APPROVAL OF MINUTES
Agenda Item No.: 3a.
Library Commission Meeting: 03/06/06

LIBRARY COMMISSION MINUTES
Special Meeting
January 23, 2006

Call to Order:

Meeting was called to order at 6:35 PM by Commission Chair Blakeslee

Present:

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

Absent:

Commissioner Myers

Minutes:

3.a. Commissioner Kipp moved to approve the minutes of November 7, 2005. Commissioner Ward seconded the motion. Motion carried.

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

Elections:

4.a. Election of Chair

Commission Chair Blakeslee opened the floor for nominations for Chair. Commissioner Kipp nominated Commissioner Collins. Commissioner Holderness nominated Commissioner Blakeslee.

Voting order was determined by a random drawing. Commissioner Collins was selected first.

Voting results for Commissioner Collins.

AYES:	Commissioners:	Kipp, Ward
NOES:	Commissioners:	Collins, Holderness, and Blakeslee
ABSENT:	Commissioners:	Myers
ABSTAIN:	Commissioners:	

Voting results for Commissioner Blakeslee

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

Commissioner Blakeslee was elected Chair.

4.b. Election of Vice Chair

Commission Chair Blakeslee opened the floor for nominations for Vice Chair. Commissioner Kipp nominated Commissioner Collins. Commission Chair Blakeslee nominated Commissioner Holderness.

Voting order was determined by a random drawing. Commissioner Holderness was selected first.

Voting results for Commissioner Holderness.

AYES:	Commissioners:	Holderness and Blakeslee
NOES:	Commissioners:	Kipp, Ward and Collins
ABSENT:	Commissioners:	Myers
ABSTAIN:	Commissioners:	

Voting results for Commissioner Collins.

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

Commissioner Collins was elected Vice Chair.

Reports and Presentations:

6.a. Main Library Development Update

Director of Administrative Services Palmer presented a PowerPoint slide presentation of the progress on the new main library since his last slide presentation at the November 7, 2005 Library Commission Meeting. A discussion by the Commission followed.

Commissioner Collins asked if invitations were still open to walk through the sight. Director of Administrative Services Palmer responded saying absolutely, call any time. Commissioner Collins inquired if it is better to go in a group. Director of Administrative Services Palmer stated

yes small groups are good. Commissioner Collins asked like two or three and Director of Administrative Services Palmer responded yes.

Commissioner Kipp inquired what the squares are in the concrete slab. Director of Administrative Services Palmer explained that they are footings where the structural steel will go. Commissioner Kipp asked whether that would outline a room. Director of Administrative Services Palmer indicated both yes or no, in some respects yes it will define a room and in some respects it will be a supporting beam.

Commissioner Collins stated that the footings do not look straight, are they supposed to be lined up with each other. Director of Administrative Services Palmer stated that yes they are straight but the picture had to be resized to fit in the frame, so there is a little distortion in the photograph.

Commissioner Ward asked if the last slide showed the most advanced of all the construction. Director of Administrative Services Palmer stated that the slide was as of Friday, (January 20, 2006) they are actually several flights of block up when he drove by this morning, (Monday, January 23, 2006). Commissioner Ward asked but there are no interior rooms or anything. Director of Administrative Services Palmer responded no, the next thing we will see will be the structural steel which will provide the columns upon which to support the roof.

Commissioner Ward asked if the concrete slab would have to be jack hammered should the plumbing or electrical need repairing. Director of Administrative Services Palmer responded yes, if we have to get to a pipe that's under the slab it will have to be jack hammered.

Director of Administrative Services Palmer explained that there is an interesting fact you didn't get to see in the photographs, but when the concrete contractor came in to pour the slab they actually poured the slab area of the coffee café. When the plans were developed the coffee café was supposed to be a dirt floor. So there likely will be some jack hammering in the new slab to get to the piece of plumbing that was concealed.

Commissioner Ward inquired that because we don't have a contractor there (at the coffee café) they may have to reconfigure the plumbing depending on how they want to lay out the café. Director of Administrative Services Palmer responded that was the intent, to let the café contractor figure out where they wanted all of that. Commissioner Ward asked is there water in the coffee café, so that if they want to keep it that way they can. Director of Administrative Services Palmer responded that yes the rough plumb is there, so we expect we are a little ahead of where we thought we were.

Commissioner Kipp asked if there is a book return room. Director of Administrative Services Palmer responded that yes there is a concealed room with a four hour separation, a good fire wall.

6.b. Operating Statistics for November and December, 2005

Library Manager Knight presented the staff report and reviewed some of the more significant statistics. Specifically the increase in storytimes and outreach programs.

Commissioner Kipp asked which storytime. Library Manager Knight stated toddler and preschool.

Commissioner Kipp inquired outreach includes what. Library Manager Knight responded visiting the schools, all kinds of programs at some of the schools where staff actually goes to the school and works with teachers and other staff at the schools. Also going to the different community centers, staff has been going to senior centers to encourage people to attend senior programs, the Senior First Friday program has really taken off.

Commission Chair Blakeslee inquired if the Story Express Kits were still chugging right along. Library Manager Knight responded that staff has added about eight new ones.

Commission Chair Blakeslee asked why the volunteer hours were down. Library Manager Knight responded that during the holidays things are slower and a lot of the volunteers take time off.

Old Business:

7.a. Review and Approval of Georgia Murray Building Sign Package Modifications

Director of Administrative Services Palmer presented the architects rendering of the modified signage for the Folsom Public Library, Georgia Murray Building.

Commissioner Kipp asked what is the material used for the monument sign. Director of Administrative Services Palmer responded aluminum and steel.

Commissioner Collins asked if it would be called the Georgia Murray Building or the Georgia Murray Library. Director of Administrative Services Palmer responded that initially he had an aversion to having building in the title, because it seemed we were calling it a building building. But after talking to the sign consultant and the architects they told me to get over it and it is the right thing to call it. I'm over it, I'm good with it. I think it accurately represents the Council's direction and I think it is a fitting tribute to Georgia as well.

Commission Chair Blakeslee asked about the material for the lower case sign specifically what the cap is. Director of Administrative Services Palmer responded that he did not recall exactly, but it is concrete and masonry all the way across and the two lower ends are seat walls.

Commission Chair Blakeslee asked for a motion to approve the sign concept.

Commissioners Ward and Kipp inquired what was the choice, what if the Commission does not approve it. Director of Administrative Services Palmer stated that if the Commission does not approve it will go back to the drawing board. He further clarified that the basic design for the

sign has been approved. What the Commission is taking action on is the naming; adding the line between the two titles and Georgia Murray Building across the bottom.

Commissioner Ward asked because this was already approved or something. Director of Administrative Services Palmer replied stating you essentially approved the rest of the sign packages when we did the original building package way back last year. The signs haven't changed just the wording.

Commissioner Holderness asked if staff has showed the sign with the new wording to Georgia. Director of Administrative Services Palmer stated no.

Commissioner Holderness asked whether anyone has asked Georgia Murray if the usage of her name is correct; does she use a middle initial or middle name. Director of Administrative Services Palmer responded that staff has spoken with her about the Georgia Murray Library Building, in truth she doesn't much want to talk about it; she is very quick to change the subject.

Commissioner Kipp moved to approve the sign package concept as presented. Commissioner Collins seconded the motion. Motion carried.

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

New Business:

8.a. Review and Approval of Library Closure Schedule for 2006

Director of Administrative Services Palmer presented the staff report stating that staff has developed a closure schedule that honors both the traditional holiday dates and the Memoranda of Understanding with the library's employee groups. He presented the proposed closure schedule illustrating where the library closure dates do not match the city office closure dates, due to the seven day per week nature of the library operation.

Commissioner Collins asked if it is different in any way from last year. Director of Administrative Services Palmer responded the strategy is the same, the days of the week have changed a little bit.

Commissioner Kipp asked if they (the Commission) had to approve the dates. She stated this is just a set deal isn't it. Director of Administrative Services Palmer responded it is essentially a set deal, but two years ago I think there was a Library Commission that expressed that they would like the opportunity to discuss and approve them.

Commissioner Kipp moved to approve the Library Closure Schedule as presented. Commissioner Ward seconded the motion. Motion carried.

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

8.b. Review of 2006-2007 Fiscal Year Operating Budget

Director of Administrative Services Palmer presented the staff report providing budget background information for the Library Commission's review and comment. He emphasized that the most important goal and objective set for the staff of the Folsom Public Library in the near term is to design, build, and operate two new libraries. He also informed the Commission that once again the appropriation target for the 2006-2007 library operating budget is zero growth, adjusted for costs associated with Labor Memoranda of Understanding, and at this early phase of the budget process, many revenue and expense variables remain undefined. Staff will return to the Commission with additional financial details and a preliminary budget proposal as budget development progresses.

Director of Administrative Services Palmer shared that in the five year financial forecast for 2006-2007 year the finance director, in that document that was published in 2003, anticipated a ten percent increase in property tax revenue throughout Folsom. He stated he wasn't sure if it was that high but as we move throughout the year we will get an idea of how close we are to this years estimate

Commissioner Holderness asked how much. Director of Administrative Services Palmer responded ten percent as anticipated in 2003.

Commissioner Ward asked how much do we get out of the property tax, what percentage. Director of Administrative Services Palmer stated that he could not quote the formula but in terms of dollars what it means to the library somewhere between 1.2 and 1.4 million dollars is what we are anticipating.

Director of Administrative Services Palmer stated that the deadline for submitting budgets is February 28, 2006, which falls prior to the March 6, 2006 Library Commission Meeting but he has received special consideration from the Finance Director and the City Manager to enable the Library Commission to review the preliminary budget in a more final state at the March meeting.

Commissioner Kipp asked what Citygate is. Director of Administrative Services Palmer responded that they are a consulting firm.

Director of Administrative Services Palmer pointed out that from an operating perspective some of the revenue and expense information is polluted. You will see some revenue and expense spikes that are not real, caused by the million dollars that was moved into the operating expense, into the fund balance, that is really positioned for the opening day collection.

Commissioner Collins asked, so that is included in the Operations and Maintenance fees, it's not called out separately at all. Director of Administrative Services Palmer responded that it is not

called out separately in our accounting system it is called out separately in our instructions from the City Manager. It's in what is called a designated fund balance, it's in the bank and the interest that is drawn off that money continues to go in to the library fund; it is just designated for other library expenses, but is held in the same accounting system.

Commissioner Collins inquired as to how the budget for this fiscal year would reflect the funds appropriated for the opening day collection.

Director of Administrative Services Palmer explained that the funds will be released by a supplemental appropriation when staff takes this to the City Council to award the contract for one or more book vendors to supply these books, along with that action the council will appropriate the funds to do it and that appropriation will last beyond the fiscal year. So it will actually be appropriated outside the budget process.

Commissioner Collins asked what happens if they (council) don't appropriate that money. Director of Administrative Services Palmer responded that the world is wide open but the money is sitting in our bank account, and it will stay there until they (council) take some action.

Commissioner Kipp asked what Transfers Out are. Director of Administrative Services Palmer responded that Transfers Out is any number of things the most direct way to answer it those services that are provided by other city staff members to the library, which could include rent, it's the cost allocations. It's often called overhead, but it is not overhead it is for example, it pays for the City Attorneys staff to help us negotiate contracts. It pays for me (Director of Administrative Services Palmer), it pays for the City Manager it pays for building insurance.

Commissioner Ward asked if they are considering eliminating healthcare for retirees or downgrading it or something. Director of Administrative Services Palmer responded that he was not sure how to answer. It is a collective bargaining issue so it will be addressed by all the different/various bargaining units.

Commissioner Ward asked if healthcare is currently covered for retirees. Director of Administrative Services Palmer stated yes, depending on what bargaining unit you are in.

Commissioner Ward questioned whether the managers are in a bargaining unit. Director of Administrative Services Palmer stated that the Department Heads are not in a bargaining unit but mid management does have a bargaining unit, as do all standard miscellaneous employees, the Fire Department and the Police Department.

Commission Chair Blakeslee asked in the 2004-2005 the General Fund subsidy percent is as high as the actual number that 30.72 percent. Director of Administrative Services Palmer responded, yes and that is skewed by the six-hundred fifty thousand transfer in. He further explained that in the 2004-2005 the six-hundred fifty thousand transfer should have been one transfer of three hundred and twenty five thousand. The first year that we set aside the money, in the 2003-2004 the three hundred and twenty five thousand was put in the Library Development Fund instead of the Library Operating Fund. In the 2005-2006 year that was corrected and money was moved from the Library Development Fund to the Library Operating Fund, it is bookkeeping entry.

Commissioner Collins requested that the final copy of the budget be in color. Director of Administrative Services Palmer responded that he would also provide color slides

Commissioner Ward asked if the benefit projections or the increase in benefits, is it the current benefit package. Director of Administrative Services Palmer explained it's too early in the budget to have any type of accurate labor forecasting. We have essentially just carried over last year's cost.

Commissioner Kipp asked when do you do your bargaining. Director of Administrative Services Palmer explained that there is no bargaining going on right now that effects the library. The Finance Department still forecasts what the health insurance costs will be because those change every year.

Commissioner Ward stated that it looks like there was more capital outlay in 2005-2006 than there will be this year. Did we pay most of the cost of the new library. Director of Administrative Services Palmer responded that the new library costs are not in this particular budget this is the library operating cost. Commissioner Ward asked why there is capital outlay in operating cost, in any year. Director of Administrative Services Palmer stated he is not sure what the two-thousand dollars was in 2004-2005.

8.c. Library Commission Direction to Staff on the Preparation of Meeting Minutes

Director of Administrative Services Palmer clarified that the October 3, 2005 minutes passed with a majority vote of the votes cast excluding abstentions, at a properly called meeting at which a quorum was present. RONR (10th ed.), p.387 XIII. 5-15.

Director of Administrative Services Palmer presented the staff report stating that library staff prepares the written version of the Library Commission minutes in summary format, focusing primarily on capturing the essence of the issues brought before the Commission and the motions, seconds, and votes pertaining to those issues. Staff reserves the audio tape recording of each Commission meeting as the permanent record of that meeting. Staff adopted this procedure from the procedures used to record the minutes of City Council meetings. Staff utilizes this method in order to reduce the level of clerical staff time required to produce the documentation, without compromising the official record.

Commissioner Collins asked (going back the Robert's Rules of Order) if one person voted aye and everyone else abstained it would pass based on your definition. Director of Administrative Services Palmer responded yes, because and abstention is not a no vote.

Commissioner Holderness asked it is possible for a body to choose how they want their majority to be calculated. Director of Administrative Services Palmer responded, that is absolutely accurate, and in terms of by laws the defining legislation around what establishes the Library Commission is the City Council the Commission itself has not adopted any rules to the contrary and Commissioner Holderness' statement is accurate. If absent any other rule to the contrary that the body has established for themselves, the default is the majority of the votes cast.

Commissioner Collins asked are we allowed to ask questions at this point, I know Linda you had concerns about the amount of detail that was in the past minutes. Commissioner Holderness asked were you (Commissioner Collins) here last time. Commissioner Collins replied yes I was Commissioner Collins asked do any of these examples that are provided, are they any better as you see them. Commissioner Holderness stated, I think than the way we did it last time.

A discussion by the Commission followed.

Commissioner Collins moved to have the minutes provide a little more detail, including specifically questions and answers, any legislative action that is taken, and any requests for new business or new agenda items for subsequent meetings.

No second.

Director of Administrative Services Palmer asked for a more specific motion, stating that asking for something a little more detailed puts staff in a position where we have to make a value judgment on what is real and what is not. What you might consider is if the main point, you want to be sure there is an accurate reflection of answers to questions that are asked, what is the question, what is the answer, start there, go a few months if we need to tweak the minutes again we're happy to bring this question back in front of you. Those instructions are specific enough that I could task staff to follow that new rule. Do the minutes like you've been doing them and be sure that when questions are asked, answers are given.

Commissioner Ward asked if have to have a motion regarding the minutes. Director of Administrative Services Palmer stated that if you want staff to change their procedure in some measurable way a motion is needed.

Commissioner Ward moved to end the meetings at 8:00 PM. She stated the library closes at 8:00. Shouldn't there be some time limit on the discussions.

No second.

Commissioner Ward requested an agenda item about the length of the meetings be on the next agenda.

Commissioner Holderness asked what was decided about a motion, how does staff want the Commission to frame it? We think that there needs to be, if Commissioners ask questions of substance about Commission policies or philosophies or something, that those questions and the answers to those questions will be reflected in the minutes and also care will be taken to determine when necessary, that occasionally in a discussion of items there may be a point that should be recorded. Something along those lines.

Commission Chair Blakeslee stated that he thought that statement was too broad.

Director of Administrative Services Palmer reminded the Commission that the they voted unanimously to approve the November minutes as written, and when staff doesn't get it quite

right, based on the October two to one vote of the minutes. The mechanism used to change them is on an ad hoc basis. Latitude is something that staff doesn't want with regard to providing minutes for the Commission. If the Commission wants a new formula staff needs something specific and measurable.

Commissioner Kipp stated that when the minutes are presented the Commission is asked if there are any additions or corrections and that is when a Commissioner should speak up.

Commissioner Holderness moved that the minutes be a little bit more meaty.

No second.

Commissioner Ward moved that there be a brief summary of the discussion as well as the vote on items.

Commissioner Collins seconded the motion.

Commissioner Holderness made a friendly amendment that questions of substance related to library issues that are asked by Commissioners be reflected in the minutes and the answers reflected as well be added to Commissioner Ward's motion.

Commissioner Ward accepted the amendment.

Commissioner Collins seconded the amended motion. Motion carried.

AYES:	Commissioners:	Ward, Collins, Holderness, and Blakeslee
NOES:	Commissioners:	Kipp
ABSENT:	Commissioners:	Myers
ABSTAIN:	Commissioners:	

Commissioner Holderness questioned Commissioner Kipp as to why she voted no. Commissioner Kipp stated she thought the minutes were fine the way they are and that she does not want library employees' time taken up writing minutes.

Commissioner Comments:

Commissioner Kipp asked where the plaque wall would be located and what will they look like.

Commissioner Ward stated she felt that was an issue for the fund raising sub-committee and she would call a meeting.

Director of Administrative Services Palmer stated that none of those issues have been considered yet.

Director of Administrative Services Palmer requested that the fund raising sub-committee meeting be held after the budget is due, (February 28, 2006).

Commissioner Ward stated that she thought that was a long time, and to raise money they really need to get things going.

Commissioner Kipp asked where do we draw the line. there are other large donations not for the security system.

Commissioner Ward stated she feels this is an item for the sub-committee not the City.

Commissioner Holderness asked if this is a Friend's item, is it appropriate to discuss in the Commission?

Commissioner Holderness stated that there used to be items on the agenda for the Friends and the Foundation.

Commissioner Ward stated that twenty-three wooden book spines and twenty-four ceramic book spines have been sold and including the fifty thousand that the Friends of the Library donated for the security system, the total is up to sixty-six thousand five hundred.

Commissioner Ward stated that she would call a meeting of the fund raising sub-committee to discuss strategies and publicity issues.

Commissioner Kipp stated that there is a woman at Pinebrook that is trying to raise three thousand to buy a plaque.

Commissioner Collins stated that as he mentioned in his email about his daughter's kindergarten class the parents got together and purchased a book spine for the teacher and that it might be good to advertise the book spines as gifts for teachers.

Commissioner Collins requested that a Friend's report be added to the next agenda.

Commissioner Collins asked what sub-committees are still formed.

Director of Administrative Services Palmer responded that at present the only standing sub-committee is the fund raising committee.

Director of Administrative Services Palmer stated that he did not think he could guarantee a member of the Friend's to attend and report at a Commission meeting. He suggested that staff obtain a copy of the Friend's meeting minutes and distribute with the Commission packets.

Meeting adjourned at 8:21 PM

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Janet Robinson, Senior Office Assistant