

APPROVAL OF MINUTES  
Agenda Item No.: 3a.  
Library Commission Meeting: 04/03/06

**LIBRARY COMMISSION MINUTES**  
**Regular Meeting**  
**February 6, 2006**

**Call to Order:**

Meeting was called to order at 6:31 PM by Commission Chair Blakeslee.

**Present:**

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

**Absent:**

Commissioners Holderness and Myers.

**Reports and Presentations:**

5.a. Main Library Development Update

Library Manager Knight presented a PowerPoint slide presentation of the progress on the new main library noting the changes since the last slide presentation at the January 23, 2006 Library Commission Meeting.

5.b. Operating Statistics for January, 2006

Library Manager Knight presented the staff report and reviewed some of the more significant statistics, specifically the decrease in the number of library cards held by Folsom residents. She explained that cards inactive for over three years are purged from the system once a year.

5.c. Presentation on the Brown Act

Library Manager Knight presented the staff report and gave a brief presentation on the key points of the Brown Act as it applies to the Library Commission.

**Old Business**

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

Library Manager Knight presented the staff report emphasizing that the budget was still very preliminary and still in draft form. Staff is working on a weekly basis preparing the budget for June adoption by City Council.

Commissioner Kipp asked if staff presents the budget in May. Library Manager Knight responded that staff does present in May and that the Commission will review the budget once again in May prior to the City Council presentation and final adoption in June.

Commissioner Kipp asked if this report was for the Commission's information only, and does not require action by the Commission. Library Manager Knight responded that this is correct, this is informational only and the Commission need not take any action with the budget at this time.

Commissioner Kipp had an inquiry about page 4 of the staff report, bullet point 4, "Due to fiscal constraints on the Folsom Redevelopment Agency (FRA), all FRA funded activities and projects need to be deemed "FRA eligible" by the Neighborhood Services Director..." who is the Neighborhood Services Director? Library Manager Knight responded that the Neighborhood Services Director is Amy Feagans. Commissioner Kipp asked since the FRA is paying for the new library are the funds in question. Library Manager Knight responded that the library is under construction already, this applies only to new projects.

Commissioner Ward asked if the Assistant City Manager jobs would be filled or eliminated. Library Manager Knight stated she was not sure.

Commissioner Collins asked if we are completing the new library in November 2006, and if that is the projected completion date, would we be having the grand opening in January 2007, or a month or two after. Library Manager Knight stated that the actual construction deadline date is December 10, 2006. Probably the grand opening will be in December. She further stated that staff is hoping to have a month to move, and for transition testing.

### **New Business:**

#### **7.a. Review and Approval of RFID Technology**

Library Manager Knight gave a brief description of Radio Frequency Identification (RFID) and introduced Librarian Helen Glotzbach who presented her staff report on RFID Technology.

Commissioner Kipp asked right now you use the bar code, what do you use with RFID? Commissioner Collins responded that a microchip is used. Commissioner Ward responded that the chip is in the book and staff have to place the chips in each book.

Commissioner Ward asked if staff have looked at the system to be purchased. Library Manager Knight responded that staff have looked at several. Commissioner Ward inquired as to cost. Library Manager Knight responded that staff have gotten several estimates, one of which is approximately \$250,000. Commissioner Ward asked if the new library was wired for RFID and Library Manager Knight responded that it is

Commissioner Ward stated I have two questions. One, what is the library's policy on the Patriot Act, that's where a lot of the privacy concern comes from. If the FBI or Homeland Security came

in with a list of books that somebody checked out would you give it to them? Library Manager Knight responded no. Commissioner Ward asked did the City Counsel ever take a position on that or was that just the library's position?

Library Manager Knight responded I would refer them to the City Counsel if they didn't have a court order.

Commissioner Ward stated my next question is suppose somebody goes through the metal detector and it beeps, who's going to tackle them and take their book away, who's going to be the security. Library Manager Knight responded, the Circulation Desk will be right there. Commissioner Ward asked are you going to have a security guard. Library Manager Knight responded I don't know. A discussion by the Commission followed.

Library Manager Knight presented a brief video on RFID technology. A discussion by the Commission followed.

Robert Bulaga addressed the Commission asking what the system would cost and what the annual operating cost will be. Library Manager Knight responded that it is expensive, but in some ways the prices are decreasing, initially when staff first looked into the system about three years ago, the identifying tags were about one dollar each now they are about fifty cents each, and there is a prediction that they will go as low as twenty-five cents each. Library Manager Knight stated that staff has had several estimates and at this time we are looking at (installing in) both libraries. Depending on who we go with it could be two to three hundred thousand dollars initially with maybe fifteen thousand a year annual expense.

Commissioner Collins asked since we get in a lot of holds from other libraries, if we're the only ones using RFID do we have to have a barcode reader as well. Library Manager Knight responded yes we will have to. Commissioner Collins stated so as a patron if I have three books from our library and one from somewhere else, I need to know to scan the bar coded item and use RFID for our items. Library Manager Knight acknowledged that yes that is true, you will need to do both.

Commissioner Kipp moved to approve the use of some type of RFID Technology in the new library. Commissioner Collins seconded the motion. Motion carried.

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

7.b. Review and Recommendations Regarding the Library Commission Work Plan 2006-2007  
Library Manager Knight presented the staff report for the Commissions review. A discussion by the Commission followed.

Commissioner Kipp inquired if the new library would be wireless. Library Manager Knight responded yes.

**Commissioner Comments:**

Commissioner Ward stated the ceramic spines are in and the colors are very nice, but they all look very much the same and rather plain. On the next order Commissioner Ward stated she would request that more decorative elements be added. She suggested that possibly a local artist could add some decorative elements to the ones already received.

Commission Chair Blakeslee commented that looking at the new Commission work plan the primary focus is no longer on just building a new library, but now includes many new things for the Library Commission to work on.

Meeting adjourned at 7:55 PM

---

Janet Robinson, Senior Office Assistant