



**CITY OF CORNING
LIBRARY COMMISSION MINUTES**

**WEDNESDAY, APRIL 2, 2008
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: At 5:30 p.m.

B. ROLL CALL:

**Commissioner: Bright
Dunham
Blankenship
Vacant
Chairman: Rasmussen**

Commissioner Marilyn Bright was absent all other Commissioners were present.

C. BUSINESS FROM THE FLOOR: None.

D. REGULAR AGENDA:

- 1. Waive the Reading and Approve the Minutes of the November 7, 2007 and March 5, 2008 meetings with any necessary corrections.**

Commissioner Dunham motioned approval of the November 7, 2007 Library Commission Meeting Minutes. Commissioner Blankenship seconded the motion. **Ayes: Rasmussen, Dunham and Blankenship. Opposed: None. Absent: Bright. Abstain: None. Motion was approved by a vote of 3-0 with one Commissioner absent and one seat vacant.**

Commissioner Blankenship motioned approval of the March 5, 2008 Library Commission Meeting Minutes. Commissioner Dunham seconded the motion. **Ayes: Rasmussen, Dunham and Blankenship. Opposed: None. Absent: Bright. Abstain: None. Motion was approved by a vote of 3-0 with one Commissioner absent and one seat vacant.**

- 2. Library Use and Service Survey:**

- a) Presentation of Sample Survey by Sub-Committee Members Commissioners Dunham and Blankenship.**

Commissioner Blankenship distributed a copy of the proposed Library Survey. He explained that himself and Commissioner Dunham met twice in order to derive at an informative yet simple format. All Commissioners, the Tehama County Librarian Caryn Brown and City Manager Stephen Kimbrough agreed that the presented Library Survey was in an acceptable order.

- b) Request by County Librarian Caryn Brown for the County to Assume Preparation, Distribution and Data Correlation of Survey.**

Caryn Brown apologized to the Commissioners for her misunderstanding of the Survey project. She stated that she had been under the impression that the Survey was a project originating from Corning High School Students when, in fact, it was at the request of the Library Commission.

Ms. Brown suggested the Library Commission have her complete the Survey project in order to include all of the Tehama County Libraries. She assured the Commissioners that the Corning Library would receive credit for the initiation of the project. Commissioner Rasmussen expressed concerns of the survey content to reflect the needs of Corning specifically. Caryn explained that the content of the survey would have minimal changes and that the Corning Commissioners would remain informed. Commissioner Blankenship made a motion to hand over the Survey Project with a condition of feedback to the Corning Library Commission. Commissioner Dunham seconded the motion. **Ayes: Rasmussen, Dunham and Blankenship. Opposed: None. Absent: Bright. Abstain: None. Motion was approved by a vote of 3-0 with one Commissioner absent and one seat vacant.**

3. Report on Ridell Trust and Library Copy Machine Revenues.

First topic for discussion was the Treasures Report for February 2008. Commissioner Dunham requested clarification as to how the Trust Fund CD is chosen since the renewal date of June 13, 2008 is approaching. City Manager Stephen Kimbrough explained that about \$100,000 is banked locally and as the time for renewal approaches, City Treasurer Pala Cantrell will shop around with local banks for the best available rate.

The next item for discussion was regarding the dollar amount authorized for large purchases, mainly the Library Expansion. Mr. Kimbrough stated that the City Council will most likely want the entire fund to be utilized thus eliminating the entire Trust of which has explicit restrictions regarding its use. Commissioners Rasmussen and Blankenship disagreed with the City Manager on the subject of depleting the entire Trust Fund on one project. Both Commissioners pointed out the advantage of keeping a portion of the Trust Fund as a "nest egg" for future purchases beyond the expansion. Also noted by the City Manager was that the Council would need a purpose for keeping unused Funds. A motion was made by Commissioner Blankenship to place on the next Library Commission agenda a maximum dollar amount (a cap) regarding the expenditure of the Trust Fund. Commissioner Rasmussen seconded the motion. **Ayes: Rasmussen, Dunham and Blankenship. Opposed: None. Absent: Bright. Abstain: None. Motion was approved by a vote of 3-0 with one Commissioner absent and one seat vacant.**

The Library Commissioners and City Manager all agreed that the Copy Machine Revenue was such a small amount of money and collected so infrequently that it will remain being added to the City's General Fund. The information provided from the City Treasurer reported that between February 2005 until March 2007 an amount of \$234.55 had been collected.

4. Revisit Expansion Planning with County Librarian.

Caryn Brown distributed 3 sets of plans that she created with the "SmartDraw" computer program. She explained that she was limited in the amount of drawings that she could create with the program until the software was actually purchased. The City Manager stated that the City would use a Purchase Order Form to pay for the \$197 cost of the software.

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None

F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:

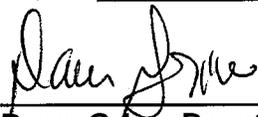
Rasmussen: None.

Dunham: Returning to the November Minutes, Commissioner Dunham requested information concerning grant search. Caryn Brown stated that she was enrolled in an 8-week on-line grant writer's course. She is also continuing her search for a grant for the Library expansion project.

Bright: Absent.

Blankenship: Had a question for the County Librarian regarding the Library Web Site. Caryn Brown explained that there had been difficulties getting the site "up and running". She will keep the Commission updated.

G. ADJOURNMENT: 6:20 p.m.



Dawn Grine, Deputy City Clerk