



**ACTION SUMMARY
SACRAMENTO PUBLIC LIBRARY AUTHORITY BOARD**

**Thursday, July 23, 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, Lauren Hammond (alternate for Ray Tretheway), Linda Kimura (alternate for Jimmie Yee), Roberta MacGlashan, Kevin McCarty*, Don Nottoli, Bonnie Pannell, Susan Peters, Cortez Quinn (alternate for Roger Dickinson), Sophia Scherman, Sandy Sheedy, Jeff Slowey and Robbie Waters. Christopher Stokes was unable to attend the meeting.

Chair Linda Budge declared a quorum and called the meeting to order at 3:11 p.m.

Ms. Budge introduced Rivkah Sass, newly appointed Library Director, who was in attendance at the meeting as an interested observer. Ms. Sass expressed her thanks to the Board and how much she was looking forward to stepping into her new assignment.

Mr. Batchelor introduced Matthew D. Ruyak, newly appointed Authority Counsel, who was in attendance in his official capacity.

The Board welcomed both to the meeting.

2. Public Comment on Matters Not on the Agenda

Rosemary Aschwanden addressed the Board regarding the elimination of videocassette materials from the Library's collection. Alison Landers responded to questions from Board members regarding this policy. The Board requested that staff review items remaining in the collection prior to discarding, and asked staff to report back at a future date. Staff agreed to do so.

Terry Chekon addressed the Board regarding the opening day collections for the new library facilities, expressing her concern that there were too few picture books currently, and asking whether more would be included in the opening collections for the North Natomas and Robbie Waters Pocket-Greenhaven Libraries. Ms. Budge thanked her for her remarks.

3. Closed Session

3.1 Pursuant to California Government Code Section 54957.6 to confer with Authority's Representatives Concerning Collective Bargaining with Local 39, Supervisory Unit – Agency Representatives: Phil Batchelor, Library Director; Rick Teichert, Deputy Director, Administrative Services; and Arevik Bagdassari, Director of Human Resources.

The Clerk of the Board announced that due to an error in the wording of the Closed Session item that materially changed the meaning of the notice, Closed Session would be removed from the Agenda.

4. Director's Report

Interim Library Director Phil Batchelor presented information regarding the Grand Opening event for the new Valley Hi-North Laguna Library, slated for Saturday, August 29, 2009. He also provided recaps on the events held at Courtland and Del Paso Heights Libraries to celebrate their expanded and remodeled spaces; indicated that service hour reductions in the City of Sacramento branches had taken place as of July 6, 2009; reported that the PC reservation program conversion had been completed, and that installation of self-check machines was on schedule to be completed by the end of calendar year 2009. Mr. Batchelor entertained comments and answered questions from members of the Board.

5.0 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 June 30. 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 single motion. Mr. Batchelor highlighted several items, entertaining comments and answering questions from members of the Board.

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

6.0 Reorganization of Collection Management Services Department

Alison Landers, Deputy Director for Public Services presented this report to the Board with a recommendation to approve the reorganization plan for the Collection Management Services Department and acknowledge the steps that have been taken to implement the tasks enumerated in Item #271 of the Internal Assessment. Ms. Landers entertained comments and answered questions from members of the Board regarding this report.

Both recommended actions were unanimously approved by the Board.

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

7.0 Branch Security Audits

Don Tucker, Director of Facilities, presented this report to the Board.

Sacramento City Councilmember Lauren Hammond, as alternate for Ray Tretheway, requested the schedule for future installations, and when the Colonial Heights Library might receive video surveillance cameras. Mr. Tucker explained that should funds be approved for the purchase of additional

surveillance systems, Colonial Heights would be the next location to receive them, based on the number of incident reports from the branch. Ms. Hammond requested that information be provided as to the potential timing that additional funds might be available.

By action of the Board, the report was received.

Board Action: **Slowey/Nottoli** **Approved (13-0)**

8.0 Self-Check Implementation

Mr. Batchelor presented this item to the Board, with a request to acknowledge completion of Phase I of the implementation of self-check machines at eleven branch libraries. The Board had no questions in this regard.

Board Action: **Quinn/Scherman** **Approved (13-0)**

9.0 Sacramento Public Library Authority Bylaws Revision

Diane Balter, Special Counsel to the Authority, presented this item to the Board with a recommendation to approve the proposed amendments to the Sacramento Public Library Authority Bylaws and Public Comment Policy as presented with a correction to Article 4, Section 7, to add the words, "through any contract or instrument," to the end of the final statement. The Board approved the amendments with the correction as noted.

Board Action: **Slowey/Peters** **Approved (13-0)**

The following actions were taken in a single motion, per the request of Board Member Susan Peters:

- 12.0 FY 2008/09 Budget Update – Gifts & Donations Report
- 13.0 Contract Renewal – Millennium Library Services System
- 15.0 Contract – Office Supply Vendor
- 16.0 Employer-Employee Relations Policy Update
- 17.0 Sacramento Public Library Personnel Policies
- 18.0 Quarterly Facility Planning Update
- 19.0 Monthly Financial Report – May 2009
- 20.0 Monthly Treasurer’s Report – April 2009
- 21.0 Monthly Treasurer’s Report – May 2009

Board Action: **Slowey/Sheedy** **Approved (13-0)**

Board Member MacGlashan requested that Item #14 be heard separately.

14.0 Contract – Vended Copier Services

Board Member MacGlashan requested a clarification of the amounts listed in the report. Mr. Teichert provided the necessary clarification.

The Board unanimously approved the five recommended actions as follows:

- 1. Approve** a purchase contract with Encompass, Inc. for the purchase of 28 coin vended copiers in an amount not to exceed \$110,000.
- 2. Approve** an annual maintenance agreement for the maintenance, support and toner for the 28 coin vended copy machines for the period of

August 1, 2009 through June 30, 2010 at an annual cost not to exceed \$8,000 combined.

3. Authorize the Library Director to sign all documents related to the contracts described herein within the approved terms.

4. Approve a budget amendment to appropriate \$55,000 to the County/Cities Fund and \$55,000 to the City of Sacramento General Fund for the purchase of 28 coin vended copy machines from undesignated fund balance. Staff will reflect this change in the FY 2009/10 Final Budget presented at the September 24, 2009 Board meeting.

5. Direct staff to include the maintenance cost and estimated copy machine revenue in the FY 2009/10 Final Budget to be presented to the Board on September 24, 2009.

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

22.0 Chair’s Report

Ms. Budge thanked staff for their assistance in preparing and translating into Spanish her remarks for the Courtland Library Re-Opening. Ms. Budge also mentioned a study mission to Boulder, Colorado, commenting on the library’s newsletter and proximity to the Civic Center.

23.0 Reports, Ideas and Questions from Board Members

Each Board Member expressed their sincere thanks to Phil Batchelor for his service as Interim Director over the last nine months. Mr. Batchelor thanked them for their remarks, and expressed that serving the Sacramento Public Library had been a wonderful experience and great privilege.

Ms. Hammond requested information on plans for providing library services to the Oak Park community. Staff agreed to provide a report to the Board in this regard.

24.0 Adjournment

This meeting of the Sacramento Public Library Authority Board was adjourned at 4:24 p.m

Respectfully submitted,

Brenda Haggard
Assistant Secretary to the Board

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