

APPROVAL OF MINUTES  
Agenda Item No.: 3b.  
Library Commission Meeting: 08/07/06

**LIBRARY COMMISSION MINUTES**  
**Special Meeting**  
**June 9, 2006**

**Call to Order:**

The meeting was called to order at 6:00p.m. by Chair Blakeslee.

**Present:**

Commission Chair Blakeslee, Commissioners Kipp, Myers, Ward, Collins, and Holderness.

**Absent:**

None

**Opening Comments**

Chair Blakeslee opened the meeting stating that the purpose of the special meeting is for the Commission to take a final review of the 2006-2007 operating budget ensuring that the Commission fully understands and is in agreement with the proposed budget which goes before the City Council on Tuesday, June 13, 2006 for final approval. The Commission can then make a proper recommendation and get it into the hands of the City Council in the proper timeline.

Chair Blakeslee introduced City Attorney Bruce Cline.

Chair Blakeslee moved item 4a. Review and Recommendation of the 2006 – 2007 Fiscal Year Library Operating Budget ahead of item 3. Business from the Floor.

Commissioner Ward stated that she felt the people on the floor came to talk about the budget. She questioned Chair Blakeslee on his decision to move item 4a. ahead of 3.

Chair Blakeslee responded explaining in a special meeting with one item business from the floor does not have to be heard before the agenda item. He stated that the floor could comment on 4a.

City Attorney Cline further explained that business from the floor is for items not on the agenda and that in a special meeting business from the floor is not required and can be moved if included on the agenda.

**Old Business**

4.a. Review and Recommendation of the 2006 – 2007 Fiscal Year Library Operating Budget

Library Manager Knight presented the staff report giving a summary of the proposed 2006 – 2007 operating budget reminding the Commission that the budget has been presented to the Commission at three prior meetings; January 23, 2006, February 6, 2006, and at the March 6, 2006, meeting the Commission voted to approve the proposed budget. Library Manager Knight reviewed the Fiscal Year 2005 – 2006 Accomplishments, the Key Issues and the Fiscal Year 2006 – 2007 work plan.

A discussion by the Commission followed Library Manager Knight's presentation.

Commissioner Ward inquired what shape was the budget on March 6, 2006, what was presented to the Commission. Library Manager Knight responded that it was almost identical; all the financial information is the same. Library Manager Knight stated that she believed the Commission received an update in May regarding the Proposed Level of Service (PLS) requests.

Commissioner Ward inquired if the proposed staffing positions and the diagram were presented to the Commission. Commissioner Collins responded yes and that they are the same.

Commissioner Ward asked when the review by the City Manager and the Finance Director took place. Library Manager Knight stated she thought the end of March or the beginning of April. Commissioner Ward stated that Director of Administrative Services Palmer stated continuously that he had not heard anything back. He (Palmer) stated that even in the May meeting.

Commissioner Ward stated that she was curious about the changes (in the budget) between what the Commission saw and the final review by the city. Commissioner Collins responded that this is the final proposed budget as reviewed by the city and the numbers remained the same. Commissioners Holderness and Ward stated that the Commissioners never saw it. Library Manager Knight stated this is the proposed budget as reviewed by the city and the only thing that changed were finalization of the Proposed Level of Service requests.

Commissioner Holderness stated that in March the Commission was told that the budget was very preliminary and that the Commission would receive the final proposed budget and the Commission never did until now.

Commissioner Collins inquired if the increase in salaries and benefits was due to the increase in full time positions. Library Manager Knight responded that it was.

Commissioner Holderness stated she did not recall the description of the requested Library Supervisor position stating that this would be the supervisory position/branch manager for the new Vista del Lago Library. Library Manager Knight responded that it was the purpose/goal for that position request.

Commissioner Ward inquired why the budget was not on Monday's agenda. Library Manager Knight stated that she did not know other than the Commission did take action on the budget in March. Library Manager Knight stated that she thought the Commission had received an email in May with the final changes. Commissioner Ward and Commissioner Holderness stated they did

not receive an email. Commissioner Myers recalled receiving an informational email stating that the library would not receive the additional funds requested for the grand opening.

Commissioner Ward stated that it is her understanding from the statute that this Commission shall review and make recommendations on all matters relating to the library policies, programs, services, budget, and the development of facilities. In the future when there is a final budget and there is still time for the Commission to review and make some recommendation or come to some conclusion that the Commission should be presented with it.

City Attorney Cline suggested that the Commission ask Director of Administrative Services Palmer to give the Commission an update of the budget process.

Chair Blakeslee stated that the Commission would take comments from the floor and would limit the speakers to three minutes.

Susan Douglass addressed the Commission regarding the Customer Service Levels and the lack of a Library Director.

Julie Rinaldi, Librarian addressed the Commission regarding the Customer Service Levels and Performance Indicators on page IV-98 of the proposed budget and the FY 2005 – 06 Accomplishments on page IV-96.

Commissioner Ward asked Ms. Rinaldi how she felt about the staffing plan. Ms. Rinaldi responded that she felt it was top heavy. The Library Supervisor position almost duplicates the Library Manager position and we do not have enough staff to handle the day to day operation the money budgeted for this position could be better utilized.

Commissioner Ward asked if Ms. Rinaldi had a position on having a Library Director. Ms. Rinaldi stated she feels there should be a Library Director, someone who has credentials and experience not only in running a library but management, budgets, supervision, collection development, technology and regional cooperation.

Oliver Kenney, Library Assistant addressed the Commission on Customer Service Levels stating he thinks that customer service should be reflected in both internal and external levels. Mr. Kenney addressed the staffing issues stating that the Library has been placed under the Administrative Services Department yet functions and appears as its own department in the budget and on the City website and as a department the library should have a department head, a Library Director. Especially moving into a much larger facility and the potential of multiple branches.

Suzanne Wallace, Librarian, addressed the Commission regarding staffing issues. Ms. Wallace stated that she felt that making two part time Librarian positions full time would not be adequate. She feels another Librarian, specifically a Youth Services Librarian, a Circulation Supervisor and a Library Director are all desperately needed and were all listed in the Needs Assessment.

Stephanie Bertin, Librarian addressed the Commission regarding staffing issues. She expressed concern at the monies budgeted for the Library Supervisor position stressing that the need for a Youth Services Librarian was far greater. Ms. Bertin stated that patrons frequently ask who the Children's Librarian is.

Pat Lawson, Part Time Book Processing, addressed the Commission regarding staffing issues. Ms. Lawson stated that she thinks the proposed staffing plan is top heavy and what is really needed is additional staff, specifically in the book processing area. Ms. Lawson stated that she is a casual employee and only works a few hours each week and is the only assigned staff to the book processing department. She would like to see a full time staff person assigned to the book processing department as well.

Earl Kipp addressed the Commission regarding the staffing requests of the staff that addressed the Commission; Mr. Kipp stated that what he is hearing is a request for five new staff at a cost of \$350,000 in new salaries.

Julie Rinaldi clarified for Mr. Kipp that staff is not suggesting the budget go forward with an additional five positions, but rather reorganization of the staffing plan within the proposed salary dollars.

June Robinson addressed the Commission thanking the staff, from the floor, for their comments and encouraging the Commission to listen to them.

Chair Blakeslee closed the public comment section of the meeting.

A discussion by the Commission regarding how to approach the City Council before the June 13<sup>th</sup> meeting followed. Commissioner Ward stated that she would not approve the existing staffing plan based on the public testimony.

City Attorney Cline responded to the Commissions questions stating if you have suggestions, particularly since the budget is going forward on June 13<sup>th</sup> and if you want to perhaps incorporate some comments from some of the people here tonight into a recommendation, that might be appropriate.

City Attorney Cline further explained that the Commission could make a recommendation to the City Council, they could adopt a budget on Tuesday night and then always come back if there was a real concern about whether a Library Supervisor is appropriate or later on have it augmented and changed, the Library Manager position to the Library Director. That is certainly possible during the course of the year. It happens very frequently, people ask for a different position as things move forward. Mr. Cline also stated it's important to recognize that we have an Interim City Manager, the new City Manager is going to be on board within the next two months and when that person comes on board there will be many opportunities for staff and other members of the public to be able to comment to that individual because they're in charge of moving the entire thing forward.

More discussion by the Commission followed with City Attorney Cline responding to the Commissions questions.

Commissioner Ward moved to recommend to the City Council that the position of the Library Director be created in the budget and one of the Librarian positions be designated as a Youth Services Librarian and that the Library Supervisor position be eliminated from the budget. Commissioner Holderness seconded the motion. Motion carried.

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

### **Commissioner Comments**

Commissioner Myers

Would like to see the Library Commission have a lot more involvement in the development of the library budget with input from staff.

Commissioner Kipp

Agrees with Commissioner Myers comment but feel someone's career is in jeopardy.

Commissioner Ward

Thinks that the process was a healthy process, what bothered her most was not having a meaningful opportunity to comment on the budget. The Commission saw it in a very early stage and thought it would be brought back and it wasn't until the Commission became aware of some problems that they saw the final proposed budget, very late in the process.

Commissioner Holderness

Agrees with Commissioner Myers and Ward's comments. She feels the Commission has become somewhat lax and that this meeting was excellent and thanks the floor for their excellent comments. Thinks the Commission needs to be a little more proactive all around.

Commissioner Collins

Thinks the Commission has learned a lot through this process. He feels that the Commission should not get involved in issues that they should not be involved in. It's important to know the feelings of not just staff but the community in general. This library is a great library, facilities are not adequate, the children's reading program is amazing and has grown. More positive things to say about the library this year than when he first joined the Commission five years ago, that is a direct result of the staff in the library. All of the programs enhance the ability of his children to understand what a library is. The Commission has learned a lot in the last month about what is in

the Commission's purview and what is not. We provide recommendations, they can be ignored or accepted and acted upon. He thanked everyone who came and provided feedback at this meeting. He would love to see more staff involvement in the future. Commissioner Collins made a point of addressing the floor and explaining that the Commission does review statistics of all library services on a monthly basis, they just don't all make it into the budget.

Chair Blakeslee

Has been on the Commission for seven years and he is still amazed by the passion in the community for the library. Not just from the Commission but from staff and city management. The library programs and services cover so many demographics and are a direct result of the library staff and what they have done. What all of the Commission, staff, management, and the community want to see is continued growth, enhanced services, and professional services. Maybe the methodology about how it gets done or is administered and certainly what the Commissions purview is in the operations scheme can be disputed and debated but overall we all want to see good programs and good services going forward. Chair Blakeslee stated that he agrees with Commissioner Holderness that the Commission needs to be more proactive in the future.

### **Business from the Floor**

Julie Rinaldi addressed the Commission asking if there is still a vacancy on the Commission. Chair Blakeslee responded that there is. Ms. Rinaldi urged that the vacancy be filled as soon as possible and that there are a number of professional librarians in the community and that it might be a good idea to seek someone with a professional background.

Oliver Kenny thanked the Commission for listening to the comments from the floor, whether they agreed or not and taking the time to hear what they had to say. Mr. Kenney stated that the main goal is to have a better library.

The meeting adjourned at 8:20 p.m.

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Janet Robinson, Senior Office Assistant