



Sacramento Public Library Authority

ACTION SUMMARY SACRAMENTO PUBLIC LIBRARY AUTHORITY BOARD

**Wednesday, January 27, 2011 – 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: Angelique Ashby, Linda Budge, Darrell Fong, Roberta MacGlashan, Kevin McCarty, Bonnie Pannell*, Sophia Scherman, Phil Serna, Sandy Sheedy, Jeff Slowey, and Jimmie Yee. Mark Crews, Don Nottoli and Susan Peters were unable to attend the meeting.

**arrived after roll call*

Board Chair Roberta MacGlashan declared a quorum and called the meeting to order at 3:01 p.m.

2. Public Comment on Matters Not on the Agenda

None.

3. Presentations

3.1 Sacramento Public Library Foundation Update

Sacramento Public Library Foundation Board President Nancy Lawrence **presented the Foundation's update to the Authority Board, describing the function and purpose of the Foundation.** Ms. Lawrence reported that the Foundation Board had recently appointed a Finance Committee and an Audit Committee of the Board to manage these specialized functions.

Ms. Lawrence answered questions and responded to comments offered by Authority Board members.

Board members requested information about Foundation Board meetings, including schedule information, whether the meetings are open to the public, and whether the meetings are subject to provisions of the Brown Act.

Board members also requested information regarding the Foundation's donor database and whether it was available to Library staff. Director Budge indicated that the Database License Agreement between the Foundation and Library indicates that it is available to Library staff; however, Ms. Lawrence replied that she did not know whether that agreement was current.

Board members asked about fundraising activities and donations to the **Library.** Ms. Lawrence reported on the Foundation's primary fundraising event, Authors on the Move, which raised over \$28,000 for Library programs and services in 2010.



Sacramento Public Library Authority

Board members also asked about the Foundation's Bylaws, which Ms. Lawrence indicated were in the process of being updated. Ms. Scherman suggested that a standard of 3 to 5 years be set for review of the Bylaws.

Board members asked whether the Foundation Director's salary was paid from fundraising and whether the \$84,000 reported on the most recent IRS Form 990 included benefits. Ms. Lawrence responded that benefits are over and above that figure.

Board member Yee thanked the Foundation for their efforts on behalf of the Library and asked how the Foundation controls costs, as the costs reported seem out of balance with funds raised. Ms. Lawrence replied that the Foundation has reduced staffing from 4 full time staff to 2.5, and indicated that the Director is performing the financial recordkeeping in addition to her other duties.

Members would like to know how much was actively raised by the Foundation for the benefit of the Library. They are seeking to understand the Foundation's mission and improve communication between the two organizations. The Board requested that the Foundation's Executive Director attend the February meeting to more fully address the questions posed by the Board. Library staff will place an item on the February agenda for a follow up report from the Foundation.

3.2 Cost Allocation Workshop

Due to an unexpected conflict, the presenter was unable to be present for the Board meeting. Upon motion by Director Pannell, seconded by Director Sheedy, this item was continued to the February 24, 2011 Authority Board meeting.

4. Director's Report

Library Director Rivkah Sass referred the Board to her written Director's Report. In addition, she expressed her thanks to the Library's Finance Department staff who have worked to complete the FY 2009-10 Audit, which will be presented to the Board at the February meeting. Ms. Sass also reported that Central Library will be hosting the Northern California Redistricting Commission, and that staff would be returning to the Board in February with a revised Debt Collection Policy in February. Ms. Sass informed the Board that Southgate Library will be closing for three weeks to implement the Family Place Grant provisions, and will re-open on Saturday, March 5. Ms. Sass reported that staff is working with the County to move forward on the feasibility study of relocating the Rio Linda Library into a vacant building at the Rio Linda Elementary School, providing a short term solution for additional space for library services and materials.

Board member Serna indicated he would like to be included in the walk through scheduled with County staff and staff from Twin Rivers Unified School District. Ms. Sass indicated that staff would provide the information.



Sacramento Public Library Authority

Ms. Sass additionally provided information about media coverage through the Elk Grove Citizen, Capital Public Radio and the Sacramento Bee. She then shared a video created for the Library with the help of the Foundation by students at Christian Brothers High School.

In response, Mr. Serna asked whether Library computers and wireless services are the only points of access for patrons. Deputy Library Director Denise Davis indicated that national studies have shown that library access to these services is the only access for nearly 70% of users. Mr. Serna stated he would like to know whether local statistics are similar. Ms. Davis indicated that staff would seek to gather that information.

Board member Slowey requested that a presentation be provided to the Board from the newly hired Job Resources Specialist; perhaps in the April-May timeframe.

Consent Items

The following items were approved with a single motion:

- 6.0 Action Summary: December 1, 2010
- 8.0 Position Description: Library Services Assistant
- 9.0 Fine and Fee Schedule Update: Galleria Rental Fees
- 10.0 Service Contract: Performance Management Software
- 11.0 Purchase Contract: RFID Equipment for Central Library
- 12.0 Grant Received: Borchard Foundation for 826 Sacramento
- 13.0 Gifts and Donations Report
- 14.0 Monthly Financial Update: October-November 2010
- 15.0 **Monthly Treasurer's Report** – October 2010
- 16.0 **Monthly Treasurer's Report** – November 2010

Board Action: **Budge/Scherman** **Approved (11-0)**

7. Arden-Dimick Library Incident: Proposal to Offer a Reward for Information

This item was taken separately in order to assign an amount for the reward. Upon motion by Board member Linda Budge, seconded by Kevin McCarty, a reward of \$5,000 will be offered for information leading to the arrest and conviction of the person or persons responsible for this incident.

Board Action: **Budge/McCarty** **Approved (11-0)**

17.0 Collection Development Policy – Revised

Director Sass presented this item to the Board, indicating that the intent and goal of the revised policy is for the collection to reflect the breadth and depth of the diversity of the community.

Ms. MacGlashan asked how costs were allocated across media types and genres, and what the process was for balancing the collection. Ms. Sass indicated that staff would return with additional details about breakdowns of specific formats and genres at a future meeting.

Board Action: **Scherman/Pannell** **Approved (11-0)**



18.0 Election of Board Chair and Vice Chair

Upon motion of Linda Budge, seconded by Kevin McCarty, Sandy Sheedy was elected Authority Board chair for 2011.

Ms. Budge nominated Sophia Scherman as Vice Chair. Upon motion by Ms. Budge, seconded by Ms. Pannell, Ms. Scherman was elected Authority Board Vice Chair for 2011.

Ms. Budge left the meeting at 4:15 p.m.

19.0 Chair’s Report

Ms. MacGlashan reported that she had enjoyed serving as Board Chair during 2010. She then appointed the following members to the Budget-Audit Committee of the Board for 2011: Sandy Sheedy, Jimmie Yee, Jeff Slowey, Darrell Fong, and Sophia Scherman.

20.0 Reports, Ideas, and Questions from Board Members

Board member McCarty reported that he is looking forward to the meeting with Ms. Sass to consider the possibilities of a non-standard library facility in the 65th and Folsom area of Sacramento. He also noted that he has visited several libraries recently with his children, and although Colonial Heights is not in his district, would like to see some attention given to refreshing the facility.

Deputy Library Director Davis stated that a refresh project at Colonial Heights was already in the planning stages and more information would be brought to the Board at a future date.

Board member Yee stated that he would like to see a standard rotation schedule for the Board Chair be developed. Staff will develop and return to the Board at a future date with this schedule.

Board member Scherman reported that she will be holding a series of monthly town hall meetings for constituents in Elk Grove at the Elk Grove Library and encouraged other members to consider utilizing library facilities in their districts for community meetings.

Director Sass presented a token of recognition to Board Chair MacGlashan and thanked her for her leadership during 2010.

20.0 Adjournment

This meeting of the Sacramento Public Library Authority Board was adjourned in memory of Elsie Feliz, long term supporter and Friend of the Library, at 4:54 p.m.

Respectfully submitted,

Brenda Haggard
Assistant Secretary to the Board

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