

LIBRARY COMMISSION MINUTES
Regular Meeting
January 21, 2014

1) **Call to Order:**

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

2) **Roll Call:**

Present:

Commissioners Aquino, Batt, Calderwood, Marks, Oliver, Sessarego.

Absent:

Ryan

3) **Election of Chair and Vice Chair**

Commissioner Aquino nominated Commissioner Sessarego for Chair, Commissioner Calderwood seconded the nomination.

AYES: Commissioners: Aquino, Batt, Calderwood, Marks, Oliver, Sessarego.
NOES: Commissioners: None.
ABSENT: Commissioners: Ryan.
ABSTAIN: Commissioners: None.

Commissioner Calderwood nominated Commissioner Marks for Vice Chair, Commissioner Oliver seconded the nomination.

AYES: Commissioners: Aquino, Batt, Calderwood, Marks, Oliver, Sessarego.
NOES: Commissioners: None.
ABSENT: Commissioners: Ryan.
ABSTAIN: Commissioners: None.

4) **Minutes**

a) November 19, 2013

Commissioner Aquino moved to approve the November 19, 2013, minutes as written. Commissioner Oliver seconded the motion. Motion carried.

AYES: Commissioners: Aquino, Batt, Calderwood, Marks, Oliver, Sessarego.
NOES: Commissioners: None.
ABSENT: Commissioners: Ryan.
ABSTAIN: Commissioners: None.

5) Business from the Floor

None.

6) Reports and Presentations

a. Monthly Statistics October, November, and December, 2013

Library Manager Dale reviewed the October, November, and December, 2013 statistics.

7) New Business

a. Review of Library Holiday Closure Schedule for 2014

Library Manager Dale reviewed the 2014 holiday closure dates with the Commission and noted that this year the library will also close on Easter Sunday, April 20, 2014, due to low attendance in the last few years that we have remained open.

b. Review and Approval of Library Commission Calendar of Scheduled Meetings

Library Manager Dale presented the staff report stating that at the November 19, 2013, Library Commission meeting, Commissioners discussed the possibility of meeting every other month instead of monthly to show respect of staff and Commissioner time, to ensure a substantial and meaningful agenda of topics, and to minimize the number of meeting cancellations. Commission meetings were cancelled in October and December 2013, with discussion of the impact of bi-monthly meetings slated for January's meeting. Formally reducing the number of meetings each year would require a change to the [Folsom Municipal Code Chapter 8.50](#). However, if a monthly schedule is maintained per the Municipal Code, meetings can be cancelled at the call of the Commission, if warranted.

c. Proposed New Library Organization Chart

The current Library organizational model consists of one Library Manager and ten staff at varying positions that report directly to the Library Manager. This model is very "flat" and does not provide adequate leadership and growth opportunities for staff, nor does it provide for appropriate supervision when the Library Manager is out of the office. The

Library circulates 570,000 items annually and processes a substantial delivery in its back work area due to our Sacramento Public Library partnership. This type of oversight warrants a Circulation Coordinator “lead” position. Similarly, the Library implements a strong reference service as well as dynamic programming, again warranting a Senior Librarian “lead” position.

Although this change in organization model eliminates one permanent part time position, the leadership opportunities created will build a more effective and sustainable structure for the Library moving forward. Additionally, after the position conversions there will be \$13,000 in remaining funds that the Library will utilize for temporary part-time employee staffing to ensure adequate service desk coverage.

The Circulation Coordinator and Senior Librarian positions will be filled through internal promotional recruitments opened to all qualified staff who hold a permanent position within the City. The Library expects to have these positions filled by March 1, 2014.

8) Old Business

a. Healthy Folsom Grant Project-Update #2

Library Manager Dale presented the staff report stating that the Healthy Folsom Challenge Kick-off and Health Fair will be held at the Library on Saturday, January 25, 2014, from 10am-1pm. The day’s events include storytime; Spare the Air’s costume character, Scooter; Instant Recess (fun activity breaks for people of all ages, abilities and fitness levels) led by Bryan College staff and students; cooking demos by Whole Foods; and an Introduction to Naturopathic Medicine discussion with Dr. Jamie Brinkley of Revolutions Natural Medical Solutions. Bryan College will also provide massage chairs, and U.C. Davis’ Bayanihan Clinic will be providing blood pressure and blood glucose checks. After the event, from 1-5pm, Insured California’s Certified Enrollment Counselors will be onsite to assist with enrollment into affordable and quality health plans available through the state marketplace for health insurance. Attachment 1 lists the schedule of events.

Other organizations providing an information table at the Library’s health fair include: Kaiser, WIC of Sacramento County, Covered California, American Diabetes Association, Bloodsource, California Family Fitness, My Kid’s Dentist, Barton Health, Bergerhouse Chiropractic, and the City of Folsom’s Parks & Recreation, Water, and Recycling departments.

The Healthy Folsom Challenge is a 5-week program the Library has prepared with the assistance of Kaiser Permanente to encourage and reward our community for choosing healthy behaviors, such as eating healthy, exercising and living a sustainable lifestyle. Each week, participants will be encouraged to choose healthy behaviors, and upon completing that week’s challenge, can enter into a raffle for prizes donated by community sponsors such as Zuda Yoga, California Family Fitness, and Bicycles Plus.

The Library has received over 250 new books and DVDs so far, to complement this program and a Healthy Folsom display of new materials and other information will be rolled out on at the Healthy Folsom Challenge kick-off event.

9) Library Manager's Report

Library Manager Dale reported on the following:

- The newly created Library Page position.
- The Early Learning for Families (ELF) grant.
- A preview of some new programming the library will be doing.
- A breakdown of library fines.
- The refund check from Baker & Taylor.
- The upcoming Library Staff Development Day.
- The recent Library Survey staff conducted.
- South of 50 plans at an upcoming City Council Meeting.

Commissioner Comments

None.

10) Adjournment

Meeting adjourned at 8:09 pm.

Janet Robinson, Senior Office Assistant