovation.
2 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
3 ABSENT (1): Colbert

4
5 Freis wanted to know why we were approving the entire amount and not just our
6 amount. Cooper stated that we needed to approve the \$791,916 because the
7 Friends funds and other donations were already under the Library's control.

8
9 **M/S/C (Whistler/Freis)** moved that the Sonoma County Library Commission
10 authorize the Library Director to engage the County Architects Division to manage
11 the Sebastopol Renovation Project.

12 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
13 ABSENT (1): Colbert

14 15 **9.3 Authorize submission of mid-year budget adjustments to the Board of** 16 **Supervisors**

17 Discussions covered budget adjustments, which included the Sebastopol project,
18 adjustments to incorporate the impact of the financial changes in the final Union
19 agreement, and two options for state funding depending on whether reduced state
20 revenue resulted in the state budget "trigger" being pulled on December 15.
21 Cooper also noted that the Library received a windfall from the state for
22 Transaction-Based Reimbursements (TBR) of \$149,000 in October—so those
23 revenues are also included as additional income. Two additional staff furlough
24 days will be added if no state money is received. If we do receive the money, staff
25 will get some compensation time back to make up for the furlough days.

26
27 **M/S/C (Dell'Osso /Arnold)** moved that the Sonoma County Library Commission
28 authorize the Library Director to submit the second quarter budget adjustment to
29 the County, including the appropriate adjustment for state funding.

30 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
31 ABSENT (1): Colbert

32 33 **9.4. Approve holiday closure schedule for 2012**

34 The schedule for holiday closures as presented is based on the new public service
35 hours and the Union agreement. The schedule includes several 3-day weekends.

36
37 Cooper reported that SEIU had notified the Commission that it objected to the
38 schedule being presented without a Meet and Confer; however, SEIU has failed to
39 respond to Management's efforts to resolve the issue. With one of the holidays
40 falling before the Commission's next meeting, the Library's attorney Kelly Tuffo had
41 suggested the Commission adopt the schedule contingent upon meeting and
42 conferring with the Union. The holidays were in the MOU, but the closure dates
43 were the point of contention. There are an inordinate number of weekend holidays
44 in 2012.

45
46 **M/S/C (Dell'Osso/Freis)** moved that the Sonoma County Library Commission
47 approve the Library's 2012 schedule for Library holiday closures contingent on
48 meeting and conferring with SEIU.

1 AYES (6): Arnold, Dell’Osso, Freis, Kelley, May, and Whistler.

2 ABSENT: (1) Colbert

3
4 **DISCUSSION ITEMS**

5 **10.1. Management Report**

6 **10.1.1. Progress on Priorities, Issues & Challenges**

- 7
- 8 • Question: Is the City of Healdsburg paying for the evaluation of the building?
9 Response: Yes.
 - 10
 - 11 • Question: What is the status of the recruitment for the Wine Librarian?
12 Answer: We will open the recruitment to outside candidates because the pool
13 of internal candidates was not large enough.
 - 14
 - 15 • Question: What is CONTENTdm? Answer: It is content management
16 software that organizes and displays digital content created from the Library’s
17 special collections.
 - 18
 - 19 • Question: What is the status of NorthNet? Cooper said that they were trying
20 to maintain the deliveries between the counties. NorthNet council met in a
21 conference call on Monday and there was a roll call of 40. Some transition
22 plans were approved. The goal was to maintain critical services and move
23 forward to get money to revitalize. Cooper was concerned with what will
24 happen with SuperSearch since many libraries want to do away with it.

25
26 She added that the staff of Administrative Services will be responsible for
27 implementing all the key changes in the MOU, a very tedious task. ASDM
28 Alfano thanked her staff for all they had done.

29
30 **10.1.2. Monthly Financial Report**

31 Alfano said that we are supposed to get funds from property taxes by first of
32 the year. Expenditures for book carts were being moved to special revenue
33 funds.

34
35 **COMMISSION INFORMATION ITEMS**

36 Commissioner May reviewed the following items:

- 37 • Friends November book sale made \$4,800.00.
- 38 • Mat Lounibos has been promoted to a full-time Technician III.
- 39 • The volunteer luncheon is this week.
- 40 • Service awards were last Friday.

41
42 Commissioner Dell’Osso’s items included:

- 43 • They recently lost Chloe DeBrunner, a member of the library advisory board for
44 many, many years and a Friends Board member prior to that. They miss her
45 terribly.
- 46 • Two service awards were presented this past Saturday.
- 47 • Cachito de Flamenco Dance Group program was held on November 19 with over
48 100 in attendance. It was a wonderful event, appealing to all ages.

1 Commissioner Whistler noted that:

- 2 • The service awards would be at the end of week for Guerneville and Sebastopol.
- 3 • There will be a Children's book sale, sponsored by the Sebastopol Friends.

4
5 Commissioner Arnold reported on:

- 6 • The process for selecting public art for the renovated building and the LAB's role
- 7 in that part of the project.

8
9 Commissioner Kelley announced:

- 10 • That she will be the new Executive Director of the Regional Parks Foundation,
- 11 which would be very time-consuming. She will be resigning from the
- 12 Commission, and this is her last meeting.
- 13 • She also noted that service awards will be held later on this week at Rincon
- 14 Valley and Windsor.

15
16 Commissioner Freis told the group that:

- 17 • She presented one service award at Northwest.
- 18 • The Santa Rosa LAB is very energized, doing more outreach, and working more
- 19 with City.

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

22 Meeting: Regular Commission Meeting

23 Date: Monday, January 23, 2011

24 Time: 6:30 p.m.

25 Location Rincon Valley Regional Library

26
27 **ADJOURNMENT**

28 The meeting adjourned at 8:23 p.m. by acclamation.