APPROVAL OF MINUTES
Agenda Item No: 3a.
Library Commission Meeting: 10/26/2011

LIBRARY COMMISSION MINUTES
Regular Meeting
September 28, 2011

1) Call to Order:

The meeting was called to order at 6:31 p.m. by Commission Chair Ryan.

2) Roll Call:

Present:

Commissioners Badiga, Boldt, Reinking, Sessarego and Ryan.

Absent:

Commissioners Marks and Feinberg.

3) Approval of Minutes

a) June 22, 2011

Commissioner Reinking moved to approve the minutes of June 22, 2011 as written. Motion carried.

AYES:	Commissioners:	Badiga, Boldt, Reinking, Sessarego and Ryan.
NOES:	Commissioners:	None
ABSENT	Commissioners:	Feinberg, Marks
ABSTAIN:	Commissioners:	None

4) Business from the Floor

Rob Bulaga addressed the Commission on the following topics:

- Asked if there is an accounting of City dollar value that has been left at the Norman R. Siefkin Public Library for use by the Folsom Cordova Unified School District (FCUSD).
- Asked if the rumor, in regards to not building a library in the Sphere of Influence due to the closing of Norman R. Siefkin Public Library is true.

5) Reports and Presentations

a) Final Report on Youth and Adult Summer Reading Program 2011

Library Supervisor Galindo presented a video presentation highlighting the Summer Reading Kick-Off Party. She shared some of the highlights of each program, Adult, Teen and Children's. Library Supervisor Galindo shared that this year staff had a chance to participate in their own program with 263 tickets turned in, 1 ticket per book; the staff read quite a lot over the 9 week period. Overall it was a very successful program for all groups. A generous donation of $5000 from the Friends of the Library funded the public program.

b) 4th Quarter Statistics

Library Supervisor Galindo gave a brief overview of the library statistics; explaining that they are captured quarterly and annually. She then reviewed the 4th quarter and the Fiscal Year 2010/2011 annual statistics with the Commission.

6) New Business

a) Planned Holiday Schedule

Library Supervisor Galindo presented the staff report explaining that the Christmas and New Year's Holidays fall on weekends this year. The closure schedule as presented in January closes the library on the calendar holiday days. Library staff is adopting the City of Folsom's calendar for Holiday closures for the Christmas and New Year's Holidays. The library will be closed Friday December 23, 2011, through Monday December 26, 2011, and Friday December 30, 2011, through Monday January 2, 2012. This proposal closes the library an additional day in observance of the holidays. The City of Folsom is closed Friday and Monday of the holiday weekends in observance of the holidays. The library will mirror this closure. No library items will be due during the 4 day closures. Library staff does not gain an additional day off, the planned closure schedules all staff holidays on the same day. By adopting this holiday closure schedule, the library will be more fully staffed during the month of December, when we typically are staggering the holidays and vacation days-creating a staffing shortage throughout the month. By mirroring the City of Folsom holiday closure schedule, we alleviate the need to stagger the staff holidays throughout the month; providing improved customer service throughout the month of December.

This holiday closure schedule is strongly supported by library staff and City Administration. The City of Folsom Human Resources has reviewed the schedule and recommends it.

7) Old Business

Library Supervisor Galindo stated that the City is now completely out of the Norman R. Siefkin Public Library, it is now up to the FCUSD to make decisions as to whether they want to pay the City to continue using the circulation system and the same for the computers, the City has offered the district to stay with the current system or to reimage the computers with their own system. Currently the building is available for student use but until the FCUSD makes a decision about the circulation and computer systems the students may not check out books or use the 35 computers owned my the district. A discussion by the Commission followed. Library Supervisor Galindo responded to their inquiries.

8) Library Supervisor's Report

Library Supervisor Galindo presented information on the following:

- EBooks/Kindle App/Facebook wall
- FLASH (Folsom Library After School Hours) will be as follows for the 2011/2012 school year:
    - Tuesday Tutoring
    - Wild Wednesday, 1 x per month
    - Girl Scouts reading in the afternoon, 1 x per month
- Saturday programming:
    - Movie Matinee, 1st Saturday of the month
    - Lego's at the Library, 3rd Saturday of the month
- Library Technician Maduell, who completed her Masters (in Library Science), last December, attended the Eureka! Institute for Leadership, a fellowship program for 1 year for up and coming library leaders. This was a very intensive training and she will receive support through the fellowship for the entire year. Regina's project will focus on book clubs and your library.
- Friends Meet and Great
    - Commissioner Sessarego gave a brief explanation stating that the Friends have invited all of the Friends and volunteers to meet on the patio at the library this Saturday, October 1, 2011. The Friends will be serving food, have music, and book giveaways. This is a free event that will hopefully increase the membership in Friends and let members of the community know what the Friends are all about.

9) Commissioner Comments

Meeting adjourned at 7:50 pm.

Commissioner Sessarego thanked Library Supervisor Galindo for taking over in a difficult situation with the closure of Norman R. Siefkin Public Library. She stated that things are really nice in the library with the organization of the Teen Room and the moving of the holds to the shelves, really cleans up the lobby.

Commissioner Sessarego stated that Nellie Loo, a dedicated member of the Friends, has found a Target Grant that is available and Jane Hindmarsh, a former Commissioner and active member of the Friends has volunteered to write the grant. The idea behind it is to help pay the cost of renovating the Friends Book Store. She also stated they (the Friends) are looking into another matching funds grant.

Commissioner Sessarego shared the newly revised Friends brochure.

Commissioner Sessarego stated she would like to see the hours expanded at the Georgia Murray facility with the closing of the Norman R. Siefkin Public Library.

Commissioner Reinking stated that she wants to stress that the City has handled the closing of the Norman R. Siefkin Public Library in a most professional way. She also stated that she knows there are at least 2 school board members that hope in the future we are back to being partners in this endeavor.

Commissioner Reinking thanked Assistant to the City Manager Andersen for stepping into her liaison role, she has been very helpful.

Commissioner Reinking left the meeting at 7:49

Commission Chair Ryan asked for follow up on the library in the Sphere of Influence (SO|I) are there plans for a library.

Assistant to the City Manager Andersen responded that she wants to assure the Commission that there is space carved out for an approximately 1,500 square foot express library within a municipal services center.

Commission Chair Ryan asked that Assistant to the City Manager Andersen to report back as things come out of the City Manager's office (in regards to the library).

Commission Chair Ryan asked that at the next Commission meeting the Commission discuss the meeting date of the Commission meetings, it seems the date is not working well for all.

10) <u>Adjournment</u>

Meeting adjourned at 7:52 pm.

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Janet Robinson, Senior Office Assistant