

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM  
LIBRARY JOINT POWERS BOARD

MINUTES

August 3, 2009

Central Branch Meeting Room  
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Councilmember Jim Reed, Citizen Leigh Poitinger, Councilmember Sam Storey, Councilmember Katherine Beiers, Supervisor John Leopold, Councilmember Mike Rotkin

Absent: Supervisor Mark Stone, Citizen Barbara Gorson

Staff: Teresa Landers, Library Director

II. APPROVAL OF MEETING AGENDA OF AUGUST 3, 2009

**Councilmember Rotkin moved, seconded by Councilmember Reed**

**that the Board approve the agenda of August 3, 2009.**

**UNAN**

III. ORAL COMMUNICATION

Jim Morley, La Selva Beach resident, reported that the La Selva Beach book sale brought in approximately \$1,000 for the Friends of the Library. He also inquired about volunteer requirements.

Teresa Landers, Library Director, responded by reporting that volunteers can be used throughout the system but library staff must supervise them. Volunteers cannot be used to open branches when staff is not available.

IV. CONSENT AGENDA

**Councilmember Rotkin moved, seconded by Supervisor Leopold**

**that the Library Joint Powers Authority Board adopt Resolution #2009-14 authorizing the transfer and appropriation of \$7,000 from the Richardson Trust to the FY 2009-2010 Budget for the purchase of library materials that meet the criteria established for the Trust.**

**UNAN**

**Councilmember Rotkin moved, seconded by Supervisor Leopold**

**that the Library Joint Powers Authority Board adopt Resolution #2009-13 authorizing the transfer and appropriation of \$2,500 from the First 5 Commission Grant to the FY 2009-2010 Budget to continue its Family Place Project.**

**UNAN**

**VII. WRITTEN COMMUNICATION**

- A. Letter and email correspondence from patrons
- B. Web Page on Donating to the Library

**VIII. REPORTS OF ADVISORY BODIES**

Carole McPherson, Vice President of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Kids Book Sale reached \$2,289 in sales not including the \$300 in free books given to Summer Reading kids.
- "Donor Thank You and Meet Teresa" reception to be held in mid-October. Further details to be announced later.
- Volunteerism has increased. There are now 2.5 volunteers for every library staff member.
- Brown Bag/Small Business Survival Services on August 11<sup>th</sup> features a workshop on "Free Tech Tools" – 11:45-1:00pm, Central Branch Meeting Room.
- Friends' are sponsoring the August 13<sup>th</sup> performance of "Shipwrecked" at Shakespeare Santa Cruz.
- One night fundraising event with author-humorist David Sedaris on May 2, 2010 at the Civic Auditorium. Friends' members and donors will get preferential seating if they purchase tickets between August 20<sup>th</sup> through September 17<sup>th</sup> of 2009.
- Friends' Chapter Highlights:
  - La Selva Beach made over \$1000 at their book sale on July 18<sup>th</sup>.
  - Scotts Valley is planning its first "Barbeque for Books" auction and dinner fundraising event on September 19<sup>th</sup>
  - Boulder Creek is considering several fundraising ideas, including possibly a "shred-a-thon".

Paul Machlis, Friends of the Felton Library reported the following activities:

- \*3<sup>rd</sup> Annual Felton Library Festival: Ice Cream Social & Watermelon Feed
- \*September 12, 2009 from 10-12:30PM

**IV. MEMBER REPORTS**

**A. Felton Library Task Force**

Citizenmember Gerdt reported on the Felton Library Task Force. The Task Force has not met since the spring because they have completed the task of the conceptual drawings that

will be shown at the 3<sup>rd</sup> Annual Felton Festival. The strategic planning process will be next and a power point presentation in September will be the final follow up. The Task Force will wait for their next task to be assigned.

#### B. Scotts Valley Report

The Construction Management Team will meet to interview architects for the new Scotts Valley Branch Library. The team will recommend their first and second choices to go to council for approval.

The state has taken back \$1.4 million in Scotts Valley Redevelopment money and this will affect Scotts Valley's ability to borrow money but should not affect the Scotts Valley Library project.

### IX. STAFF REPORTS

#### A. Library's Insurance

Kris Kamandulus, City's Risk Manager, reported to the board on the Library's insurance policy.

#### B. Budget Update Through June 30, 2009

#### C. Recommendation on 8% Loss in Property Taxes Funds

The Library may choose to provide for the state take away by reducing the materials budget immediately by \$447,892 (this is a figure given to the library earlier) and is what staff used to work out a plan. If the actual amount is \$465,000 the library will know in time to make additional cuts in the materials budget.

The Library may also choose the net operating margin as the source to cover additional declines.

#### D. Update on Layoff and Mitigation

Library employee layoff started July 31, 2009. Two laid off staff members received other jobs within the City. There were twelve total employees laid off and they will be offered on-call work with the Library.

September 2, 2009 is the date by which library staff changes should be complete.

Library management is gathering comments from staff and the public on the new structure.

#### E. Update on Temporary Employees

Structure is still being developed.

#### F. Update on Community Volunteerism and Partnerships

Whole Foods opened in Capitola and some library staff went for a tour of the new facility. The library hopes to meet the marketing director and work with them on several different community programs offered through Whole Foods.

A major school cooperative effort will be happening where school kids will have the opportunity to sign up for library cards.

An offer came in to open a hot dog stand outside the Aptos Branch Library and a portion of the proceeds would go to the library. The Director is still looking into this proposal.

The library is working on the overall policy for volunteers. The information the library has worked out so far is that volunteers can do one task of a staff person's job but cannot do all of the tasks associated with a staff person's job.

The Library Director was notified by Borders Book Store of a benefit they put on and raised money/books for the library. The Library Director will be getting in touch with Borders to receive all the details.

#### G. Two Week Closure Recommendation

##### **Councilmember Beiers moved, seconded by Councilmember Rotkin**

**that the Library Joint Powers Authority Board approve the recommendation to close the Library for two weeks: Saturday, November 21<sup>st</sup> through Friday, November 27<sup>th</sup> and Saturday, December 19<sup>th</sup> through Friday, December 25<sup>th</sup>.**

**UNAN**

#### H. Strategic Planning Process Proposal

Long-term vision and planning process proposal for the library system was presented to the Board.

#### I. Update on Child Pornography Arrest at the Library

The Library will be pursuing a lifetime ban for this patron from all facilities.

#### J. Raising Patron Account Block Level from \$5.00 to \$10.00

The library system will be raising the block level up to \$10.00 because patrons will be hitting the block level much sooner due to recent fine increases.

#### X. OTHER BUSINESS

A. Resolution in support of staff who are being laid off, reduced in hours, and/or moved to a lower classification.

**Councilmember Rotkin moved, seconded by Councilmember Storey**

**that the Library Joint Powers Authority Board adopt Resolution #2009-15 honoring staff member affected by position eliminations and changes.**

**UNAN**

**B. Felton Permit Status**

The architect received the 100-year flood study needed for engineering purposes in order to enter the county process.

**C. Report from Adhoc Library Finance Subcommittee and Creation of Standing Library Finance Committee**

**Councilmember Storey moved, seconded by Councilmember Reed**

**that the Library Joint Powers Authority Board direct the Library Director to work with City Attorney's office to create the Library Finance Subcommittee that meets all Brown Act requirements as necessary.**

**UNAN**

**D. Library Budget 101 Meeting**

A meeting of the Library Finance Subcommittee will be held September 21<sup>st</sup> in place of the September 28<sup>th</sup> meeting. All Board members are invited to this meeting for a Library Finances 101 training.

**E. Re-establish Parking Lot Discussion Items**

The Board would like to re-establish the parking lot discussion items list.

**XI. NEXT MEETING**

September 14, 2009

**XII. ADJOURN**

The regular meeting adjourned at 8:53 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board