

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

January 11, 2010

Central Branch Meeting Room
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

I. ROLL CALL

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

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF JANUARY 11, 2010

Councilmember Rotkin moved, seconded by Councilmember Storey

that the Board approve the agenda of January 11, 2010.

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III. APPROVE MINUTES OF DECEMBER 7, 2009

Councilmember Rotkin moved, seconded by Councilmember Beiers

**that the Board approve the minutes of December 7, 2009 with the following change:
Item III the motion was seconded by Citizenmember Poitinger.**

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VI. ORAL COMMUNICATIONS

None

VII. WRITTEN COMMUNICATION

A. Auditor's Report & Presentation
Steve Larson and Gabriel Tang from Caporicci & Larson made a presentation to the board on the library's audit.

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Board accept the Santa Cruz Public Libraries Basic Financial Statements and Independent Auditors' Report for the year ended June 30, 2009 prepared by Caporicci & Larson, Certified Public Accountants.

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- B. Letter and Email Correspondence From & To the Public
- C. Articles on Libraries Nation Wide
- D. Articles About Santa Cruz and California Libraries
- E. Monthly Narrative Report
- F. Monthly Statistical Report

VIII. REPORTS OF ADVISORY BODIES

A. Friends of the Santa Cruz Libraries, Inc.

Glenda Hastings reported the following Friends' activities:

- New Friends' Bookstore in Central Branch Lobby
 - *Grand Opening in February or March
- Ron D'Alessandro is working with Nancy Gerdt on patron surveys during January & February
- Friends' will be working with the Library's new job descriptions and placing volunteers where needs exist
- Boulder Creek Chapter
 - *2nd Annual Boulder Creek Library Jam on 2/27
 - *Boulder Creek Branch 25th Anniversary in February
 - *Activist Juan Negret is organizing a multi-branch "shred-a-thon" fundraiser

Teal Messer, Friends of the Board, commented on the new Friends Bookstore in the Central Branch Lobby. The new bookstore has 50% more linear feet and commands a larger presence in the lobby. The new bookstore has also allowed the Friends' office space to expand. The Friends did pay for this project contrary to the report made by the Sentinel newspaper. There has been positive patron feedback and the Friends are seeing an increase in business in the first week.

B. Finance Committee

Citizenmember Gorson reported that the Finance Sub Committee did not meet in the month of December. The sub committee did meet on January 4, 2010 and provided input to the Director and the Finance Director.

VIII. MEMBER REPORTS

A. Scotts Valley Report

No report

B. Capitola Report

Councilmember Storey reiterated that two potential sites have been identified for the new Capitola Branch Library. The first is the current site and the second is the Rispin location across the street. The Capitola City Council will be setting up a committee of citizen members to explore the two locations, begin the design process and look at funding options. At the council meeting on January 14th each councilmember will be appointing a citizen member to the committee.

IX. STAFF REPORTS

A. Monthly Financial Reports

Finance Director, Jack Dilles and the Library Director reported on the current financial status of the library. Sales tax revenue is running slightly behind projections. Revenues from fines and fees are also running behind.

B. Follow Up to Finance 101 Requests

All requests have been taken care of and followed up on.

C. Budget Projections Assumptions

Director presented budget assumptions to the Board.

Jeff Huddleston, member of the public, spoke to the board about being conservative in their budget projections for the next five years.

D. Volunteer Policy

Supervisor Stone moved, seconded by Citizenmember Poitinger

that the Library Joint Powers Board approve the volunteer policy as written with the following changes:

1st Sentence of 1st Paragraph- The Santa Cruz Public Libraries recognize the important role volunteers play in the operation of the Library System.

#3 (Added) The Friends of the Library recruit, screen and in consultation with the library place all Library volunteers. This includes responsibility for obtaining background checks in accordance with state law for volunteers working with children and other at risk populations.

#9 (Added) Library volunteers will work when appropriate supervision is available.

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E. La Selva Beach Volunteer/Staff Hybrid Proposal

Councilmember Rotkin moved, seconded by Supervisor Leopold

that the Library Joint Powers Board approve the La Selva Beach Pilot Project with the following addition:

***Library Management will investigate the number of volunteers needed to be trained at any one particular time**

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F. Budget transfer from Whalen Trust for Felton Costs

Councilmember Rotkin moved, seconded by Supervisor Stone

that the Library Joint Powers Board authorize the transfer of \$3,700 from the Whalen Trust to cover the current expenditure over the budget appropriation.

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G. Staff In Service Day

Councilmember Rotkin moved, seconded by Councilmember Storey

that the Library Joint Powers Board authorize staff to close for a day for a Staff In Service Day and give the public plenty of notice.

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H. Lost Rate Data

Will be part of a larger report at a later date.

X. OTHER BUSINESS

A. Parking Lot List Review

Board reviewed parking lot list.

B. Strategic Plan Update

The Library Director reported on the strategic plan. The last of the branch town hall meetings was held in Scotts Valley. Several focus groups will be held this month including the homeless, seniors and the ladies of Bonny Doon. January 21st there will be a bilingual town hall meeting from 7-9PM at Beach Flats Community Center . A community survey will begin in January and will run for four weeks. In February the Strategic Planning Committee will start crafting a strategic plan recommendation to present to the Board.

C. Reappoint Citizenmember Gerdt

Supervisor Stone moved, seconded by Councilmember Rotkin

that the Library Joint Powers Board reappoint Citizenmember Gerdt to another 4 year term on the Library Joint Powers Authority Board.

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D. Election of Officers

Citizenmember Poitinger moved, seconded by Councilmember Beiers

that the Library Joint Powers Board elected Citizenmember Gorson as Board Chair.

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Citizenmember Gerdt moved, seconded by Supervisor Leopold

that the Library Joint Powers Board elected Citizenmember Poitinger as Board Vice Chair.

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E. Board Meeting Schedule 2010

Supervisor Stone moved, seconded by Councilmember Beiers

**that the Library Joint Powers Board authorize the rescheduling of the following Board meeting dates:
July 5 move to July 12
September 6 move to September 13**

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F. Board Evaluation Update

Citizenmember Gorson presented the Board with Performance Improvement Actions Recommendations which included:

- *Completing a CALTAC Board Effectiveness training
- *Enact a policy for a disciplined and effective planning process, including long and short term strategies and goals as well as financial and capital planning.

*Set budget priorities

XI. NEXT MEETING

February 1, 2009

XII. ADJOURN

The regular meeting adjourned at 9:20 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

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