APPROVAL OF MINUTES
Agenda Item No: 3a.
Library Commission Meeting: July12, 2010

LIBRARY COMMISSION MINUTES
Regular Meeting
June 7, 2010

1) <u>Call to Order:</u>

The meeting was called to order at 6:30 p.m. by Commission Vice Chair Ryan.

2) <u>Roll Call:</u>

Present:

Commissioners Sessarego, Hindmarsh, Reinking, and Ryan.

Absent:

Commission Chair Blakeslee, Commissioner Zahedani.

3) <u>Approval of Minutes</u>

a) Commissioner Sessarego moved to approve the minutes of May 3, 2010, as written. Motion carried.

AYES:	Commissioners: Hindmarsh, Reinking, Ryan, Sessarego
NOES:	Commissioners: None
ABSENT	Commissioners: Zahedani, Blakeslee
ABSTAIN:	Commissioners: None

4) <u>Business from the Floor</u>

None

5) <u>Reports and Presentations</u>

a) Folsom Public Library 2010 Summer Reading Program

Library Supervisor Galindo gave a Power Point presentation on the 2010 Summer Reading Program, highlighting the Kick Off Party held on Saturday, June 5, 2010.

Commissioner Ryan stated that she attended the kick off and was very impressed with the Teen Council/Volunteers. She asked staff to please thank them on behalf of the Commission.

b) Sponsor-A-Magazine Program

Library Supervisor Galindo presented the staff report explaining that cuts to the materials budget and increases in the costs of materials have caused staff to look for creative ways for people to give to the library and support the collection. The Sponsor-A-Magazine Program was created to give patrons a direct and easy way to give to the library. Patrons who sponsor a magazine subscription will be recognized through a book plate placed on the protective cover of the current issue of the magazine.

6) <u>Discussion Items</u>

a) Folsom Public Library Adopted 2010/2011 Budget

Library Director Curl presented the staff report stating that at the May 3, 2010 Library Commission meeting staff presented the final library budget recommendations taken to City Council on April 23, 2010.

Library Commissioners provided feedback and direction in regards to the recommendation of Sunday closure at the Georgia Murray Building. The Library Commissioners strongly urged Library Director Curl to find a way to keep the Georgia Murray Building open on Sundays primarily as a family destination along with the zoo and park.

Utilizing feedback from Library Commission, City Council Members, the Friends of the Folsom Library, including a survey of their membership; library staff created an alternative solution to preserving hours of service on Sundays within the current budget allocation. The plan achieved some hours on Sunday offering limited services based on the “doors open” priority of Library Commission. The new volunteer coordinator Barbara Herndon helped craft the volunteer portion of the plan.

The proposed plan hinges on the following key success factors:

- Proposed Sunday Hours 1-5 p.m. (four busiest hours per statistics)
- Rotating teams of three staff members each
- Minimum staffing level of two staff members to safely operate building (50% of current minimum staffing level)
- Volunteer Model comprised of rotating teams of four volunteers, four teams total

This new plan will result in a different staffing pattern on Tuesdays, therefore Norman R. Siefkin Public Library’s hours will be adjusted to match the Folsom

Public Library Georgia Murray Building 10 a.m. to 5 p.m. This results in the loss of Tuesday evening for the community. Tuesday evenings at the branch experienced very low attendance. The addition of Tuesday morning will offer increased opportunities for early childhood programming. Friday's hours were adjusted to 12 p.m. to 5 p.m. to maintain the 27 hour service level target.

Library Director Curl stated the library now has a Volunteer Coordinator, Barbara Herndon, and a Volunteer Training Coordinator, Jeanne Peña putting together the teams for Sundays. Library Director Curl stated she will invite Volunteer Coordinator Herndon and Volunteer Training Coordinator Peña to attend the July 12, 2010, Library Commission Meeting.

Commissioner Ryan asked about feedback from library staff and city staff on the request for volunteers.

Library Director Curl responded that some people (volunteers) are concerned if this will affect funding by the city for Sundays. Obviously for staff this will be a tough schedule, not a popular choice, they will be working a Tuesday – Saturday schedule and on the rotation schedule, when they have to work a Sunday it will be a 6 day week. City administrative staff is pleased, glad we are keeping some Sunday hours.

Commissioner Ryan applauded Library Director Curl for her efforts in orchestrating this model, she understands that this will be difficult on library staff, but their efforts are very much appreciated.

b) Volunteers: New Library Docent Program for Sundays

Library Director Curl covered this information in item 6.b.

c) Brainfuse Marketing: How to Increase Use During Summer

Library Supervisor Galindo explained that with the State Grant (funding Brainfuse) going to a 50/50 split with the Friends picking up the library portion of $5000. staff will be working over the summer to develop marketing strategies, including more exposure on the library web site. Staff is aware of the significant cost involved and the need to keep Brainfuse, staff will also pursue some possible sponsors in the business community.

Commissioner Ryan suggested presenting the program at upcoming Back to School nights.

Commissioner Reinking recommended getting Brainfuse on a School Board agenda and supplying the information to the School District PR person so that the information can go out in the first district newsletter. She also recommended inviting

Parent Coordinators to the library to explain the program to them and encourage field trips to the library.

Commissioner Hindmarsh inquired if staff knows how many kids are using.

Library Supervisor Galindo stated she did not have it tonight but could definitely bring a number to the next Commission meeting.

Commissioner Sessarego inquired if it is more 7th – 8th grade or does it go down lower, if lower it could be presented at one of the F.L.A.S.H. programs.

7) Library Director's Report

Library Director Curl presented the following items:

- Library hours during the Rodeo, the library will be open 10 am to 4 pm on Friday, July 2, and Saturday, July 3, 2010.
- Reminder that the July Commission Meeting will be on July 12th and the September meeting will be on September 13th. The changes in dates were voted on at the January 2010, Commission Meeting to accommodate the 4th of July and Labor Day Holidays.
- Pony Express Event
    - Folsom Public Library was presented with a copy of President Lincoln's first Inaugural Address, which was delivered to Folsom by Pony Express 150 years ago. The framed document will hang in the Reading Room in the Georgia Murray Building.

8) Commissioner Comments

Commissioner Hindmarsh stated she is very excited about the use of volunteers (in the new Sunday model) and appreciates the ideas that were brought forward tonight particularly about Brainfuse.

Commissioner Hindmarsh stated that it is really important to use all of the people who took the time to apply (as a volunteer) in some capacity.

Commissioner Hindmarsh shared that at the pony express event today a woman approached Commissioners Sessarego and Hindmarsh to make an impassioned plea, as a library lover, to please not cut anymore hours at the library, it's free, and serves so many in these tough times, there are other things to cut in the city, not the library hours.

Commissioner Hindmarsh expressed concern for the library staff with the new Sunday staffing schedule and the impact it will have on staff. She stated there is

nothing the Commission can say that will make it any easier except to say thank you for their commitment to the library, the city, the patrons, and to each other.

Commissioner Sessarego concurred with Commissioner Hindmarsh and she stated that she continues to be in awe of what the library continues to do with fewer and fewer resources she stated she feels the new Volunteer Coordinator and Volunteer Trainer positions will add greatly to what the library is doing.

Commissioner Sessarego stated it was very interesting to hear the woman who approached she and Commissioner Hindmarsh at the Pony Express event today, here is somebody reaching out to tell them of what an incredible job you (library staff) are doing, the Commission is very proud of you.

Commissioner Reinking concurred with Commissioners Hindmarsh and Sessarego and she stated that she is very excited about having volunteers in the library, having anybody who is that connected to our facility service is going to improve because of their involvement.

Commissioner Reinking gave her thanks (to staff) stating she appreciates all of their hard work and all that they have done.

Commissioner Ryan stated she appreciates her fellow Commissioners who were able to attend the Pony Express Event today.

Commissioner Ryan gave her thanks (to staff) for the creative idea of the Adopt-a-Magazine program and really going from 0-60 on the volunteer program. The Commission really appreciates the hard work.

Commissioner Ryan stated she would really like to go through the volunteer training.

Adjournment

Meeting adjourned at 7:42 pm.

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Janet Robinson, Senior Office Assistant