

APPROVAL OF MINUTES  
Agenda Item No.: 3a.  
Library Commission Meeting: 10/02/06

**LIBRARY COMMISSION MINUTES**  
**Special Meeting**  
**September 11, 2006**

**Call to Order:**

The meeting was called to order at 6:01p.m. by Chair Blakeslee.

**Present:**

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

Commissioner Kipp left at 6:55p.m. after item 5.c. Georgia Murray Building Development Update.

Commissioner Holderness left at 7:21p.m. after item 5.b. Report on Moving Plan for New Library.

**Approval of Minutes**

Commissioner Kipp moved to approve the minutes of August 7, 2006 as written. Commissioner Myers seconded the motion. Motion carried.

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

**Business from the Floor**

None

**Reports and Presentations**

Commission Chair Blakeslee moved item 5.b. (Report on Moving Plan for New Library) to follow item 5.d. (Report on Library Staff Recruitments). The new order, items 5.a., 5.c., 5.d., 5.b., 5.e., and 5.f.

5.a. Report on Georgia Murray Building Grand Opening.

Public Information Officer Sue Ryan presented the staff report outlining the updated grand opening celebration plans for the Georgia Murray Building.

1. Sneak Preview for Educators:  
For teachers and administrators from local public and private schools a sneak preview the week prior to the opening
2. Ribbon Cutting and Community Open House  
An open house for Folsom residents of all ages from 10 a.m. to 4 p.m. on the Saturday prior to the Monday opening. (The library would not be open for business and library cards would not be issued.)
3. Opening Day  
Open the doors for library business on the Monday following the community open house. (No special programs in the first week due to the large crowds of new and existing patrons expected during the opening days.)
4. Reception for Dignitaries  
Host an adults-only, drop-in reception for dignitaries on the Friday evening following the official opening after the library closes for business at 5 p.m. (This would have no impact on library service to the community.)

Commission Chair Blakeslee inquired about a rain plan. PIO Ryan responded that there has been some discussion about tenting.

Library Manager Knight stated that possibly the ribbon cutting could be in the circular hall at the interior front door (if it rains).

Commissioner Ward stated that she would switch the sneak preview for educators with the reception for Community Leaders because you need to reinforce people for having donated for book spines and plaques and also reinforce people who have donated time, like the Friends. It is so much more reinforcing to have a sneak preview for those who have donated time and money to the library rather than a group of educators who are going to use the library anyway.

Commissioner Kipp agrees with Commissioner Ward emphasizing that Pinebrook Village is looking forward to the VIP treatment for having donated ten thousand dollars.

Commissioner Myers agrees with having a VIP event for the recognized donors in advance of the library opening. Commissioner Myers also inquired if there would be additional donor opportunities at the large open house event. PIO Ryan stated that she had already noted the need for this and had just overlooked this in the staff report.

Commission Chair Blakeslee agrees with having the Dignitary Reception for donors prior to the opening.

Commissioner Myers inquired if there would be live television coverage at the opening. PIO Ryan stated that television media would be invited but there is never a guarantee due to what else, newswise, might be happening on that day.

Commissioner Ward inquired if a celebrity had been invited to the ribbon cutting. PIO Ryan asked if there were any suggestions. Commissioner Kipp suggested Laura Bush, Commissioner Ward recommended Maria Shriver, stating that a celebrity would generate media coverage.

Commission Chair Blakeslee stated that you could invite and see what comes up. PIO Ryan agreed.

Commissioner Kipp suggested that for logo wear vests would be a good idea for the Friends.

Commissioner Ward would like to see the new logo be less kid like (i.e. the “I Dig Books” logo used for the groundbreaking ceremony.) and more geared for all ages, more connected to reading and learning.

Robert Bulaga addressed the Commission asking what the source of funding for the grand opening was.

PIO Ryan responded that the budget is yet to be determined, emphasizing that it would not come from any funds that would impact funds used for purchasing materials,(such as books), for the library. Ms Ryan stated that they (staff) are looking for some donor opportunities for things like the reception and the commemorative brochure.

Commissioner Ward stated that she has done a lot of events where she has had wine donated.

Commissioner Collins inquired what the original budget was when the plans (for the grand opening) were first discussed with the Commission. PIO Ryan stated she thought about eight to ten thousand. Commissioner Kipp stated she thought it was about thirty-eight thousand. Library Manager Knight stated it was originally about thirty thousand with hopes of getting about eighteen thousand underwritten. PIO Ryan stated that she would be happy to come back to the Commission in regards to their recommendations and an updated budget at a later meeting.

Commissioner Ward suggested that it would be a good idea to contact Parks and Recreation for ideas on soliciting donations.

Commission Chair Blakeslee asked how the Commission felt about the self-guided tours during the open house. Commissioner Ward thought it was fine as long as there is good signage.

Commissioner Ward moved to approve the plan for the Georgia Murray Building grand opening celebration with the change that the sneak preview be for donors and other VIPs and not for the educators. That basically the donors and the VIP’s and the dignitaries be allowed to get the sneak peek at the library and that they (staff) make an attempt in the logo to incorporate more adult themes and more reading and learning themes. Commissioner Kipp seconded the motion. Motion carried.

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

NOES: Commissioners: Myers

ABSENT: Commissioners: None

ABSTAIN: Commissioners: None.

#### 5.c Georgia Murray Building Development Update

Library Manager Knight provided a Power Point slide presentation update on the library construction for the Georgia Murray Building and responded to comments from the Commission.

Commissioner Collins requested an item be on the next agenda providing an update on the Veterans Memorial and the potential kick-off for the opening as well.

Commissioner Kipp left at 6:55p.m.

Commissioner Holderness inquired if staff has any idea of the time frame for completion of the Georgia Murray Building. Library Manager Knight responded that construction remains on schedule with a target completion date of December 21, 2006 and possible opening in early January 2007; it will depend on when the City actually takes ownership of the building it is difficult to say at this stage. Ms. Knight stated that staff would know more once the glass is installed and at this time she cannot give the Commission an exact date. Ms. Knight reaffirmed that she is giving the most conservative estimate. She again stated that she has no way of predicting the time line of construction completion, curing time for the building, when the city will take possession of the building and whether or not the library will definitely need to close for five weeks. There are a number of factors and hopefully staff will have a better timeline by the October Library Commission Meeting. Ms. Knight assured the Commission that the public would be notified of the library's closure as soon as staff has an accurate time frame.

#### 5.d. Report on Library Staff Recruitment Status

Library Manager Knight presented the staff report. Recruitments for all of the positions have closed. The Human Resources Department received one hundred seventy-eight applications for the two Library Assistant positions, forty-eight applications for the two Library Technician positions and thirty-eight applications for the one Librarian position.

All applications have been screened for acceptable qualifications. The Library Assistant candidates will be given a written test, the top scoring candidates will then have an oral board interview and the top seven applicants will then be interviewed by library staff. Staff expects hiring for the Library Assistant positions to be completed by the end of October. The Library Technician and Librarian positions will have an oral board interview and the top seven applicants for Library Technician and the top five for Librarian will then be interviewed by library staff. Staff expects the hiring for Library Technician and Librarian to be completed by the beginning of October.

#### 5.b. Report on Moving Plan for New Library

Library Technician Phyllis Bulaga presented the staff report outlining the plan for acquisition and delivery of furnishings, collections, technologies, and equipment with five major vendors, Agati, One Workplace, Ross MacDonald, Baker & Taylor and Checkpoint. Ms. Bulaga

explained that the moving plan also incorporates the coordination of the physical move from the current library to the Georgia Murray Building. Three bids have been received from reputable library movers and are now under review by staff for final selection. Movers will physically move the collection, some of the furnishings and equipment to the new facility. Staff estimates that the current facility will be closed for approximately five weeks to allow for the installation of technologies and equipment testing, as well as the relocation and establishment of staff work areas, service areas, collection relocation and merging of new materials. A discussion by the Commission followed.

Commissioner Holderness left at 7:21p.m.

#### 5.e. Statistics August 2006

Library Manager Knight presented the staff report reviewing the statistics for August 2006.

A discussion by the Commission followed. Library Manager Knight responded to questions by the Commissioners.

#### 5.f. Discussion of Library Trends and Futures

Library Manager Knight presented the staff report reviewing two newspaper articles on the new San Mateo Main Library and a column written by newly-elected American Library Association President, Leslie Burger entitled "Libraries Transform Communities". A discussion by the Commission followed.

### **Commissioner Comments**

Commissioner Ward stated that she likes having the meeting in Council Chambers.

Commissioner Collins commented on how exciting it is to be discussing the grand opening and how the library is transitioning. He expressed his appreciation for the hard work that staff is doing during this transitioning time.

Commissioner Myers commented on the plans for the grand opening stating that she felt the Commission had some good ideas and recommendations and she would like to see PIO Ryan come back to the Commission at the next meeting to make sure that the changes that have been suggested are implemented.

Commissioner Myers requested of Library Manager Knight a new updated tour of the Georgia Murray Building.

Commission Chair Blakeslee commented that it was an action item on the Grand Opening staff report and the Commission did amend the motion to incorporate some other things that the Commission would like to see. He would like feedback to make sure those items are followed through.

Commission Chair Blakeslee commented on Library Technician Bulaga's presentation on the moving plan and how the public will see one library close and another one open almost seamlessly and even among the Commission sometimes the amount of work going on gets lost. He expressed his thanks to the staff for their work.

Commission Chair Blakeslee stated it was good news regarding the bid on the Coffee Café.

Commission Chair Blakeslee stated he enjoyed conducting the meeting in Council Chambers.

Meeting adjourned at 7:42p.m.

---

Janet Robinson, Senior Office Assistant