

**LIBRARY COMMISSION MINUTES**  
**Regular Meeting**  
**October 6, 2008**

**Call to Order:**

The meeting was called to order at 6:33 p.m. by Commission Chair Collins.

**Present:**

Commission Chair Collins, Commissioners Ryan, Giancoli, Kipp.

**Absent**

Commissioners Blakeslee and Holderness.

**Approval of Minutes**

3. a. Commissioner Kipp moved to approve the minutes of September 8, 2008 as amended. Motion carried.

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

**Business from the Floor**

Friend's President, Mary Sessarego addressed the Commission stating that over \$6000 was made at the recent Friends Book Sale in September. She reminded the Commission of the upcoming Renaissance Faire coming the week-end of October 18 and 19, 2008 explaining that the Friends have a book booth with old, rare and out of print books for sale and that the Friends receive a portion of the gate from the Faire.

Friend's President Sessarego explained that the current by-laws of the Friend's state that they use a Calendar Year, yet the city is on a Fiscal Year, the Friend's are revising their by-laws to match the city which will make accounting easier for both, the Friend's will vote on this in their December meeting.

**Reports and Presentations**

5 a. Norman R. Siefkin Public Library Programming Plan

Library Supervisor Galindo gave a brief report on the planned programming for the Norman R. Siefkin Public Library, stating that programming will follow a Calendar Year and most programming will begin in January 2009.

Commissioner Ryan asked how things are working with the Folsom Cordova Unified School District (FCUSD).

Library Supervisor Galindo stated that things are going very well, there is lots of interaction with teachers, the computers should be up and running this week and the library will conduct tours of the computer lab.

Commissioner Giancoli asked if some people, parents of younger children, may want to avoid bringing their children when there is a high number of teens during the day.

Library Supervisor Galindo stated that the design of the building makes it nice because the children's area is closed off from the main library and the teens, for the most part are well behaved.

Commission Chair Collins stated he was about 50/50 on the joint use idea but he stated that he uses the new library with his children and the teens have been very polite, it has been a very positive experience overall.

### **New Business**

#### 6 a. Proposed Changes to Loan Periods and Library Fines/Fees Schedule

Library Director Curl presented the staff report stating that the library periodically reviews loan periods as new formats are added and as operational changes are apparent. Fines and fees are reviewed periodically by the City of Folsom and were last changed in 2006. The goal of the proposed changes would be to add cost recovery in several new areas, but for the most part staff sought to simplify the loan periods and fines and where possible decrease costs to customers.

Commissioner Kipp stated that when the new fine and fee schedule is presented to the City Council she would like to address the City Council about the fact that in these economy times the library is lowering fees. This must be a selling point for the city as well as the library,

Commissioner Giancoli commented that he really likes the idea of simplifying so that people know when their items are due.

Library Director Curl stated that she did survey some regional libraries and that these proposed fines fall within.

Commissioner Ryan asked if there will be any kind of financial impact by lowering fines.

Library Director Curl stated that she hopes being able to address the items that we currently do not charge for, missing pieces or broken cases, etc. will balance any loss of fines.

Commissioner Ryan stated that she likes making express items 3 weeks but keeping the fine at \$1.00 per day.

Library Director Curl stated that right now we can change the loan periods but not the fines. Fines and fees must be reviewed by the City Council, so starting the new longer loan periods now would give us a trial period to see how the patrons handle the longer loan period with the \$1 a day fine.

Commission Chair Collins asked how soon the new proposed fines would go to Council.

Library Director Curl stated that the earliest would be at the November 18, 2008 meeting. Most likely it will not go until December.

Commissioner Ryan moved to make a recommendation to the City Council to accept the Proposed Changes to Loan Periods and Library Fines/Fees Schedule as proposed.

AYES: Commissioners: Ryan, Giancoli, Kipp, Collins.

NOES: Commissioners: None

ABSENT Commissioners: Blakeslee, Holderness

ABSTAIN: Commissioners: None

#### 6.b. Norman R. Siefkin Public Library Publicity Plan

Library Supervisor Galindo presented the staff report stating this publicity plan is intended to put in place a program to effectively market the Norman R. Siefkin Public Library (NRS) to the public to increase awareness of and usage of the library. The publicity plan was created by looking at the successful programming at the Folsom Public Library Georgia Murray Building (GMB). Staff at NRS hopes to market the services of the library through the existing success of the GMB and also use some new techniques to bring in non library patrons who live in the neighborhood

Commission Chair Collins moved to approve the Norman R. Siefkin Public Library Publicity Plan as presented.

AYES: Commissioners: Ryan, Giancoli, Kipp, Collins.

NOES: Commissioners: None

ABSENT Commissioners: Blakeslee, Holderness

ABSTAIN: Commissioners: None

### **Old Business**

#### 7.a. Georgia Murray Building Café Proposal

Library Director Curl presented the staff report stating the library received one proposal for the café space. The proposal has been reviewed by the Library Director, Assistant City Manager, Evert Palmer and Assistant City Attorney Steve Wang. The proposal is acceptable to the City and next steps include Library Commission review and drafting a contract which will be signed and sent to City Council for approval.

Commissioner Kipp moved to recommend that the City Council accept the Café Quintessence proposal as written.

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

## 7.2 Folsom Public Library Internet and Computer Use Policy

Library Director Curl presented the staff report stating in March 2007 a draft of the Library Internet Policy and a Parental Consent Form was presented to the Library Commission. In October 2007 the document went through minor wording revisions and the idea of a Parental Consent Form was dropped in favor of a Parental Notification Form to be provided to parents as an informational piece.

In February 2008 staff revised the document again in response to issues of inconsistency in the area of time limits for customers. The document was also updated to remove confusing and unnecessary phrases and to add in reference to the computer reservation system.

After researching multiple vendors the new computer reservation and print management software from Envisionware was chosen to be installed at Norman R. Siefkin Public Library and Folsom Public Library Georgia Murray Building.

The use of Envisionware as the software program to manage computer reservations and printing will bring some positive changes to computer use for out patrons. This system will allow patrons to once gain time extensions through an automated process that asks patrons if they would like extra time, if there is no one waiting. This change will allow patrons to gain extra time while they are on the computer, eliminating the need to ask staff to extend their time or to get a guest pass. I

Commissioner Ryan moved to accept the Folsom Public Library Internet and Computer Use Policy as amended with numbering corrections.

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

## **Director's Report**

Library Director Curl provided the following report and responded to questions from the Library Commission.

- New Sign For Civic Center Planned
- Upcoming Library Events in Adult, Children's and Teen programming.

## **Commissioner Comments**

Commissioner Ryan stated that she appreciated all of the information that was presented in the meeting.

Commissioner Giancoli concurred with Commissioner Ryan, stated he loves the way things run here, very smoothly.

Commissioner Giancoli had the following suggestion for getting the word out about Norman R. Siefkin Public Library; possibly have a booth at the gym's Harvest Faire, possibly something that the Friends could do. Maybe look into little community events.

Commissioner Giancoli stated that he would like to see the new Civic Center Signage include the Veteran's Memorial.

Commissioner Giancoli stated that it would great to have a WWII Veteran speak (at the library).

Commission Chair Collins asked when the next month calendar (programming calendar) will be available, because sometimes when they (the Commission) receive at their meeting an event has passed.

Library Director Curl responded that upcoming events are on the Library's web site, and she will look into getting one earlier for the Commission .

Commission Chair Collins stated that he went to the Wellness Faire, and it was everything that we (the Commission) have envisioned. Everything has come to fruition, walking through the park, enjoying the Veteran's Memorial, coming in the park side door to the library and now finally the café.

Commission Chair Collins thanked staff for all the wonderful and unique programs.

Meeting adjourned at 8:17 p.m.

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Janet Robinson, Senior Office Assistant