

# Sacramento Public Library Authority

# ACTION SUMMARY SACRAMENTO PUBLIC LIBRARY AUTHORITY BOARD

Thursday, February 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, Darryl Clare (alternate for Christopher Stokes), Roberta MacGlashan, Kevin McCarty, Don Nottoli, Bonnie Pannell, Cortez Quinn (alternate for Roger Dickinson), Sophia Scherman, Jeff Slowey, Ray Tretheway, Robbie Waters, and Jimmie Yee. Susan Peters and Sandy Sheedy did not attend the meeting.

Chair Linda Budge declared a quorum and called the meeting to order at 3:05 p.m.

# 2. Public Comment on Matters Not on the Agenda None.

#### 3. Director's Report

Interim Library Director Phil Batchelor made note of the upcoming Marketing campaign, "Better Every Day!" being deployed in conjunction with the launch of the Library's updated web site. Mr. Batchelor also noted that per the Board's directive, a new Harassment Prevention Policy had been developed with the assistance of attorney Gail Whaley of Hanson Bridgett, which incorporated the findings of the work group established to review, evaluate and update the current policy. This policy is administrative in nature and does not require formal approval by the Board.

#### 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 January 31. Of the 43 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 five of the items as an example of the good work staff was doing to improve Library services and internal functioning. Several members of the Board expressed their thanks for all that staff had accomplished since the January meeting, and stated they were pleased to see the positive changes taking place.

Board Action: Pannell/Scherman Approved (12-0)

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#### 3.2 Internal Control Policy

Mr. Batchelor presented the newly created Internal Control Policy for adoption by the Board. He stated that individual functional policies would follow for divisions in Finance, but that this umbrella policy would set the standard for ensuring that all other policies developed for the Authority would adhere to the strict guidelines established by this overarching policy.

Included with this report was the Authority's Contract and Procurement Policy, revised to lower the Board approval threshold for contracts from \$100,000 to \$50,000. All contracts and/or procurements in the amount of \$50,000 or greater shall require Board approval per the Board's request of October, 2008.

By action of the Board, all 12 recommended actions listed in the report were approved, including adoption of the Internal Control Policy and the Contracts and Procurement Policy.

Board Action: Waters/Scherman Approved (12-0)

#### 3.3 Disaster Preparedness

Mr. Batchelor presented the Emergency Preparedness Policy for the Board's approval. This item was included as Item 4a and 4b in the Internal Assessment presented at the January 22 Authority Board meeting.

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

Board Action: MacGlashan/Clare Approved (12-0)

#### 3.4 Customer Amounts Owed

Mr. Batchelor presented this item to the Board, noting the measures that were being undertaken to reduce the total amount owed to the Library by its patrons. The Board's action included approving a reduction in the collection referral threshold from \$50 to \$25 effective March 1, 2009; approving an amnesty period for customer to return overdue materials and have associated fines and fees for those materials waived; and approving the write off of \$58,911 in uncollectable accounts that have been inactive for at least three years.

Mr. Batchelor entertained comments and answered questions asked by members Tretheway, Clare, Quinn and Nottoli. By action of the Board, all seven recommended actions listed in the report were approved.

Board Action: Slowey/Quinn Approved (12-0)

#### 3.5 Appointment of Authority Treasurer/Auditor

Mr. Batchelor presented this item to the Board. He explained that previously, the functions of Treasurer and Auditor had been vested concurrently in the



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Deputy Director of Administrative Services. At the time of appointment in May, 2008, however, the Board requested that appointment be made only through February, 2009, and that in the interim, staff should investigate the advisability of vesting these functions in two separate individuals in order to provide greater accountability and internal control. Staff has determined that it is in the best interest of the Authority to appoint two separate individuals to fulfill these two distinct functions, and is now making a recommendation to do so, as well as to revise the annual Investment Policy to reflect this division of duties.

By action of the Board, all three recommended actions listed in the report were approved, including an amendment to the annual Investment Policy statement for FY 2008/09.

Board Action: Waters/Scherman Approved (12-0)

#### 4. Consent

- 4.1 Action Summary: January 22, 2009
- 4.2 Software Maintenance Contract Renewal
- 4.3 Monthly Financial Report
- 4.4 Quarterly Investment Performance Report

Board Action: Nottoli/Pannell Approved (12-0)

#### 5. Chair's Report

Ms. Budge stated that in regard to the Board's Budget-Audit Committee, she had confirmed with members Jeff Slowey and Jimmie Yee their willingness to serve for a period of one year commencing as of this date. Ms. Budge stated that she would finalize the membership of the committee and communicate same to staff so that a meeting could be scheduled prior to the March 26 Authority Board meeting.

Ms. Budge reported that the current lawsuit filed by Mr. James Arunga and Ms. Doreen Lee against the ACLU, which names several members of the Board and Library staff, is impacting the Authority's budget. Ms. Balter provided additional information about the specific costs to the Authority.

Ms. Budge reported on the event honoring the retirement of former Sacramento Kings player Chris Webber's jersey number, at which Library staff presented a resolution of thanks for Mr. Webber's many contributions to the Library.

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

Board Member Tretheway highlighted the upcoming Foundation event, Authors on the Move, scheduled for March 14. He encouraged his fellow Board members to attend if at all possible as the evening always proved to be entertaining and raised funds in support of the Library.



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Board Member Nottoli noted that he had attended an event at the Walnut Grove Library earlier today, which celebrated local artists in the Delta area of the County. He stated the event was well-organized and worthwhile and thanked the Library for inviting him to participate.

Board Member McCarty highlighted the action taken by the Sacramento City Council to name the new library in the Pocket-Greenhaven area in honor of Board Member Robbie Waters. Mr. McCarty stated this was a well-deserved honor and Mr. Waters thanked his fellow City Council and Authority Board members for acknowledging this honor, and thanked the Friends of the Pocket Library who made the suggestion to the City Council to honor him in this way. The honor has both surprised and humbled him, and he expressed his gratitude for the opportunity to be remembered in this way

Ms. Budge requested that Library staff endeavor to improve communication to Board members about Library events and programs. Staff agreed to investigate additional methods of informing Board members of these activities.

#### 7. Adjournment

This meeting of the Sacramento Public Library Authority Board was adjourned at 3:54 p.m.

Respectfully submitted,

Brenda Haggard Assistant Secretary to the Board

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