

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

LIBRARY COMMISSION MINUTES
Regular Meeting
April 3, 2006

Call to Order:

The meeting was called to order at 6:31p.m. by Vice Chair Collins.

Present:

Commissioners Ward, Collins, Holderness, Kipp and Myers; Commission Chair Blakeslee arrived at 6:33 p.m.

Absent:

None

Minutes

Commissioner Kipp moved to approve the minutes of February 6, 2006, Commissioner Ward seconded and the Motion carried.

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

Business from the Floor:

None.

Reports and Presentations:

5.a. Library Development Update

Director of Administrative Services Palmer provided an update on the library construction for both the Georgia Murray Library and the FCUSD joint use library.

In response to Commissioner Kipp's comments concerning dedicated parking for the library at the joint use library, Director of Administrative Services Palmer stated that parking is not specific to the library it is open to library patrons and public use but not student parking.

In response to Commissioner Ward's question concerning the completion date of the joint use library, Director of Administrative Services Palmer indicated that it would likely be late 2007 early 2008.

Director of Administrative Services Palmer stated that the revised Request for Proposal for the coffee café was released on March 29, 2005. It is published in the Telegraph and the Bee and responses are due on May 3, 2006, at 3:00 p.m.

Commissioner Ward asked if the qualifications had been changed on the new RFP. Director of Administrative Services Palmer responded that although not greatly, they have been broadened.

Director of Administrative Services Palmer provided an update of the Veteran's Memorial project, indicating the project is underway and staff is working with the architect and artist finalizing the design. Additional information will hopefully be provided to the Commission in June 2006.

Commissioner Holderness suggested that the Commission hear Agenda Item 7a prior to Item 5b. The Board concurred.

New Business:

7.a. Review and Recommendations Regarding the Georgia Murray Library Grand Opening Celebration.

Public Information Officer Ryan stated that staff would be building on the positives and the publicity from the library groundbreaking. The goal is to project excitement instead of pandemonium, to key audience groups, with the intent of breaking the grand opening into two events. First, a Kick-off, VIP sneak preview reception, on a Thursday or Friday evening, by invitation only and for adults only. The invitations would include the Commission, City Council, Department Directors, Community Leaders, Friends of the Library, Donors, etc. with speeches, tours; self guided or conducted by staff. For refreshments possibly wine and Hors d'oeuvres or champagne and chocolate.

A suggestion by a library staff member is to have a special area for Georgia Murray to sit and a display next to her with some history of the library. Then people could come up to her and chat rather than having her walk around.

The book spines and plaques could be displayed and be available for guests to purchase during the event.

Public Information Officer Ryan stated she thought there would be excellent attendance for an event of this nature but the cost would be expensive and she suggested that an underwriter should be pursued. Commissioner Kipp suggested Fat's (restaurant). Public Information Officer Ryan responded that Fat's is a good suggestion. She also stated there are several options with the idea of an underwriter.

Public Information Officer Ryan suggested that the “Simply Georgia” article written by Commissioner Holderness be reprinted and distributed at this event.

The second event for the grand opening would take place on the following Saturday, a community grand opening. This event would begin with a very brief ribbon cutting ceremony followed by a 4-6 hour time frame that would allow people to come throughout the day. Events would be held throughout the day and pre-published so the public could choose what they were most interested in. Weather permitting there could be outdoor and indoor activities and self guided tours. Library staff has suggested that we not be open for business on the day of the grand opening. Staff also suggested we have a big push for library card sign-ups during the month of September, which is National Library Card Sign Up Month to avoid a huge rush when we first open for business.

One other thought is to hold a much smaller reception, prior to opening, for educators to preview the library and discuss meeting the needs of students and the teachers. This would be a third event.

Commissioner Kipp suggested that events be geared toward adults as well as children.

In response to Commissioner Kipp concerning the amount budgeted for the grand opening, Director of Administrative Services Palmer indicated that \$29,000 was budgeted and was not part of the budget to purchase books. The \$29,000 is intended for brochures, food, drinks, giveaways, making it necessary to locate underwriters for some of the grand opening events.

In response to Vice Chair Collins concerning library staff giving tours during the grand opening, Diane Knight indicated that library staff, City Staff and the Friends of the Library would assist with the tours and that self-tours are planned using footprints to follow with staff at key locations to provide information.

Vice Chair Collins asked if a separate opening would be held for the Veteran’s Memorial. Director of Administrative Services Palmer stated that there will be a celebration on Veteran’s Day and another celebration at some other time of the year due to the fact that the sculptures will not all be completed at the same time.

The Commission supported the timeline and recommendations of Public Information Officer Ryan.

Reports and Presentations

5b. Operating Statistics for March 2006

Agenda Item 5b was heard after Item 7a.

Library Manager Knight provided the operating statistics for March 2006.

New Business:

7.b. Review and Recommendations Regarding Patron Behavior Policy

Director of Administrative Services Palmer made a brief introduction of the staff report.

Library Manager Knight presented the Proposed Folsom Public Library Patron Behavior Policy stating that the current Rules and Regulations Governing Public Behavior in the Folsom Public Library has not been revised since its inception in 1994 when the library opened. Library staff has discussed the need to review and update most library policies that were originally established. Management staff has reviewed the library staffs suggestions, and has reviewed and made recommendations based on comparison of established policy, other library practices, and other city guidelines.

Library Manager Knight stated that cell phone usage in the library is one area that had not been addressed in the original guideline and something that needs to be addressed at this time. A discussion by the Commission followed.

Director of Administrative Services Palmer addressed the Commission during their discussion to stress a couple of points:

- Point one: A discussion of this nature, back and forth negotiations like this, are impossible to capture in the minutes.
- Point two: What we have attempted to do with these policies is do some root cause analysis. What are we going after here; we're going after limiting disturbances in the library of all types, it doesn't matter what's creating the disturbance if it's a disturbance we want to have a simple rule that says "Don't disturb other patrons". Everybody has the right to use the library in a peaceful manner, in a way that they choose. What does use the library mean, it might mean doing research, it might mean coming and staring in to the fireplace and sitting quietly by yourself. It might mean come to the reading room and have a quiet conversation with some friends as part of a group study. We are trying to open the library up, to not only its traditional use but to a place of being, a center in the community. What is very common nowadays is that if you can use your cell phone without disturbing others in the same way you might carry on a low conversation with others then it should be allowed.

Commissioner Holderness stated that this item specifically addresses cell phones none of the other stuff and we are within our rights to restrict the use of cell phones. I think it's absolutely necessary to do that.

Commissioner Ward stated that patrons will monitor other patrons and the problem is that if there is no black and white rule then you are going to get people disturbing other people talking on cell phones and if a patron tries to say something, the person is going to say, oh well they say that I can bring my cell phone in and use it as long as I have my ringer turned off.

Commissioner Holderness stated that the context of disturbance is pretty subjective. It needs to be disallowed. The slack needs to come from people if it's not disturbing anybody and there aren't any people here and you can ignore it like policemen who give warnings instead of tickets you can have that, but the policeman still has the right to give a ticket.

A back and forth discussion ensued; many suggestions and opinions were voiced.

Commissioner Ward stated that it needs to be clearer. In my opinion it needs to say nobody can use radios or CD players without headphones and it needs to say you can't talk on your cell phone.

Library Manager Knight stated that staff, today, will, if somebody is disruptive or making louder than normal acceptable noise levels in the library we do go up and tell people that this is disturbing to other people. We do make a subjective judgment, that's our role when we know that something is disturbing to other people and we have somebody complain. A lot of these rules are based on decisions that a librarian makes. We do allow people to have access to make phone calls to home but we have to monitor them. In some cases it is easier to have a person make a phone call home on their cell phone if they are trying to figure out what they want to get here, or if they want someone to meet them here.

A back and forth discussion ensued; many suggestions and opinions were voiced.

Item # 5 regarding food and drink in the library also ensued in a back and forth discussion.

Commission Chair Blakeslee summarized that the Commission would like to have the Behavior Policy brought back to the Commission after staff has considered the comments made on item # 4.

7.c. Review and Recommendations Regarding Unattended Children Policy

Library Manager Knight presented the staff report. A back and forth discussion ensued; many suggestions and opinions were voiced.

Commissioner Collins proposed the Commission adopt the Folsom Public Library Unattended Children Policy as written.

Commissioner Collins withdrew the motion.

Commissioner Collins moved that the Commission recommend to the City Attorney the Folsom Public Library Unattended Children Policy as stated. Commissioner Kipp seconded the motion. Motion carried.

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

Commissioner Comments:

Commissioner Holderness

Asked why the Library does not subscribe to the Business Journal.

Library Manager Knight stated that the Library does subscribe to the Business Journal.

Asked when the minutes of the Library Commission would be available on-line.

Director of Administrative Services Palmer stated that the City is in the process of changing web software, and will add agendas and minutes once the new website is underway to avoid duplicating efforts at this stage.

Commissioner Ward

Asked about a Public Meeting Room policy for the new library with regards to who is going to set the policy and what it is going to be.

Director of Administrative Services Palmer stated that staff would return to the Commission with policy expectations and the financial implications of such a policy.

Commissioner Kipp

Announced that the Friends of the Library book sale grossed \$7000.00. The cost was about \$1000.00. The next Friends book sale will be in the Community Center in September 2006.

Commissioner Kipp quoted gross revenues from some local (Folsom) businesses from the December 2005 issue of the Sacramento Business Journal, emphasizing that there is money in the Business Community; someone needs to approach these businesses, letters are not working.

In response to Library Manager Knight concerning the next Friends of the Library meeting, Commissioner Kipp was unsure, but believed it to be on a Saturday in May.

The Library Commission meeting adjourned at 8:33 p.m.

Janet Robinson, Senior Office Assistant