

APPROVAL OF MINUTES
Agenda Item No.: 3a.
Library Commission Meeting: 05/01/06

LIBRARY COMMISSION MINUTES
Regular Meeting
March 6, 2006

Call to Order:

Meeting was called to order at 6:35 PM by Vice Chair Collins.

Present:

Commissioners Collins, Holderness, Kipp, Myers and Ward.

Absent:

Commission Chair Blakeslee.

Minutes

Commissioner Holderness moved to approve the minutes of January 23, 2006. Commissioner Ward seconded the motion. Motion carried.

AYES: Commissioners: Collins, Holderness, Ward
NOES: Commissioners: Kipp
ABSENT: Commissioners: Blakeslee
ABSTAIN: Commissioners: Myers

Reports and Presentations:

Item 5b. was moved to this point on the agenda to accommodate the quest speaker's, Carlina Miles, schedule..

5.b. Presentation of Evening Programs for Teens

Library Technician Covington presented the staff report reviewing the new Teen Leadership Council that was formed in January 2006.

Library Technician Covington introduced a member of the Teen Leadership Council, Carlina Miles a sophomore at Folsom High School; Ms Miles presented the Commission with an overview of the Teen Leadership Council Meetings, their first planned event, and ideas for future events.

Commissioner Kipp asked what was being done for publicity on the event.

Library Technician Covington responded stating that they had not done a press release but that it is advertised in the March issue of Sierra Parents and a note in the calendar in the newsletter.

Commissioner Kipp stated that she would like to have a photographer present.

Commissioner Ward inquired if staff had contacted Folsom Lake High School. Library Technician Covington stated that staff has not contacted them but that she thinks it is a good idea.

5.a. Georgia Murray Library Building Construction Update

Director of Administrative Services Palmer presented a PowerPoint slide presentation of the progress on the Georgia Murray Library Building since the last slide presentation at the February 6, 2006 Library Commission Meeting.

Commissioner Ward asked about the estimated completion date for the library. Director of Administrative Services Palmer responded that the estimated date is December 10, 2006, and that construction currently is about three weeks behind schedule but hopefully those three weeks can be made up.

Commissioner Collins asked when the steel work would be completed. Director of Administrative Services Palmer responded that the steel work will be completed on March 15, 2006 at 11:00 AM and all of the Commission will be invited to a Topping Out Ceremony conducted by R & B Builders and Flintco Construction.

Commissioner Kipp asked when the exterior would be finished, since the interior will take more time to complete. Director of Administrative Services Palmer responded that he could not answer accurately but the roof work will begin in the next week and the work on the exterior walls will start shortly after that, and will be completed sometime in the summer.

Commissioner Ward asked what the progress was on the coffee café. Director of Administrative Services Palmer responded that the intent is to go back out with the new RFP in March. Commissioner Ward asked if the RFP would be the same. Mr. Palmer stated that it would be tweaked somewhat. Commissioner Ward asked how much of the space would be finished. Mr. Palmer stated there are no funds allocated in the budget to finish this space and the space will remain unfinished until a vendor can be found.

Robert Bulaga addressed the Commission as to what the progress is on the Joint Use Library. Director of Administrative Services Palmer stated there has been no progress, but staff will meet with FCUSD, and the architect on March 20, 2006 and report back at the April Library Commission meeting.

5.c. Presentation on the 2006 Summer Reading Program

Library Technician Covington gave a brief synopsis of the plans for the 2006 Summer Reading Program. Highlighting the theme of “Paws, Claws, Scales, and Tales” which the California State Library in cooperation with the California Library Association is sponsoring by supplying public libraries throughout the state with materials and training. FPL has once again hired artist Leanne Galbraith (of our Medieval Castle of 2005) to decorate the children’s area of the library with an animal theme.

5.d. Operating Statistics for February, 2006

Director of Administrative Services Palmer presented the staff report and reviewed some of the more significant statistics.

Old Business

6.a. Review and Recommendations of the 2006-2007 Fiscal Year Operating Budget

Director of Administrative Services Palmer presented the staff report stressing that the most important of the goals and objectives set for the staff of the FPL in the near term is to design, build, and operate two new libraries. Staff efforts continue to focus on completing the construction of the Georgia Murray Library Building.

Director of Administrative Services Palmer reviewed the proposed staffing plan being presented with the 2006-2007 budget. The plan consists of 4.5 new full time equivalent (FTE) positions, one Library Supervisor, one Library Technician and two Library Assistants. The additional .5 position creates two full-time Librarian positions out of two existing part-time positions.

Commissioner Ward asked what the difference is between the Library Supervisor and the Library Manager positions. Mr. Palmer responded it has to do with span of control and responsibility. This will be a lower level supervisory position and will report to the Library Manager and is consistent with the city’s current staffing allocations.

Commissioner Collins asked if with the new FTE’s the staff that is currently part-time and will go full time are the Librarians, are these specific positions. Mr. Palmer explained that currently we have 4 persons but 3.5 positions. The Proposed Level of Service for this staffing plan would make all 4 of these positions full-time.

Commissioner Myers asked why the ratio of benefits to salary were greater in the Library Assistant positions and considerably less in the Library Supervisor, Library Technician and the Librarian positions. Mr. Palmer explained that the salary projections used in the Proposed Level of Service are based on incumbent positions. Different variables account for these differences; how people account for their health benefits, whether you’re single, single plus 1 or full family. Another factor is as the salary increases with the position titles and pay range the benefit ratio decreases.

Commissioner Kipp moved to approve the Preliminary Operating Budget for 2006-2007. Commissioner Holderness seconded the motion. Motion carried.

AYES: Commissioners: Collins, Holderness, Kipp, Myers, Ward
NOES: Commissioners: None
ABSENT: Commissioners: Blakeslee
ABSTAIN: Commissioners: None

Commissioner Comments:

Director of Administrative Services Palmer requested at this time to share some information with the Commission that he received late today. Each of the Commissioners will be receiving a memo from the City Attorney with regard to required ethics training. The City Council passed a resolution at their February 28, 2006 meeting that requires all commission members to attend a two hour ethics training as a result of AB1234, the local government Sunshine Act that requires all electives, department heads and all standing commission members to do so. Mr. Palmer stated that he is trying to arrange for this training to be conducted at one of the regular Library Commission meetings.

Commissioner Kipp asked what is the time frame in which this training needs to be accomplished. Mr. Palmer responded that it is for those members that are in office as of January 1, 2007.

Commissioner Kipp passed out bookmarks made by a resident of Pinebrook Village and sold as a fundraiser to purchase a plaque in Pinebrook's name for the new library. To date they have raised \$10,000.

Commissioner Ward reported that they have had a few more orders for book spines. They (the Friends) are now trying to push the sales of the plaques. So please pass on any leads to Gail. The plaques will be for contributions of \$3000 and more and will be displayed on a plaque wall.

Commissioner Kipp reported that the Friends have applied for a grant from Washington Mutual.

Meeting adjourned at 8:10 PM

Janet Robinson, Senior Office Assistant