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## Sacramento Public Library Authority

# ACTION SUMMARY SACRAMENTO PUBLIC LIBRARY AUTHORITY BOARD

# Thursday, March 26, 2009 – 3:00 p.m. to 5:00 p.m. Board of Supervisors Chambers, 700 H Street Sacramento, California

Please note: The video recording of each Authority Board meeting is the true legal record of its proceedings. This Action Summary is intended to give an overview of items discussed and action taken in regard to those items. Meeting DVDs are available for check-out from any Sacramento Public Library branch within two weeks following each meeting.

#### 1. Call to Order

In Attendance: Linda Budge, Kevin McCarty, Don Nottoli, Bonnie Pannell, Susan Peters, Cortez Quinn (alternate for Roger Dickinson), Sophia Scherman, Sandy Sheedy, Jeff Slowey, Christopher Stokes, Robbie Waters, Donald Wilson (alternate for Roberta MacGlashan), and Jimmie Yee. Ray Tretheway did not attend the meeting.

Chair Linda Budge declared a quorum and called the meeting to order at 3:03 p.m.

#### 2. Public Comment on Matters Not on the Agenda

Terry Chekon addressed the Board regarding the need for an update on the search for a permanent Library Director. Ms. Budge thanked Ms. Chekon for her comments.

#### 3. Director's Report

Interim Library Director Phil Batchelor highlighted the policy change on total number of items checked out or on hold, which will go into effect on May 1. The total will be decreasing from 50 to 30 items. Mr. Batchelor also noted that the Library will be recognizing National Library Week (April 12-18, 2009) and National Library Workers' Day (April 14, 2009). Concurrent with this celebration of libraries and their staff, the Sacramento Public Library will offer an amnesty period for customers to return overdue books and materials and have associated fines and fees waived. The Library will also be hosting a variety of other events for customers during that time to celebrate the Library.

Board Member Susan Peters requested that staff report back in 60 days on the impact of decreasing the total number of items checked out and/or on hold. Staff agreed to do so.

#### 3.1 Internal Assessment Progress (Consent Only)

Mr. Batchelor updated the Board on progress of items included in the Internal Assessment that were scheduled to be completed by February 28. Of the items due for completion, this report contained those that were considered to be of a more routine nature and that could be accepted by the Board in a



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single motion. Mr. Batchelor highlighted four of the items – establishment of an empowerment environment that fosters collaboration, relocation of the Human Resources Department to provide increased security and privacy per the Performance Audit recommendation, deployment of a bookmobile with Spanish-language materials, and development of a Code of Ethics for the Library – as samples of the effort made by staff to improve Library services and internal functioning. Members of the Board again praised the large amount of work accomplished by staff during this period.

Board Action: Pannell/Quinn Approved (13-0)

#### 3.2 Performance Appraisal Process

Mr. Batchelor presented information on the revisions to the process used to evaluate employee performance. Formal recognition of individual employee effort is a cornerstone of the new process, and staff requested approval by the Board to launch a pilot recognition program utilizing budget savings.

Mr. Batchelor entertained comments and answered questions. A 60-day review of the pilot program will be provided to the Board by staff with additional recommendations for the Board's consideration.

Board Action: Sheedy/Quinn Approved (13-0)

#### 3.3 Fraud Prevention Policy

Mr. Batchelor presented the newly developed Fraud Prevention Policy with a recommendation for approval. This item satisfies both performance audit and fiscal audit recommendations to develop comprehensive internal control policies to safeguard the assets of the Authority.

By action of the Board, the policy was approved.

Board Action: Peters/Quinn Approved (13-0)

#### 4.1 FY 2008-09 Mid-Year Budget Update

Mr. Batchelor presented this item to the Board, noting that the report reflects the changes to anticipated revenue and expenses for the remainder of FY 2008/09. He also outlined the recommendation to utilize one-time funds from donations and higher than anticipated fine and fee revenue to fund several high priority projects, some of which were included in the original budget but held pending outcomes of savings measures taken by staff, and new items added as a result of donated funds, and to satisfy recommendations of the performance audit and internal assessment.

Mr. Batchelor addressed questions posed by Board members. Board Member Pannell requested the amount of savings that will be realized as a result of moving the Valley Hi-North Laguna Library from its currently leased space into the new location. Staff agreed to provide this information. Staff also agreed



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to report back on the impact of self-check machines on the collection of fines and fees.

Terry Chekon requested to address the Board on this issue and asked whether the approximate \$500,000 in budget savings could be carried over into the next fiscal year, rather than being used to fund the high priority one-time funding requests included in the report. Mr. Batchelor addressed Ms. Chekon's questions.

By action of the Board, the six recommended actions listed in the report were approved.

Board Action: Peters/Scherman Approved (13-0)

#### 4.2 PC Replacement Purchase Contract

Mr. Batchelor presented this item to the Board. He explained that this action would replace those computers on the Library's four-year replacement list, and represented approximately 25% of the public and staff computers in use by the Library. Mr. Teichert entertained comments and addressed questions from the Board.

By action of the Board, the purchase contract with Dell, Inc. for 266 PC workstations in an amount not to exceed \$267,000 was unanimously approved.

Board Action: Quinn/Wilson Approved (13-0)

#### 4.3 Financial Audit Report Update

Rick Teichert, Deputy Director for Administrative Services, and Vicki Johnson, Director of Finance presented this item to the Board. This item includes a recommendation to approve the Independent Auditors' Report for FY 2006/07.

Also included in the report is an update on the Management Letters for FY 2005/06 and 2006/07. Recommendations from the FY 2005/06 letter were included in the Library's Internal Assessment document with a timeline for completion, and recommendations from the FY 2006/07 letter will be implemented upon review of the Authority Board's Budget-Audit Committee when received.

Mr. Teichert and Ms. Johnson also reported on the status of the FY 2007/08 audit and provided a year over year summary of actual revenues and expenditures for FY 2006/07 compared to FY 2005/06.

By action of the Board, the Independent Auditor's Reports, Financial Statements, Required Supplementary Information and Supplementary Schedule for the Sacramento Public Library Authority for the fiscal year ended June 30, 2007, were unanimously accepted.

Board Action: Peters/Sheedy Approved (13-0)



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#### 5. Consent

- 5.1 Action Summary: February 26, 2009
- 5.2 Revised Authority Board Meeting Schedule 2009
- **5.3 Position Descriptions**
- 5.4 Monthly Financial Report
- 5.5 Monthly Treasurer's Report for January, 2009

Board Action: Slowey/Scherman Approved (13-0)

#### 6. Chair's Report

None.

#### 7. Reports, Ideas, and Questions from Board Members

Board Member Pannell thanked Library staff for meeting with her at the site of the new Valley Hi-North Laguna Library project, and expressed her pleasure at the progress and quality of the project.

Ms. Budge encouraged fellow Board members to forward information regarding grant and alternative funding sources to Library staff when received.

#### 8. Adjournment

This meeting of the Sacramento Public Library Authority Board was adjourned at 4:01 p.m.

Respectfully submitted,

Brenda Haggard Assistant Secretary to the Board

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