

**LIBRARY COMMISSION MINUTES**  
**Regular Meeting**  
**May 1 2006**

**Call to Order:**

The meeting was called to order at 6:31p.m. by Vice Chair Collins.

**Present:**

Commission Chair Blakeslee, Commissioners Ward, Collins, Holderness, Kipp and Myers

**Absent:**

None

**Minutes**

In response to Commissioner Holderness's comments concerning the final review of the 2006-2007 library budget, Director of Administrative Services Palmer stated that he has not received any feedback on the library budget to date, the budget process is running late.

In response to Commissioner Holderness's comments concerning the adequacy of the staffing plan proposed in the preliminary 2006-2007 budget, Director of Administrative Services Palmer stated that the staffing plan is adequate.

Commissioner Holderness asked if the current two part time Librarians on staff wanted to go full time to fill the Proposed Level of Service request to make all four Librarian positions full time, Director of Administrative Services Palmer stated that he did not know, at this time the PLS request is to get the funding in place.

Commissioner Kipp moved to approve the minutes of March 6, 2006, Commissioner Myers seconded and the Motion carried.

AYES: Commissioners: Myers, Ward, Collins, Holderness, Kipp

NOES: Commissioners: None

ABSENT: Commissioners: None

ABSTAIN: Commissioners: Blakeslee

**Business from the Floor:**

None.

**Reports and Presentations:**

#### 5.a. Georgia Murray Library Development Update

Director of Administrative Services Palmer provided a Power Point slide presentation update on the library construction for the Georgia Murray Library and responded to comments from the Commission.

#### 5.b. Presentation on the Code of Ethics and Conduct for Elected Officials, Commission and Committee Members.

Director of Administrative Services Palmer presented the staff report explaining that at its April 25, 2006, meeting, the City Council approved Resolution No. 7788 adopting the City of Folsom Code of Ethics and Conduct for Elected Officials, Commission and Committee Members. A discussion on training options by the Commission followed.

#### **New Business:**

None.

#### **New Business:**

#### 7.b. Review and Recommendations Regarding Patron Behavior Policy

Director of Administrative Services Palmer reviewed the staff report which was originally presented to the Commission at its April 3, 2006 meeting. He urged the Commission once again to review and approve the Folsom Public Library Patron Behavior Policy noting that many public libraries currently do allow cell phones and other audio devices in the libraries as their space dictates and customers demand. He further noted that cell phone usage is widespread and can be disruptive; staff will address the noise issues within a policy that emphasizes maintaining a respectful approach to the rights and privileges of all library users.

Commissioner Holderness addressed the Commission regarding the Behavior Policy stating that at the April 3, 2006 meeting this was obviously an issue that had her going. It was not so much the rules that are the problem but what she knew last time and the rest of the Commission did not was that the staff, not these two people, (Director of Administrative Services Palmer and Library Manager Knight), but the library staff was not happy with these rules and that two people, Lynn and Suzanne, had made up rules a few months ago, turned them into Evert and Diane, and never got feed back and never saw them again until they were in the Commission packets. The rest of the staff had not seen the revised ones. The problems apparently are not so much what the rules are but how they are written and the staff doesn't feel that the way these rules are written support their need to be able to enforce them. They (the staff) feel some of the rules are not clear enough, they think that patrons would be more likely to respect and follow the rules if they are made clearer. Commissioner Holderness stated that she did have a copy of the original rules and how they were changed, actually more language than content. They (staff) are concerned about cell phones but they are concerned about being able to control the cell phones and having the ability to actually keep people from being loud and not being challenged on that. Commissioner Holderness stated that she called El Dorado, Sacramento and San Francisco (libraries) and asked

about their rules. Commissioner Holderness briefly reviewed the rules and how infractions are handled by the libraries she contacted as well as other policies she found on the internet. She then summarized her personal thoughts and opinions regarding the policies to the Commission.

In response to Commissioner Holderness's statement Director of Administrative Services Palmer addressed some of the issues raised.

- Regarding consequences, the only way to establish consequences is to codify law otherwise there are no consequences. The City of Huntington Beach has established consequences for breaking the library behavior policy which includes library employees writing tickets for being too noisy in the library which includes fines upwards of three hundred dollars. If you take those two extremes, consequences/no consequences you need to think about whether you want to coach someone into compliance or whether you want to try and rely on a strongly written policy that has no consequences the management staff chose the approach of coaching to compliance. Strongly worded policies that have no consequences are just unfriendly sounding policies. It is not by coincidence that our policies don't sound strongly worded; they are not strongly worded by design.
- Regarding personal audio equipment being audible or not is a false standard because we are not holding people talking up to the audible or not standard.

A discussion by the Commission ensued regarding designated quiet areas in the library and how they would be monitored. Commission Chair Blakeslee read from the staff report "In the new library, where there are specific quiet zones, staff will post appropriate signage to designate areas with less tolerance for noise." More discussion followed.

Commissioner Ward moved to accept the Folsom Public Library Patron Behavior Policy as written through item p. Add item q. and item r. to read as follows:

- q. Using audible devices, such as radios, CD players, I pods, etc. with out headphones or with headphones set at a volume that disturbs others.
- r. Using cell phones, pagers, and other communication devices in a manner that disturbs others.

Delete the current 4., and 5. Add a new 4., 5. and 6. to read as follows

- 4. Audible cell phone and pager ringers must be turned off.
- 5. You may not use cell phones or audio devices in marked quiet areas.
- 6. Eat only in designated areas and use spill-proof containers.

Commissioner Holderness made a friendly amendment to strike the word please from the beginning of items 1., 2., and 3. and a. through r. and type Please: at the top above item number 1.

Commissioner Ward accepted the amendment.

Commissioner Myers seconded the motion. Motion carried.

AYES: Commissioners: Myers, Ward, Collins, Holderness, Kipp, Blakeslee

NOES: Commissioners: None

ABSENT: Commissioners: None

ABSTAIN: Commissioners: None

**Commissioner Comments:**

**Commissioner Ward**

Ward – my only comment is that I was curious about what was going on with two items at the new library and I guess I’m suggesting maybe they could be on the agenda and one is the coffee café and the other is the book collection for the new library.

Palmer- Happy to answer the question right now.

Ward-Well if you want to sure go ahead.

Palmer-The coffee café bids are due May 3, 2006 as we reported at the March meeting so you’ll get the results back at your June meeting, and with regard to the new collection the RFP has not been released as of yet.

Ward-So there’s an RFP to decide on the book collection?

Palmer-There is an RFP to decide on the vendor that will supply the materials.

Ward-So usually a contractor decides on the books?

Collins-We decide on the books the vendor supplies them.

Palmer-This is more of a what’s it going to cost, the Folsom Municipal Code requires us to do a competitive bid.

Ward-Have you selected the books yet?

Palmer- No, but we would award to a vendor based on discounts off manufacturers list and then that contract would probably be spent out over three years so there isn’t going to be a time where we will know all the books that we are going to purchase. It’s an ongoing process.

Collins-It’s got to be put out to bid, over a certain threshold.

Palmer- Over \$41,750 dollars, is the specific number so there isn’t going to be ever a point in time where we know what we are going to buy.

Ward-Seriously?

Palmer-No, I mean why we would decide today what book we're going to buy in three years, we don't even know what is written. It's going to be progressive process where we will always know what we are buying but there isn't ever going to be a list that we're going out to bid on. We are doing it a percentage of discount off publishers' list price, which is a very common way to do it.

Collins- The way we do it right now we don't have a contract for an amount of books that's that high right? But we do work through different vendors to continually purchase and add to our collection.

Palmer-That is absolutely correct.

Holderness-So what you're bidding on is who can save us the most money on the cost of books?

Palmer-Essentially, I mean that's the concept behind competitive bids.

Holderness-And then you give them the list of what you want now and then they can buy those books.

Palmer-Well they supply them, yes.

Collins-Every week you might buy new books.

Palmer-Yes.

Holderness-So it's an ongoing thing.

Palmer-Yes, probably over three years, it's not a one time thing; it was never intended to be a one time. We couldn't process a million dollars worth of books all at once. I think we had this discussion a few months ago there is no way we could bring, I mean that would be truck loads.

Holderness-So do they process them or do we process them?

Palmer-It hasn't been decided they might process them we might process them but in any regard it takes a certain amount of handling on the library side to get them in the library, into the collection and on the shelf, so we are also, in the RFP, looking at what the cost for various different types of technical processing.

Ward-I think that's important, 'cause otherwise, I mean I used to work in a library when I was a student, at the city college library and when you get in new books and then you gotta do the Dewy Decimal thing, I mean there's all this processing stuff and so to get a giant new batch of books in would take a lot of people and you don't have a lot of people.

Palmer-That's absolutely correct, it's a cost driven process and so we will follow the value, that's how it works out.

Myers- Evert, could you give us an idea of who the vendors are that we sent out the RFP to. Are you talking about publishers or wholesalers?

Palmer-They're wholesalers, Baker & Taylor, that's the fulfillment house if you buy something on Amazon.com and there are other warehouses, such as Brodart.

Knight-Ingram

Palmer-I mean the list is a mile long and we may award to several of these vendors depending on what types of... (Blakeslee starts speaking)

Blakeslee-Good, so you're running off that narrow band that you can actually go to a half a dozen.

Palmer-Right, I mean we'll just do whatever makes sense we won't know until the RFP goes out.

### **Commissioner Kipp**

Commented that she feels it is totally wrong for a Commissioner to go over the Library Managers and discuss issues with staff. Staff should be asked if they have gone to the Library Manager with their complaints and then if they didn't get any place they can come to the Commission. Commissioner Kipp stated she doesn't think it is appropriate and she hopes in the future that should staff approach a Commissioner, they would ask if they have gone to their manager, and if they haven't, do not listen to them.

### **Commission Chair Blakeslee**

On the Public Behavior Policy it was very engaging conversation, I think we are all trying to make our new library the best it can be to serve our patrons right and enable our staff to do the best job that they can.

The Library Commission meeting adjourned at 7:48 p.m.

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Janet Robinson, Senior Office Assistant