

APPROVAL OF MINUTES

Agenda Item No.: 3.b.

Library Commission Meeting: 04/02/2007

LIBRARY COMMISSION MINUTES

Regular Meeting

March 5, 2007

Call to Order:

The meeting was called to order at 6:30 p.m. by Chair Collins.

Present:

Commission Chair Collins, Commissioners Blakeslee, Giancoli, Holderness, Kipp, Myers, and Ryan.

Business from the Floor

None

Commission Chair Collins presented Commissioner Blakeslee with an engraved gavel for his six years of serving as Chair of the Library.

Reports and Presentations

4.a Georgia Murray Building Grand Opening Update

4.b Statistics for January and Opening Week of February 2007

Library Manager Knight presented the staff report highlighting several statistics from the opening week of the Georgia Murray Building:

- 16,673 Items circulated
- 998 New cards issued, (289 on the 1st day)
- 57 school visits booked for March, April and May
- 4500 Reference questions
- 8500 people through the library from Sunday, February 25, through Saturday, March 3, (does not include the 4500 people who attended opening day).
- The Self Check was very popular, usage about equal to patrons assisted at the Circ Desk.
- The first Senior First Friday, March 2, 2007, had over 150 seniors in attendance, the program was a tour with lots of positive feedback.

Old Business

5.a Review and Recommendations Regarding the Operating Budget for 2007-2008

Interim Library Director Cranford presented the Preliminary budget for the Commission's review and recommendation. Ms. Cranford stated that during 2007-2008, the most important of the goals and objectives for the library will be support to provide effective and efficient operation of the new Georgia Murray Building and also to complete construction and open the new Vista del Lago joint-use facility with the Folsom-Cordova Unified School District. The proposed staffing plan for 2007-2008 consists of five new full time equivalent positions, resulting in four new full time permanent staff members and temporary staffing equal to one full time position. The four permanent positions include a Library Director, one Library Technician and two Library Assistants. The temporary part time staff will fill staffing needs in both facilities. Recruitment for the Library Director is underway, and it is anticipated that the position will be filled by June 1, 2007. The remaining new positions are scheduled to be hired in March 2008 to staff the new Vista del Lago Library.

A discussion by the Commission followed. Interim Library Director Cranford responded to questions by the Commission.

5.b Review of Internet and Computer Use Policy and Internet Parental Consent Form

Interim Library Director Cranford presented the staff report reviewing the proposed Internet and Computer Use Policy and the proposed Internet Parental Consent Form.

Library staff has revised the Internet Use Policy to reflect technology changes in the new library and the addition of filtering software. The new policy, Internet and Public Computer Use Customer Responsibilities, also includes the implementation of an Internet Parental Consent Form, requiring written parental authorization for a minor to use unfiltered Internet public computers in the Adult Area. Adopting this requirement will protect minors from viewing harmful material. The Internal Parental Consent Form will be provided as part of the library card application process for new library users. To allow sufficient time to inform and register existing library users a transition period is needed. Library staff anticipates implementing the Consent form requirement by May 1, 2007.

A discussion by the Commission followed. Interim Library Director Cranford responded to questions by the Commission.

Commissioner Myers moved to approve the Internet and Computer Use Policy and Internet Parental Consent Form subject to a change on number 12 of the Internet and Computer Use Policy to read *Customers may not use any Library Resources for illegal or criminal activity. Illegal acts involving Library resources may be subject to prosecution by local, State or Federal officials. Materials obtained or copied on the Internet may be subject to copyright laws that govern the making of reproductions of copyrighted works.*

Commissioner Holderness made a friendly amendment to make the statement more specific by adding the term Internet to the phrase Customers may not use any Library *Internet* Resources for illegal or criminal activity, etc.

Commissioner Holderness seconded the motion. Motion carried.

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

New Business

6.a Group Study Room Policy

Interim Library Director Cranford presented the staff report reviewing the proposed Library Group Study Room Policy.

The Library has two study rooms with a seating capacity of six that can be used for group study or projects. Study room use is free of charge and on a first come, first served basis. The Library has developed a Group Study Room Policy for Library Commission consideration. The proposed policy makes the rooms available for reservation on a walk-in basis, with a maximum of two hour sessions per day. At the conclusion of the session, and if no one else is waiting, use of a study room may be renewed for an additional two hours, in one hour intervals, at the Reference Desk. Use of the same study room, however, cannot be guaranteed. The goal of the Policy is to make use of the rooms equitable.

A discussion by the Commission followed. Interim Library Director Cranford responded to questions by the Commission.

Commissioner Blakeslee moved to approve the Group Study Room Policy as written. Commissioner Kipp seconded the motion. Motion carried.

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

6.b Library Director Recruitment

Interim Library Director Cranford presented the Commissioners a copy of the official City of Folsom recruitment brochure for the Director position and detailed the timeline for the recruitment process.

Commission Chair Collins requested an update at the April meeting.

Commissioner Comments

Commissioner Kipp stated she is overwhelmed by the job staff did in getting the new library opened, it has fulfilled her expectations beyond belief. Thank you.

Commissioner Myers concurred.

Commission Chair Collins concurred.

Commission Chair Collins requested an updated Commission Roster.

Commission Chair Collins inquired about the Coffee Café, what is being done to recruit a vendor. Has staff considered other uses should a vendor not be found.

Commissioner Blakeslee stated he would like to keep the café space specific to that purpose for a while longer, he stated that once vendors see some data showing how many people are using the building that might give potential vendors something a little more tangible.

Commission Chair Collins requested an update on the coffee café at the next meeting.

Commission Chair Collins requested an update on the Veteran's Memorial.

Commissioner Kipp stated she would like to see the Donor Wall.

Commission Chair Collins concurred and said he would also like an update on the book spine sales.

Meeting adjourned at 8:09 p.m.

Janet Robinson, Senior Office Assistant