

APPROVAL OF MINUTES  
Agenda Item No.: 4.a.  
Library Commission Meeting: 07/09/2007

**LIBRARY COMMISSION MINUTES**  
**Regular Meeting**  
**May 7, 2007**

**Call to Order:**

The meeting was called to order at 6:32 p.m. by Chair Collins.

**Present:**

Commission Chair Collins, Commissioners Blakeslee, Giancoli, Holderness, Kipp, Myers, and Ryan.

**Presentation**

Commission Chair Collins presented retiring Library Manager Diane Knight with a clock and acknowledges all her hard work on constructing the new library and working with the Folsom Cordova Unified School District on the joint use agreement for the Vista del Lago Library.

Assistant City Manager Evert Palmer and City Manager Kerry Miller thanked Ms. Knight for managing the library through some difficult times.

**Approval of Minutes**

3. a. Commissioner Kipp moved to approve the minutes of April 2, 2007. Motion carried.

AYES: Commissioners: Ryan, Giancoli, Holderness, Kipp, Myers, And Collins.

NOES: Commissioners: None.

ABSTAIN: Commissioners: Blakeslee

**Business from the Floor**

**Reports and Presentations**

6. a. Georgia Murray Building Library Statistics

Interim Library Director Cranford presented the library statistics for the month of April. Circulation represents a 74% increase over April 2006; the library is now #1 in area circulation rank for the Sacramento system.

Several library staff are out with illness or injury, including Librarians Julie Rinaldi and Helen Glotzbach and Library Technician Claire Ann Boucher.

Commissioner Blakeslee asked about public computer usage. Interim Director Cranford responded that the public computers were popular and that many patrons also used the wireless network, bringing in their laptops for use.

Interim Director Cranford said that all library services and areas are being fully used by patrons. The busiest times are 3-5 p.m., after school. All staff works on checking in and shelving during the busy times to get books back on the shelves.

Commissioner Giancoli inquired about parking at the library. He stated that the parking lot is usually full when he visits the library. Interim Director Cranford responded that the parking lot is often full, even with the opening of the expanded lot and that people also park along the street curbs.

Commissioner Holderness asked if library statistics could include the month of the previous year for comparison purposes.

#### 6. b. Summer Reading Program

Library Technician Debbie Centi reported on the upcoming Summer Reading Programs and gave a brief PowerPoint presentation. The theme is "Get a Clue @ Your Library". Programs will be held each Thursday from June 14 – July 31 (no program on July 5<sup>th</sup>, Rodeo week) on the lawn by the gazebo. There will also be three programs for teens. Many teen volunteers have been recruited to help with signing up kids in the Summer Reading Program. Activities have been advertised in area schools and the City's Parks and Recreation Guide.

### **Old Business**

#### 7. a. Library Commission Work Plan 2007-2008

Commission discussed and approved final Work Plan as presented.

#### 7. b. Library Director Recruitment Update

Interim Library Director Cranford reported on the recruitment for the new library director. There were 28 applications. The six top candidates were interviewed by a panel that included Interim Director Cranford, State Librarian Susan Hildreth and Vista del Lago Principal John Dixon on May 4, 2007. The two finalists will be interviewed by City Manager Kerry Miller and Assistant City Manager Evert Palmer on May 11, 2007.

#### 7. c. 2007-2008 Budget Update

Interim Director Cranford stated that there have been no changes to the fiscal year 2007-2008 Library budget. Public hearings on the City budget will be held May 29 or May 30 with final City Council adoption of the budget in June.

### **New Business**

#### 8. a. Rodeo – Modified Library Schedule

Interim Director Cranford attended a meeting with other City departments and Chamber of Commerce members regarding the rodeo and related events which will be held from June 29 – July 4, 2007. The Library will have a modified schedule and be open from 10 a.m. – 4 p.m. from June 29 – July 3. Staff will work 8 a.m. – 4:30 p.m. to allow for access to the rodeo, which begins at 6:30 p.m. and the carnival (to be held in the upper library parking lot) which begins at 5 p.m. The carnival will be set up on June 28 and taken down on July 5.

#### 8. b. Library Literacy Program

Commissioner Kipp reported on her visits to local literacy programs in Sacramento and Placer counties. Discussion by the Commission on how such a program would operate in the library. Commissioner Myers requested that Commissioner Kipp report back at the next Commission meeting with additional information.

### **Commissioner Comments**

Commission Myers said that the library had benefited from Library Manager Knight's leadership. She also said that the busy parking lot is evidence of how popular the new library is.

Commissioner Blakeslee thanked Commissioner Collins for his nice presentation to retiring Library Manager Knight

Commissioner Collins said he is looking forward to the Summer Reading Program. He stated that a get-well card had been sent to Georgia Murray on behalf of the Commission.

Commissioner Holderness inquired whether Interim Director Cranford would be attending the next Commission meeting. Interim Director Cranford stated that the current contract for services ended June 1. Commissioners Blakeslee and Giancoli thanked Interim Director Cranford for her services.

Meeting adjourned at 7:56 p.m.

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Janet Robinson, Senior Office Assistant