

## MINUTES

### 1. Roll Call

Present were Committee Members Missy McArthur, Patte Jelavich, Angela Richardson, and Peggy O'Lea. Also present were Assistant City Manager Randy Bachman, Acting Library Director Mark Smith, and Support Services Director Gerry Kersten.

### 2. Public Comment

None.

### 3. Consent Calendar

Chair O'Lea asked that the minutes be removed from the consent calendar, as she had some changes. Therefore, there was no consent calendar to consider.

### 3-a Approval of Minutes from Meeting Held February 7, 2007

With regard to the minutes, Chair O'Lea noted that all of the action items contained her making the motion and that she had not made the motions. She also stated that on page 2, under the discussion of the Fines and Fees Schedule, that the last sentence in the first paragraph should be changed to reflect that she had suggested that the maximum persons in the small meeting rooms be limited to eight, which is consistent with the number of chairs in the room.

MOTION: Accept the minutes as modified (made by Committee Member McArthur).  
AYES: Committee Members O'Lea, Jelavich, Richardson, and McArthur  
NOES: None  
ABSENT: Cleckler

### 4. Staff Items

#### 4-a Library Director's Status Report

Acting Director Mark Smith distributed a written report on the status of Library operations. That report is attached to the minutes.

In addition to the items on the written report, Acting Director Smith mentioned that Library staff are working with Peggy O'Lea and others on an application for a community reading program grant through the National Endowment for Humanities. He stated that the maximum grant amount under the program is \$20,000, but it is likely that the Library will apply for a \$10,000 grant with a \$10,000 match. Assistant City Manager Bachman stated that if there is going to be any financial match by the Library itself, it will need to go to the Municipal Library Board for approval prior to submittal. It was stated that there will be no match required from the Library itself.

Acting Director Smith also mentioned that the Library is fully staffed, with the exception of the permanent Director and an additional associate level librarian. Acting Director Smith mentioned that LSSI is considering bringing an individual from one of its other libraries to Redding to be the Director on a continuous but temporary basis, so that the Director can spend 100 percent of his/her time in Redding.

#### **4-b Community Survey**

Acting Director Smith passed out a draft of the Redding Library survey questions for an in-library or exit survey. Committee Member McArthur asked whether the Library would have comment cards for users to submit suggestions. Acting Director Smith said that comment cards would be available and that they are very helpful. Assistant City Manager Bachman suggested that an additional question be asked to inquire how much time the patron had spent at the Library. Committee Member Jelavich suggested that the survey include asking why the patron's visit was unfavorable, if that option is selected.

With the changes suggested, it was the consensus of the Committee that the survey be used as presented.

#### **4-c 2007-09 Biennial Budget**

Assistant City Manager Bachman discussed the spreadsheets that are being used to develop the City's 2007-09 Biennial Budget, which will include Library operations. He responded to questions of the Committee members. Committee Chair O'Lea noted that the materials budget for both the Redding Library and the branches is less than in the initial LSSI proposal. Assistant City Manager Bachman explained that the materials line item is the flexible part of the budget and that it is very likely that additional resources will be available for the materials collection once the desired 4 percent reserve level is reached in the Library Fund.

This was an information item and no action was taken.

#### **4-d Library Display Policy**

There was a brief discussion of the Display Policy.

MOTION: Recommend the policy to the Board of Trustees (made by Committee Member Jelavich).  
AYES: Committee Members O'Lea, Jelavich, Richardson, and McArthur  
NOES: None  
ABSENT: Cleckler

### **6. Adjournment**

Before adjournment, Committee Member McArthur asked if there would be a place on the agenda to discuss old business. It was agreed that a standing agenda item for Committee Issues would be added to the agenda and though action could not be taken on those items, they could be discussed.

There was a brief discussion about the construction budget and whether there are additional funds available for the fountain and other desired Library purchases, including some minor fixes to the building, including additional sound proofing in the office area. Assistant City Manager Bachman indicated that he would look into this with Construction Manager Eric Weidemeyer and that he would report back at the Committee's next meeting.

Committee Member Richardson introduced Elaine Grossman who would be assuming her position on the Committee effective April 4, 2007.

There being no further business, at the hour of 5:10 p.m. the meeting was adjourned.

PEGGY O'LEA, Chairperson