



Agenda Date: 11/20/2007  
Agenda Placement: 6V

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Watt, Nancy - County Executive Officer  
County Executive Office  
**REPORT BY:** Maiko Klieman, Management Analyst II, 707-253-4180  
**SUBJECT:** Resolution appointing Interim Library Director and a contract with NBCLS

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### **RECOMMENDATION**

County Executive Officer requests the following:

1. Adoption of a resolution appointing Patricia Hector as the Interim Library Director of the City-County Library and Acting County Librarian to serve at the will of the Board of Supervisors, effective November 24, 2007; and
2. Approval of and authorization for the Chair to sign an agreement with North Bay Cooperative Library System for a maximum of \$23,400 for the term November 24, 2007 through January 31, 2008 for a service of a qualified person to be appointed as the Interim Director of the Napa City-County Library to perform as acting county librarian during the period of recruitment to fill the Director's position vacated by the retirement of the current Director.

### **EXECUTIVE SUMMARY**

Janet McCoy is retiring as Library Director, effective November 23, 2007 and a recruitment is currently under way to fill that position. In the meantime, the County Executive Officer is recommending the appointment of Patricia Hector of North Bay Cooperative Library System (NBCLS) to serve as Interim Director of the City-County Library until a permanent replacement is named. The request today is to adopt a resolution making that appointment and also to approve the Chair of the Board to sign an agreement with NBCLS to provide the service of the Interim Library Director.

Currently, Ms. Hector serves as Assistant System Director for NBCLS. Her prior jobs include: Director, Del Norte County Library District, Assistant Director, Fort Smith, Arkansas Public Library and reference librarian at a number of different libraries. Ms. Hector has a Master of Library Science degree from the University of North Texas.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Library Fund. There is enough savings in the Library budget to absorb this cost.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has need of an Interim Director of the City-County Library to serve as acting county librarian pending recruitment and appointment of a Director of the Napa City-County Library to serve as county librarian upon the retirement of the current Director. It is typically the Assistant Director's role to serve as the Interim Director during the recruitment process but the position is currently vacant. Library's Budget has enough savings to cover for the cost of the Interim Library Director.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The Library will have to operate without a Director or an Assistant Director.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Education Code section 19140 requires the Board of Supervisors of every county which maintains a county free library to appoint a county librarian, and Government Code section 24000(r) provides that such appointee shall be deemed a county officer. Government Code section 25300 authorizes the Board of Supervisors to fix the compensation of all county officers by ordinance or resolution, except in certain instances not pertinent to the office of county librarian. Napa County Code section 2.08.040 (C) (e) (f) provides that the County Executive Officer shall recommend to the Board of Supervisors, for its consideration and appointment, qualified candidates to fill vacancies for Board-appointed department head positions. As a non-elected department head, Library Director is appointed by, and serves at the will of, the Board of Supervisors.

Pending recruitment and appointment of a Director of the Napa City-County Library to serve as county librarian upon the retirement of the current Director Janet McCoy, the County has need of an Interim Director of the City-County Library to serve as acting county librarian. The County Executive Officer is recommending that Ms. Patricia Hector be appointed to serve at the pleasure of the Board as the Interim Director of the City-County Library.

As required by Education Code section 19150 for any person serving as an acting county librarian, Ms. Hector meets the qualifications for appointment as county librarian set forth in Section 19142, having graduated from a graduate library school accredited by the American Library Association and having demonstrated knowledge of the principles and practices of public administration, including county government, and of the laws applicable to library service in this state. Ms. Hector is currently the Assistant System Director for the North Bay Cooperative Library

System. Prior to taking her current job in 2006, Ms. Hector served for three years as Director of the Del Norte County, California, Library District, as Assistant Library Director for the Fort Smith, Arkansas Public Library for eight years, a Library that is similar in size and scope to Napa County's, and as a reference librarian at a number of different libraries. Ms. Hector has a Bachelor of Arts degree from Austin College and a Master of Library Science degree from the University of North Texas. She is a member of the American Library Association, California Library Association and Association for Rural and Small Libraries.

Ms. Hector will be providing the service of the Interim Library Director through a contract between the County and NBCLS. NBCLS is a six county regional cooperative that coordinates services between and for publicly funded libraries. Originally established in 1962, the system is funded through the California Library Services Act (CLSA) funds, membership dues, and service and contract fees. The current membership is comprised of 15 public libraries (including Napa County), 3 community college libraries, 7 health science libraries, 1 high school library and 1 Air Force base library. NBCLS' Headquarters is in downtown Santa Rosa. Over the past three years, NBCLS has expanded reference and management services to our neighboring sister agencies. They provide reference services for Bay Area Library and Information System, Black Gold Cooperative Library System, Monterey Bay Area Cooperative Library System, Mountain Valley Library System, Peninsula Library System, North State Cooperative Library System and Silicon Valley Library System.

Ms. Hector will continue to be the Assistant System Director for NBCLS but will be providing her service as the Napa City-County's Interim Library Director. Ms. Hector is tentatively scheduled to work at the Napa Library for 20 hours per week and also be available by e-mail or telephone other times. However, the contract maximum amount for services (\$21,000) is set to cover two months of fulltime work should it become necessary for Ms. Hector to work more than 20 hours. The distance between Napa Library and NBCLS office is about 82 miles round trip. The contract maximum amount for travel expense (\$2,400) is set to cover twelve weeks of mileage for traveling between the two locations.

It is anticipated that the new Library Director will be hired before the contract with NBCLS expires on January 31, 2008.

## **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Maiko Klieman