APPROVAL OF MINUTES
Agenda Item No.: 3c.
Library Commission Meeting: 08/07/06

AMENDED LIBRARY COMMISSION MINUTES
Regular Meeting
July 3, 2006

Call to Order:

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

Present:

Commission Chair Blakeslee, Commissioners Kipp, Myers, and Collins.

Absent:

Commissioners Holderness and Ward

Approval of Minutes

Reconsideration of the May 1, 2006 Minutes.

Director of Administrative Services Palmer gave a brief explanation of the reason the May 1, 2006, minutes were brought back to the Commission for reconsideration noting that there was some confusion or desire to have a more expressive set of minutes with regards to some comments that were made under Commissioner Comments. The Library Commission did vote to approve the minutes as amended in the June 5, 2006, meeting. The clerk has transcribed the section of the minutes that were in question.

In attachment 3.a.i.are the May 1, 2006 minutes as they were originally typed by the clerk with the transcription of the requested modifications as approved by the Library Commission on June 6, 2006.

In attachment 3.a.ii. are the minutes of May 1, 2006, including subject section as transcribed by staff.

The options being presented to the Commission are to:

1. Take no action and accept attachment 3.a.i. which essentially reaffirms the vote the Commission took at the June 5, 2006, meeting to modify the May 1, 2006 minutes as suggested by the Commission.

2. Move to approve the reconsideration of the May 1, 2006 minutes as presented in attachment 3.a.ii.

Chair Blakeslee commented about the verbatim transcription and how difficult it is to capture everything that is being said on the tape, having recently listened to the audio tape recording of a meeting. He stated that he would prefer not getting in the habit of trying to have full transcription. Chair Blakeslee stated that he feels the minutes have been pretty accurate in reflecting the tone and the course of the sessions.

Director of Administrative Services Palmer stated that staff has done some research into having a transcription service transcribe the minutes as this would offer some substantial labor savings which will become more important as we get ready to move into the new facility there will be less and less free time for the available staff. The challenge with using a service is that we know each others voice and it is easier for the clerk to transcribe because she knows who is speaking. It would be difficult to bring an outside service up to speed.

Chair Blakeslee commented that in his years on the Library Commission meeting in the Community Room has been a nice venue for the meetings, not having to be so stringent and allowing for a free flow of dialog. With that you are going to have overlap in discussions. If you want the freedom to allow that free flow that allows for good dialog and spontaneity, that's one thing but if you strictly follow procedures and want to accurately capture what is said it will change the tone of the meeting.

Commissioner Myers asked if the Commission would be holding their meetings in Council Chambers in the future and be web cast. Director of Administrative Services Palmer responded stating that there is a desire from the Mayor to move all commission meetings to the Council Chambers. He is interested in making sure that all city processes are open and he believes that web casting is one way of achieving that goal. Right now we don't have that capability but we are moving that direction and the Library Commission will at some point need to reconsider their meeting date, time and location of their meetings.

Commissioner Myers commented that since the Commissioners who requested the additional detailed minutes are not present at this meeting maybe the Commission should consider approving the more detailed version with a general understanding that in the future the minutes will more commonly look like the first set.

Chair Blakeslee stated that he would like to have a motion and take a vote.

Commissioner Kipp commented that she is not that interested in having that much detail in the minutes. We need to have all motions and who seconded it, but it's enough to say there was a discussion about an item.

Commissioner Collins asked if the reason for the detailed transcription was because the Commission changed the minutes to include a comment and the transcription is provided to give the detail behind that comment.

Director of Administrative Services Palmer responded stating that more specifically, there were some comments that were attributed to Director of Administrative Services Palmer having made

or not made that were incorrect. That is why the clerk went back and transcribed them. There was confusion in the memory of the Commission on what was said and what was not. It was easier in this case to go back to the tape and pull the actual transcription.

Commissioner Collins asked if this was a one time thing to address something very specific.

Director of Administrative Services Palmer stated that staff hoped so. In previous conversations with regards to the minutes staff's previous recommendation has been to have summary minutes which capture action taken. Significant discussion related to the action is captured on tape for those who are interested. Summary minutes do not necessarily reflect the discussion.

The Commission continued to discuss the issue of verbatim minutes concluding that they would prefer going forward with summary minutes and not require staff to transcribe verbatim in the future. The motion to approve the transcription for the May 1,2006, meeting is a one time situation to clarify a specific point.

Commissioner Collins commented that he would prefer not to modify minutes based on memory that may be incorrect.

Commissioner Collins moved to accept the minutes of May 1, 2006, including subject section as transcribed by staff. Commissioner Myers seconded the motion. Motion carried.

AYES:	Commissioners:	Myers, Kipp, Collins, Blakeslee
NOES:	Commissioners:	None.
ABSENT:	Commissioners:	Ward, Holderness
ABSTAIN:	Commissioners:	None.

Business from the Floor

None

Reports and Presentations

5.a. Georgia Murray Library Building development update.

Director of Administrative Services Palmer presented the staff report updating the Commission on the progress of the construction on the Georgia Murray Building.

Director of Administrative Services Palmer noted for the Commission that Parks and Recreation has recently approved a project to renovate the north side of the parking lot up to the back side of City Lions Park and to the Rodeo Arena. This project will probably begin in the fall so by the time the library opens the entire area will have been refurbished up to the standards we originally designed.

Director of Administrative Services Palmer also noted that staff is anticipating that the City Council will award purchases for both the RFID System and Library Materials at its July 11, 2006 meeting.

In response to Chair Blakeslee's inquiry that the purchase of library materials would be spread out over three years Director of Administrative Services Palmer responded that is correct. That way we have a much longer period of adding new materials and this will also encompass the Vista del Lago Library.

Director of Administrative Services Palmer stated that following the City Council award for the purchase for materials at the July 11, 2006 meeting the library staff will begin working with the vendor to identify and select the material to get it configured and stored and shipped over the next three years in increments staff can handle.

In response to Commissioner Myers's inquiry of whether staff does contemplate a substantial addition of materials for opening day Director of Administrative Services Palmer stated that is correct. Essentially there are six months to accumulate that part of the collection that will be available for opening day to supplement our existing collection and in addition to the materials we purchase as a normal course of business.

Commissioner Myers asked if staff is contemplating adding books with historic significance, old books, rare books, etc.

Library Manager Knight responded that in the new reading room there will be a regional, California collection which the Friend's have made a contribution towards. This collection will have books of local history and some rare books relating to California and the Folsom area.

5.b. Statistics analysis for 2005/2006.

Library Manager Knight presented the staff report reviewing the end of the year statistics.

A discussion by the Commission followed. Director of Administrative Services Palmer and Library Manager Knight responded to questions by the Commissioners.

New Business

7.a. Library Commission consideration of a summer recess and meeting schedule for September 2006.
Director of Administrative Services Palmer presented the staff report. A discussion by the Commission followed.

Commissioner Kipp moved to keep the August 7, 2006 meeting. Commissioner Myers seconded the motion. Motion carried.

AYES: Commissioners: Myers, Kipp, Collins, Blakeslee
NOES: Commissioners: None.

ABSENT: Commissioners: Ward, Holderness
ABSTAIN: Commissioners: None.

Commissioner Myers moved to change the September 4, 2006 **meeting**[1] to September 11, 2006. Commissioner Collins seconded the motion. Motion carried.

AYES: Commissioners: Myers, Kipp, Collins, Blakeslee
NOES: Commissioners: None.
ABSENT: Commissioners: Ward, Holderness
ABSTAIN: Commissioners: None.

Commissioner Comments

Commissioner Kipp

Inquired if the library maintains archived copies of the Folsom Life newspaper.

Library Manager Knight responded that the library does.

Commissioner Myers

Stated that given all that's been written in the Folsom Life and Folsom Telegraph about different library operations she would like to recognize and commend the efforts of the Library Commission Chair for his efforts in setting straight exactly what the Commission's been up to in the last few weeks.

Requested of Director of Administrative Services Palmer informational emails when library business will be on the City Council agendas.

Director of Administrative Services Palmer responded that yes he will in the future.

Commissioner Collins stated that all Commissioners should be receiving the agendas and that the City Clerk's office could take care of her request.

Commissioner Collins

Stated that he too appreciated all that was written in the paper.

Provided an update on the Ad Hoc Committee for the Marshall Farley Memorial explaining that inside the library there will be a bronze bust of Marshall Farley with his dog underneath him, some starbursts behind him and his actual metals on display all incased in Plexiglas.

Chair Blakeslee

Expressed that he was taken aback by the June 5, 2006, meeting's Business from the Floor. He was not expecting it, and he took it in while conducting the meeting. Wanting to do the right thing he took public comment seriously. It took a while to digest. Chair Blakeslee stated that the reason he agreed to the special meeting (June 9, 2006) was that he thought about the Plan of Service and Needs Assessment that were done in the year two-thousand. We had a vision of the library as a place. Chair Blakeslee referred to an article from the ALA Conference in Chicago, by Susan Hildreth, State Librarian for the State of California, where she stated that for the successful future of American Libraries to remain relevant in the 21st Century everyone who loves libraries must focus on the library as an exciting destination, a community center, a place that represents the heart of the community. Chair Blakeslee stated that he has always believed that. He stated further that he felt that is where the Commission was focusing in the June 5, 2006, meeting and thinking would a Library Director help us with this vision? Certainly, one would. After he left the June 5, 2006, meeting and the following week opening the newspaper and seeing the article he felt disconnected from the real world. He felt as an individual he needed to respond. Chair Blakeslee thanked the Commissioners for their comments and stated that he was not speaking (in the article) for the Commission, but for himself.

Director of Administrative Services Palmer shared with the Commission that the Interim City Manager has appointed Mr. Palmer as a Deputy City Manager and he now has responsibilities in Community Development and Neighborhood Services. Mr. Palmer further explained that with these additional duties the Library Commission meetings will be adequately and competently staffed and the library project remains an important project and making sure the Georgia Murray Building will open on time and remain on budget is a priority of his.

Chair Blakeslee

Congratulated Director of Administrative Services Palmer on behalf of the Library Commission.

The meeting adjourned at 7:56 p.m.

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Janet Robinson, Senior Office Assistant

[1] This amendment was approved by the Library Commission at their August 7, 2006, meeting.