

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

January 7, 2008

Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Supervisor Jan Beautz, Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Randy Johnson, Councilmember Cynthia Mathews, Citizen Leigh Poitinger, Councilmember Mike Rotkin, Supervisor Mark Stone, Councilmember Michael Termini

Staff: Anne Turner, Director of Libraries  
Susan Elgin, Assistant Director of Libraries

II. APPROVAL OF MEETING AGENDA OF JANURAY 7, 2008

**Councilmember Mathews moved, seconded by Councilmember Rotkin**

**that the Board approve the agenda of January 7, 2008 with the following changes: line item 8A, Felton Task Force, report be postponed until next month and line item 9A, Library Staff Reclassification Process, be moved up in the agenda to follow line item 6A, Written Communications.**

**UNAN**

III. APPROVE MINUTES OF DECEMBER 3, 2007

**Supervisor Stone moved, seconded by Councilmember Mathews**

**that the Board approve the minutes of December 3, 2007**

**UNAN  
ABSTAIN: Gorson**

IV. ORAL COMMUNICATIONS

Councilmember Johnson reported that he was able to take a preliminary view of the new library in Watsonville.

Councilmember Johnson also reported on an issue at the Scotts Valley Library Branch. Currently the library is used by many of the middle school children in the afternoon. Councilmember Johnson reported that he has spoken with the Recreation Department, the Principal of Scotts Valley Middle School and the Police Department to try and come up with a solution to relieve some of the pressure off of the Scotts Valley Branch Library Staff. The Recreation Department is looking into providing some after school services one day a week to provide after school activities.

Councilmember Johnson also reported that a model drawing of the Scotts Valley Town Center will be put up at the Scotts Valley Library for interested people to view.

V. CONSENT AGENDA

- A. Accept Basic Financial Statements and Independent Auditors' Report for the year ended June 30, 2007

**Councilmember Mathews moved, seconded by Supervisor Stone**

**That by motion the Library Joint Powers Authority Board accept the Basic Financial Statements and Independent Auditors' Report for the Year Ended June 30, 2007 prepared by Caporicci & Larson, Certified Public Accountants.**

UNAN

- B. Appropriate McCaskill Trust Funds for Local History Project

**Councilmember Mathews moved, seconded by Supervisor Stone**

**That the Library Joint Powers Authority Board adopt Resolution #2008-01 that will appropriate and transfer \$3,800.00 in available McCaskill Trust for Local History funds to purchase archival boxes in which to store the Library System's collection of historic newspapers, and that the FY 2007-08 budget be amended accordingly.**

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VI. WRITTEN COMMUNICATIONS

Letter of December 12, 2007 from Santa Cruz City Clerk announcing that Vice Mayor Cynthia Mathews and Councilmember Mike Rotkin have been reappointed to represent the City on the Library Joint Powers Board.

## VII. STAFF REPORTS (Moved up in the Agenda)

### A. Library Staff Reclassification Process

Director wrote a memo to the Board explaining that in 2006 a task force addressed library staff reclassification issues. The process did involve the Union but ultimately the Union rejected the proposal. The classification issue still needs to be addressed so the decision was made to hire a consultant and to share these costs with the City of Santa Cruz.

The HR Staff has looked at the organizational issues that the Director has spoken about and an organizational development study will begin in the new fiscal year 2008-09. Salary comparison studies will be looked at last after the library organization is defined and designed. Consulting costs will be set at \$25,000 with both HR and the library paying half. The library will be involved in the selection process for hiring the consultant.

Lisa Sullivan, HR Director for the City of Santa Cruz, addressed some of the questions and concerns that the Board presented to the HR Department back in June which had to do with the selection process and labor relations in general. The City's Human Resources staff has started to randomly audit and observe some of the selection interviews, with priorities placed on interviews that have internal candidates applying for lateral or promotional positions. HR is giving feedback to the Library Managers who have been conducting these interviews.

Ms. Sullivan also reported that HR has made it a priority to develop good partnerships and collaboration with the labor unions, in particular with SEIU. Recently regular informal meetings with SEIU have been conducted to go over concerns that they have city-wide. There is a library steward that does attend these meetings regularly and issues are brought to the table concerning the library. These issues are discussed openly and honestly and well crafted solutions are encouraged.

## VII. REPORTS OF ADVISORY BODIES

Susan Heinlein, Managing Director of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Hosted a Brunch for the Library Leadership Management Team
  - Councilmember Mathews and Councilmember Termini were in attendance
- 2<sup>nd</sup> Major Membership Mailing
  - 10,000 people have been contacted with this mailing including the one done in October
- Canceled Munching for Mozart on Friday, January 4, 2008
  - Next one is February 1, 2008

Felton Library Friends, Michelle Mosher, reported the following activities:

- Express gratitude for the letter to the Sentinel from the Library Director

- Community Foundation Grant
  - Contracting with a grant consultant to start researching funding sources
- Will be helping with the upcoming Sales Tax Measure
- Design Workshop at Felton Firehouse Tuesday, January 8, 2008 from 4-5:30pm
  - Slideshow of three neighborhood branch libraries in the San Francisco Area and others

## VIII. MEMBER REPORTS

### A. Felton Task Force

Report by Citizenmember Gerdt Scheduled for Next Month

### B. Sales Tax Ballot Measure Campaign

Councilmember Mathews has begun to talk to people in the community who would like to be part of a campaign committee for the Library Sales Tax Measure. This cannot be an activity of the LJPA Board; a separate campaign committee will be set up. Carolyn Livingston has volunteered to be the volunteer campaign treasurer and has a lot of experience in this work. It would be important for the LJPB to be represented on the committee and the interested members should contact Chair Termini.

The first meeting will be January 24, 2008 with Kathrine Lew who will help lay out a campaign strategy. This campaign committee needs to report back to LJPB in a legal and appropriate way.

### C. Strategic Financial Projections

Citizenmember Gorson summarized the report to the Board concerning the Library Financial Projections covering FY 2007-08 to FY 2012-13. This report was intended to look at a 5 year projection to see if on-going revenue streams are able to meet on-going baseline expenses. This report does not take into account major projects or major capital spending. This report is an estimated projection of the status quo revenue and spending.

The financial projections prepared in 2005/06 indicated that operating revenues would consistently exceed operating expenses by approximately \$200,000 each year through 2010/11.

The current 2007/08 projections show a shortfall of approximately \$200,000 in the current year, growing to \$540,000 by 2012/13.

The Director is aware of the projected shortfalls and is looking at what the library could be doing to re-organize the way the library operates.

Councilmember Rotkin commented on ways in which the Board might find some savings for the library. He stated that he is sympathetic to the technological solutions that allow more work to be done quicker but he is not necessarily in favor of contracting

out for services. Councilmember Rotkin stated that he does see savings in automation and cutting back services which only serve a small portion of library users.

Councilmember Johnson spoke about his concerns. He does not get the sense that revenues due to the sales tax measure will increase over the next 2-3 years in part due to the housing crisis. He feels these projections are fairly accurate and not very optimistic. He believes it will be a tough time for the Board looking at these types of figures and deciding what to do about it. He would like the Board to not be reactive but proactive. He also stated that he feels the Board needs to have a strategy to deal with these financial projections.

Councilmember Mathews endorses the efforts to look at other economies.

The Director intends to make this part of the budget process.

The Board requested Citizenmember Gorson to add potential capital projects concerning costs to the baseline projection report.

## IX. STAFF REPORTS

The Director made the following reports:

- A. Library Staff Reclassification Process (move up in the agenda)
- B. Locust/Union Street Building Move
  - TBA Tenant Improvement Amount
  - Cannot project exactly how much the move will cost therefore we will not be able to project how much cash will be left over
- C. Margaret Souza decided not to retire due to recent union negotiations. She will be extending her time for another year.
- D. Calvin Trimpey, Account Clerk II, has resigned his position in order to take a job in San Francisco with the 9<sup>th</sup> District Court.
- E. Report on Recent Storm
  - Closed Friday, January 4<sup>th</sup> and Saturday, January 5<sup>th</sup> throughout the system
    - i. Computer systems are located downtown and the power was out
  - Central Branch Library Re-opened Sunday afternoon, January 6<sup>th</sup>
    - i. Documentary Film Program: "The Ground Truth: Interviews with Patriotic Young Americans Who Served in Iraq" with thirty in attendance
  - Only significant damage was at Boulder Creek
    - i. Leaking skylights & Poor Drainage in Amphitheatre
- F. Opinion Piece and letter to the Editor written by Director to the Sentinel

## X. OTHER BUSINESS

- A. Appoint Citizen Member

**Councilmember Mathews moved, seconded by Supervisor Beautz**

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**That the Library Joint Powers Authority Board move to re-appoint Citizenmember Barbara Gorson for another 4 year term set to expire January 31, 2012.**

**UNAN**

**B. Appropriate Reserve Funds for ILS Upgrade Phase 2**

The Board discussed the memo from the Director describing the staff decision to implement open source technology for the ILS Upgrade Phase 2. Network Access Administrator Dan Landry answered further questions, and several members expressed their support for the decision.

**Councilmember Johnson moved, seconded by Supervisor Stone**

**That Resolution #2008-02 the Library Joint Powers Authority Board appropriate and transfer \$106,000 in available reserve funds for implementation of the Library's automation system upgrade, Phase 2.**

**UNAN**

**XI. NEXT MEETING**

Councilmember Johnson will be stepping down from the Library Joint Powers Board but will be appointing Jim Reed to serve from Scotts Valley.

Annual election of officers is scheduled for the February meeting.

**XII. ADJOURN**

The regular meeting adjourned at 9:10 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board