

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

September 14, 2009

Central Branch Meeting Room
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Citizen Barbara Gorson, Citizen Leigh Poitinger, Councilmember Sam Storey, Supervisor John Leopold, Councilmember Mike Rotkin, Supervisor Mark Stone

Absent: Councilmember Katherine Beiers, Councilmember Jim Reed

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF SEPTEMBER 14, 2009

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Board approve the agenda of September 14, 2009.

UNAN

ABSENT: Beiers, Reed

III. APPROVE MINUTES OF: MAY 18th, July 13th and August 3, 2009

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Board approve the minutes of May 18, 2009.

UNAN

ABSENT: Beiers, Reed

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Board approve the minutes of July 13, 2009.

UNAN

ABSENT: Beiers, Reed

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Board approve the minutes of August 3, 2009.

**AYES: Supervisor Stone,
Leopold, Councilmember Rotkin, Storey, Citizenmember Gerdt, Poitinger
ABSENT: Beiers, Reed
ABSTAIN: Gorson**

VI. ORAL COMMUNICATIONS

None

VII. CONSENT AGENDA

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Authority Board adopt Resolution 2009-17 changing the hours at the Felton Branch Library from 1:00-5:00 PM to 3:00-7:00 PM on Thursdays.

**UNAN
ABSENT: Beiers, Reed**

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Authority Board adopt Resolution 2009-18 reducing position #149-018 from 40 hours down to 30 hours per week and increasing position #149-016 from 20 hours to 30 hours per week.

**UNAN
ABSENT: Beiers, Reed**

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Authority Board adopt Resolution 2009-16 transferring funds and amending FY 2009-10 budget in the amount of \$6,978 accepting the grant for employee tuition reimbursement from the LSTA Public Library Staff Education Program for Diane Cowen and Elizabeth Henry.

**UNAN
ABSENT: Beiers, Reed**

VII. WRITTEN COMMUNICATION

- A. Letter and Email Correspondence From & To the Public
- B. Articles on Library Cutbacks Nation Wide
- C. Article on Potential Purchase of Jade Street Property for New Capitola Library
- D. List of Library Subscription Databases- Follow Up From Last Month

- E. Article on Libraries Bringing Value to the Community
- F. Articles About Santa Cruz Public Libraries

VIII. REPORTS OF ADVISORY BODIES

A. Friends of the Santa Cruz Libraries, Inc.

Sherry Skold, Board Member of the Friends of the Santa Cruz City-County Library System reported the following Friends' activities:

- Friends' Night at Shakespeare Santa Cruz was a modest success
- Munching with Mozart on the other hand was a huge success with standing room only. The next performance will be Thursday September 17 at 12:10 PM.
- Major Donor Event is scheduled for October 16.
- Volunteer Recognition will be in November and the Board will be asking to sign letter recognizing volunteer contributions to the library.
- Sentinel Parking lot will be no longer available to staff once the new tenant moves in and the Friends' would like the Board to discuss alternative parking options for staff and volunteers.

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

- 3rd Annual Felton Library Festival held on September 12, 2009 was a success and although not a fundraiser, the event did raise \$5,000 for the library.

B. Finance Committee.

Barbara Gorson reported for the LJPB Finance Subcommittee. It has become a standing committee following all the noticing requirements as such. The committee will meet every fourth Monday of the month in the Central Branch Meeting Room. The committee did not have a quorum last month but did receive and review information. However, no decisions were made. Jim Reed is stepping down due to other commitments. The committee decided to continue with three members. In lieu of the next regularly scheduled meeting there will be a special meeting held. The Finance 101 meeting will be held September 21st from 6-8 PM at the Central Branch Meeting Room.

VIII. MEMBER REPORTS

A. Felton Library Task Force

Citizenmember Gerdt introduced Teall Messer the architect for the new Felton Branch Library Project.

Teal Messer, architect, gave a Power Point presentation on the proposed new Felton Branch Library Project.

B. Scotts Valley Report

Teresa Landers reported for Jim Reed. A fundraising event will be held this Saturday, September 19, 2009. An architect will be approved by Wednesday night. Library consultant, Kathy Page, is getting started as well.

IX. STAFF REPORTS

A. Annual Report for FY 2008-09

Jack Dilles and Teresa Landers explained the reason for a \$467,000 discrepancy in estimated revenues and expenditures. The \$467,000 was a loan to the library from the City for improvements to the HDQ building. This needed to be entered in the library's budget as a revenue and as an expenditure. Unfortunately, the revenue was entered, library staff took estimated revenue and expenditure information before the \$467,000 expenditure was entered. Thus, staff was operating under the false impression that there was an additional \$467,000 in revenue available. However, staff did save over \$300,000 in FY 2008-09 expenses.

John Leopold expressed a strong hope that this would not happen again. He also expressed disappointment that the Board was put in a position of making serious and difficult decisions based on faulty information and wrong facts.

Jack Dilles reported that the independent audit is scheduled for October. Mr. Dilles offered to facilitate a meeting with the auditors and the Library Board. The Library Finance 101 meeting on Sept. 21 will give more information about the process.

B. End of FY 2008-09 Financial Information

C. July 2009 Monthly Financial Information

Teresa Landers reported that personnel cuts will be reflected in next months financials.

D. Update on State Take Away of Property Taxes

The Director reported that she has spoken with Pat Bush regarding the state take away of property tax funds and it is likely that the county will participate in the securitization process which will allow the counties to borrow back the property tax funds the State is taking back. This will be interest free for the County but we may not know for sure until early in 2010. This means the money may be available too late to spend on materials for the library. Management staff recommends saving this money to cover the deficit and then any other surplus be used to cover the negative cash flow situation or to establish a reserve.

Jessie Bunker-Maxwell, library staff, commented on her concern for staff and the increased workload they are experiencing now that the cuts have all taken place.

Today, a woman gave \$1000 to Bookshop Santa Cruz for the SCPL wish list program.

E. New Organization Chart for Library

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Library Joint Powers Authority Board adopt Resolution 2009-19 creating a new library division called Programs and Partnerships and have funds transferred into it from other divisions with details of the fund transfer provided by December 2009.

UNAN

ABSENT: Beiers, Reed

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Library Joint Powers Authority Board adopt Resolution 2009-20 transferring the following positions from the FY 2009-2010 Library Budget from Public Services to Access (Technical) Services:

725-002 Librarian IV/Access Services Manager

313-001 Librarian III/Collection Development Coordinator

UNAN

ABSENT: Beiers, Reed

F. Workman's Compensation for FY 2008-09

Director reported fewer claims in FY 2008-09.

Councilmember Rotkin commented that it is critical to continue awareness around reducing workers injuries and thereby reducing costs.

G. Change in Circulation Procedures to Issue Cards to Children Ages 0-5

H. Staff Retirement

Director acknowledged the retirement of two long time staff members: Pat Witham and Suzanne Rains. Each of them have worked 42 years for the Library.

Susan Elgin, Assistant Director, commented that these retirements were made possible because of the City's Medicare buyback.

Citizenmember Gorson recognized Susan Elgin for her many years of service, especially her time spent as Acting Director.

Citizenmember Gorson read proclamation honoring Susan Elgin.

Director announced breakfast in honor of Susan Elgin on September 21 at the City Hall Courtyard from 8-10 am.

X. OTHER BUSINESS

A. Parking Lot List Review

Everyone on the Board is asked to help with the logistics of getting the word out about the community meetings.

B. Strategic Plan Update

Citizenmember Gerdt reported that a request has been made for a \$10,000 grant to help with a phase survey.

XI. NEXT MEETING

October 5, 2009

XII. ADJOURN

The regular meeting adjourned at 9:13 p.m.

Respectfully submitted,

Helga Smith, Substitute Clerk of the Board

Kira Henifin, Clerk of the Board

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