

These are DRAFT minutes of the Library Joint Powers Board Meeting on December 4, 2006. They will be considered and adopted by the Board at its next meeting. Until the Board takes that action, they are not an official account of the Board meeting.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

September 8, 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, Councilmember Cynthia Mathews, Citizen Leigh Poitinger, Councilmember Mike Rotkin, Councilmember Michael Termini, Citizen Barbara Gorson, Supervisor Mark Stone, Councilmember Jim Reed

Absent:

Excused:

Staff: Anne Turner, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF SEPTEMBER 8, 2008

Supervisor Stone moved, seconded by Councilmember Mathews

that the Board approve the agenda of September 8, 2008.

UNAN

III. APPROVE MINUTES OF JULY 7, 2008

A. APPROVE MINUTES

Councilmember Rotkin moved, seconded by Councilmember Mathews

that the Board approve the minutes of July 7, 2008.

UNAN

**Abstain: Gorson, Reed, Stone,
Poitinger**

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IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

- A. Approve Loan Agreement with City of Santa Cruz for Tenant Improvements at Locust/Union Building

Councilmember Rotkin moved, seconded by Councilmember Mathews

<p>That by motion the Library Joint Powers Authority Board authorize and direct the Director of Libraries to enter into a loan agreement with the City of Santa Cruz to help fund the Library's tenant improvement costs at the Locust/Union building in the amount of \$467,303.</p> <p style="text-align: center;">UNAN</p>

- B. Appropriate McCaskill Trust Funds for Purchase of Equipment for Visually Impaired

Councilmember Rotkin moved, seconded by Councilmember Mathews

<p>That the Library Joint Powers Authority Board adopt Resolution #2008-16 authorizing the expenditure of an amount not to exceed \$4,100 from the McCaskill Trust for the Visually Impaired to purchase computer viewing equipment.</p> <p style="text-align: center;">UNAN</p>
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- C. Appropriate McCaskill Trust Funds for Purchase of Archival Storage Supplies

Councilmember Rotkin moved, seconded by Councilmember Mathews

<p>That the Library Joint Powers Authority Board adopt Resolution #2008-17 transferring and appropriating \$500 to the FY 2008-09 budget for the purchase of archival storage supplies.</p> <p style="text-align: center;">UNAN</p>

- D. Review Conflict of Interest Code

Councilmember Rotkin moved, seconded by Councilmember Mathews

That by motion the Library Joint Powers Authority Board review the Library Conflict of Interest Code and find that no amendment is required.

UNAN

E. Accept Panoramic Aerial Photograph of Santa Cruz from Peter Nurkse

Councilmember Rotkin moved, seconded by Councilmember Mathews

That the Library Joint Powers Authority Board by Resolution #2008-18 accept with gratitude the gift of a 1906 panoramic aerial photograph of Santa Cruz for display in the Californiana Room of the Central Branch Library.

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Councilmember Reed arrived after Consent Agenda vote.

VI. WRITTEN COMMUNICATIONS

None

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:

- Crate Sale Saturday, September 6, 2008
 - helped to get rid of 80 crates storing books
- New Board Member Recruiting going on now
- Annual Membership Drive
- July sponsored *Bach at Leipzig* at Shakespeare Santa Cruz
- December 6th sponsoring Santa Cruz Shakespeare *Wind and the Willows*
- Friday September 5th Munching with Mozart
- Friday October 3rd will be the next Munching with Mozart
- Fall Civic Sale will be in November TBA

VIII. MEMBER REPORTS

A. Felton Library Task Force

Citizenmember Gerdt reported that the Felton Task Force has met three times this summer. Janis O'Driscoll, Youth Services Coordinator, has joined the task force. The focus has been to design a floor plan for the Felton Branch Library. Janis did some research on laptops being used in the library. This allows patrons to sign laptops out and use them throughout the library instead of dedicating a large quantity of space to stationary computers. This has been used in several libraries with successful results.

The collection was also discussed and possibly combining non fiction books for school age children.

The community room has also been a large focus and discussion has involved the flexibility of the room to serve many needs of the community. One use discussed for the community room has been an art center for pre-school aged children in the morning and a homework center in the afternoon. The community room would also be available in the evenings and on weekends for adult classes. The task force is trying to design the room so that it opens up into the rest of the library in order to give it even more flexibility.

IX. STAFF REPORTS

- A. FY 2007-08 Annual Statistical Report Questions and Comments [the report was mailed to JPB members in August and is available on the Library Website]

Councilmember Mathews suggested that this report should be sent out to all the major donors of the Measure R campaign in order to see all the efforts that have been accomplished throughout the Library system.

- B. Young Adult Services Report by Librarian Sandi Imperio [The report was mailed to JPB members in August]

Citizenmember Gorson commended Ms. Imperio on a well written and thorough report.

Sandi Imperio reported that they will continue to do school visits where students are encouraged to sign up for library accounts.

- C. Budget Update by Director of Libraries

City's Finance Department has not closed the books on the FY 2007-08 so this report has been delayed. The Director will present a budget update in October.

X. OTHER BUSINESS

- A. Reconsider 2008 Holiday Closure

Councilmember Rotkin moved, seconded by Supervisor Beautz

That by motion, the Library Joint Powers Authority Board adopt the following open hours schedule for the 2008 holiday season:

December 21-23:	Regular Open Hours, All Branches
December 24-25:	Close All Branches
December 26-30:	Regular Open Hours, All Branches
December 31:	Close at 3:00pm at all Branches
January 1:	Close All Branches
January 2:	Resume Regular Hours, all Branches

Second, staff work to make sure the library does not have extraordinary expenses because staff have been allowed to take off discretionary time.

Third, library staff will contact the Sentinel with Holiday Closure schedule.

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B. Discuss Director of Libraries Retirement

Councilmember Termini commended the Director on leaving a considerable legacy.

Councilmember Termini also reported that he has discussed this retirement with the City Manager of Santa Cruz and he would like to form a hiring committee with the addition of two Library Joint Powers Board members. Citizenmember Gorson and Supervisor Stone have been chosen to sit on the hiring committee since they represent both the citizen and the county interests.

The Director also added that it is the City Manager's intention to appoint Assistant Director Susan Elgin as acting Director until an appointment has been made. The City intends to contract with a recruitment firm yet to be selected. The hope is to make an appointment by the end of May.

Also the Director and Assistant Director will be back in November to propose to the board staffing recommendations for filling the Assistant Director's duties.

C. Consider and Adopt Revised Facilities Master Plan

Citizenmember Poitinger reported that the committee met and updated the descriptions for each of the branches. They also looked at the service population for each branch and discussed the tier system and whether it was a valid framework for looking at facilities. The committee decided that the tier system is a valuable because it helps staff to rationalize where to allocate resources. But the committee did rename this system to "Branch Service Framework". The Branch Service Framework now defines the different libraries in the following three categories: central branch, regional branches and neighborhood branches. This framework is set up to be flexible with the needs of the individual branches.

The Branciforte branch has been called out as a safety issue since many transients like to use the branch as a place to camp. Staff is working on this problem and has contacted the Santa Cruz Police Department to help work on this problem.

Councilmember Rotkin moved, seconded by Councilmember Mathews

That by motion the Library Joint Powers Authority Board adopt the attached FY 2008-09- 2012-13 Facilities Master Plan for the Santa Cruz City County Library System, schedule a discussion about funding the plan, and instruct the Director of

Libraries to notify the City of Scotts Valley that space for the Outreach Program is no longer needed in that City's New Branch Library.

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D. Consider and Approve Proposed Friends of Library Central Branch Lobby Project

Teall Messer, Friend's of the Library Board member, reported that the Friends' would like to propose constructing a discrete sales space in the Central Branch Lobby. It will create an orderly space to have books displayed for sale and help alleviate space in the current Friends book store for additional office space. The books that are currently on sale in the lobby rarely get paid for and this space will help the Friend's to monitor their inventory better. The space will be able to be locked up at night.

Citizenmember Gorson moved, seconded by Supervisor Beautz

That by motion the Library Joint Powers Authority Board grant conceptual approval to the preliminary design for a Friends of the Library renovated sales space in the Central Branch Lobby.

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XI. NEXT MEETING

October 6, 2008

XII. ADJOURN

The regular meeting adjourned at 8:25 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

Sheila Fraser, Substitute Clerk of the Board

All documents referred to in these minutes are available in the Library Office.