Agenda Report Reviewed by:
City Manager:

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: May 19, 2020

To: Honorable City Councilmembers

From: City Administration

Subject: Discussion and Consideration of Direction to Staff for Vacancy on the Sonoma County Library Commission – City Representative
Vacancy is to Fill Remaining Term Due to Resignation for the Position on the Sonoma County Library Commission for a Representative from Sebastopol (Term Ends July 31, 2022)

Recommendation : That the City Council:

1. Act on Application Submitted and Appoint to Commission ; or
2. Direct Staff to set up Interview for Applicant ; or
3. Re-Notice Vacancy due to COVID 19 Pandemic and Shelter In Place

Funding: Currently Budgeted: _____ Yes _____ No __XX___ N/A

Net General Fund Cost:

Amount: $

Account Code/Costs authorized in City Approved Budget (if applicable) ___*AK*_____ (verified by Administrative Services Department)

INTRODUCTION:

This item is to request that the City Council Discuss and Provide Direction to Staff for Vacancy on the Sonoma County Library Commission – City Representative. Vacancy is to Fill Remaining Term Due to Resignation for the Position on the Sonoma County Library Commission for a Representative from Sebastopol (Term Ends July 31, 2022)

BACKGROUND:

The Sonoma County Library was established in 1975 with a Joint Powers Agreement (JPA). In 2014 a JPA Review Committee with representatives from the Sonoma County Board of Supervisors as well as from city councils of each incorporated city within Sonoma County completed a two-year review process and approved the First Amended and Restated Joint Powers Agreement for the County-Wide Provision of Library Services by the Sonoma County Library. The city councils of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma and Windsor, along with the Sonoma County Board of Supervisors each appoint a library commissioner. The City of Santa Rosa and the Sonoma County Board of Supervisors also jointly appoint one library commissioner for a total of an eleven-member governing board.

At the May 20, 2014 Sebastopol City Council Meeting, the City Council approved the Amended Sonoma County Library Joint Powers Agreement and gave direction to staff to begin the application process. Applicants need not be a resident of the City but may be appointed from the City, Sebastopol Greater Area or any other location within Sonoma County. The first Library Commissioner (Helena Whistler) was appointed by the City of Sebastopol City Council for a 4-year term beginning August 2014 through July 2018. Stephen Zollman was appointed to succeed Helena Whistler in 2018 for a four-year term ending 2022.

The Commission generally meets monthly, with additional special meetings as needed. Each commissioner is liaison to a Library Advisory Board (LAB), attending LAB meetings and participating in an ex-officio capacity. Commissioners may be asked by the Chair to participate in one of the library commission's committees (advocacy, finance, director evaluation, etc.). Committees generally meet monthly and make recommendations to the Commission on various policy matters. Commissioners are encouraged to regularly liaison and to report annually to their appointing authority.

DISCUSSION:
City staff received notification from Stephen Zollman (City representative) requesting recruitment to have a member the community fill out his remaining term of office as the City of Sebastopol Representative on the Sonoma County Library Commission until July 31, 2022. The City initiated the public application process for this vacancy but did not receive any applications. The City extended the application period for two weeks and received one application (attached). The City was due to interview the applicant at one of the Council meetings in April. However, due to the COVID 10 Shelter in Place, this item was postponed.

City staff is seeking direction on the next steps. It is recommended that the Council:

1. Act on Application Submitted and Select for Appointment; or
2. Direct Staff to set up Interview for Applicant ; or
3. Re-Notice Vacancy due to COVID 19 Pandemic and Shelter In Place

PUBLIC COMMENT:
No public comments have been received as of the writing of this staff report.

PUBLIC NOTICE:
This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

FISCAL IMPACT
There is no direct fiscal impact associated with the recommended action tonight.

RECOMMENDATION:
That the City Council provide direction to staff:

1. Act on Application Submitted and Select for Appointment; or
2. Direct Staff to set up Interview for Applicant ; or
3. Re-Notice Vacancy due to COVID 19 Pandemic and Shelter in Place

Attachment:
Job Description
Application

EXTENSION OF REQUEST FOR APPLICATIONS - DEADLINE EXTENDED TO MARCH 12, 2020 BY 4:00 PM

City of Sebastopol

Notice to the Community to fill Vacancy on the Sonoma County Library Commission - City Representative – To Fill Vacant Term that Expires July 31, 2022

The City of Sebastopol invites interested citizens to volunteer and apply for one vacant opening on the Sonoma County Library Commission as the City of Sebastopol City Representative.

Sonoma County Library Commissioner Job Description

Summary: Provides governance for the Sonoma County Library; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; signs necessary contracts; exercises such other powers, consistent with the law to foster the effective use and management of the library.

Applicants need not be a resident of the City but may be appointed from the City, Sebastopol Greater Area or any other location within Sonoma County.

Qualifications:

- Is interested in the library and its services
- Has the ability and time to participate effectively in Commission activities and decision making
- Is able to represent varied needs and interests of the community and of the library
- Has strong interpersonal and communication skills
- Has the ability to work with governing bodies, agencies, elected officials, library staff and members of the public
- Has the ability to handle opposition and make decisions in the interest of library service

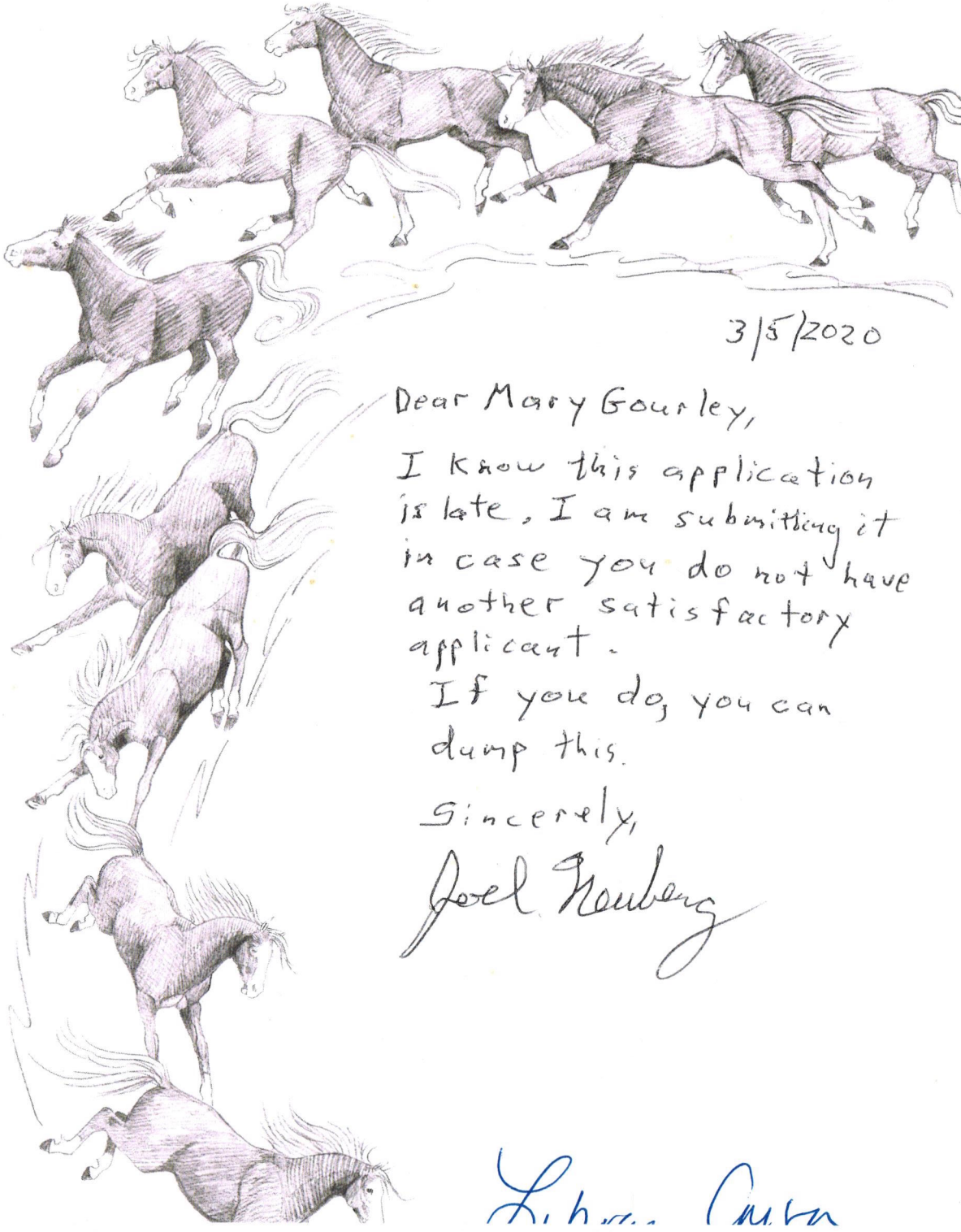
Time Commitment:

- The Commission meets monthly at a time convenient for members. (Currently, meetings are held the first Monday of each month at 6:30pm). Meetings can last up to four hours, and considerable preparation time is needed prior to each meeting.
- It has been common practice for the Commission to devote two all-day workshop meetings to budget planning.
- Commissioners may serve on one or more subcommittees or ad hoc task forces in addition to their regular duties.
- Commissioners are expected to attend Library Advisory Board (LAB) meetings of the region/district they represent and be communication with such LAB chairs and Branch Managers.
- Under terms of the Joint Powers Agreement, trustees shall hold their office for four years from the date of appointment and until their successors are appointed.
- Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with the open public meeting law.

Applications and further information are available at the City of Sebastopol City Manager's Office, City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472; email: mgourley@cityofsebastopol.org or phone 707-823-1153 for an application.

All applications with original signatures must be submitted to the City Manager's Office no later than March 12, 2020 by 4:00 pm. Interviews before the City Council will be scheduled for a later date.

Agenda Item Number 9



3/5/2020

Dear Mary Gourley,

I know this application is late, I am submitting it in case you do not have another satisfactory applicant.

If you do, you can dump this.

Sincerely,

Joel Rowberg

Agenda Item Number 9
City Council Meeting Packet of May 19, 2020
Page 5 of 11

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website http://ci.sebastopol.ca.us/ and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

Contact Information

Assistant City Manager/City Clerk, MMC
Mary Gourley
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473
Mgourley@cityofsebastopol.org

phone: 707-823-1153
fax: 707-823-1135

Office Hours: Monday - Thursday - 7:00 am - 5:30 pm (closed 12:00 pm - 1:00 pm for lunch)
Closed every Friday

Instructions:
Use this form to apply to serve on any of the City of Sebastopol's Boards, Committees or Commissions. Please complete the entire form. If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by the City Council. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: Joel Gary Neuberg

Home Address, City, State and Zip Code:
[redacted]e
[redacted]bastopol, CA 9547[redacted]2

Please Initial Each Page: J. G. N.

Home Phone Number: (707) [redacted]

If appointed, do you want this number to be available to the public?
□Yes ☒No

Work Phone Number: (707) [redacted]
If appointed, do you want this number to be available to the public?
☒Yes □No

Facsimile Number: —
If appointed, do you want this number to be available to the public?
□Yes □No

E-Mail Address: [redacted]

If appointed, do you want this address to be available to the public?
☒Yes □No

Are you a registered voter in Sebastopol?
☒Yes □No
If so, for how long? _____

Do you hold a current business license from the City of Sebastopol?
□Yes □No
If so, for how long? 45 years

Board, Commission, or Committee being applied for? Sonoma County Library Commission City Representative – Term Expires July 31, 2022

For Design Review Board Applicants:
Design Review Board Supplemental Questions:
Which Category are you Applying For?

Category A

□ Licensed Architect

□ Licensed Landscape Architect

Category B

□ Licenses Architect

□ Licensed Landscape Architect

□ Unlicensed Building Designer

□ Licensed Building Contractor

□ Landscape Contractor

Please Initial Each Page: J.S.H

Category C

☐ Any Applicant Not in Category A or Category B

Category D

☐ Any Applicant from Category A or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

Have you attended a meeting of this body? When?

Several, from late 1990s thru mid-20 teens.

Have you served on, interviewed for, or applied for this body previously?
☐Yes ☒No

If so, when? _____

Present Employer: Santa Rosa Junior College

Job Title: Adjunct Instructor

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates: Gold Ridge Resource Conservation District circa 1976–1981.

+ Association of Sonoma County Resource Conservation Districts.

Please list civic or charitable organization to which you belong or have belonged:

Friends of the Sebastopol Library.

* Alliance for the Study of the Holocaust @ Sonoma State University.

Have you been an officer in any of these organizations? If so, please list position held and dates:

* Yes. President 1998–2005.

+ Yes. Vice-President 1980–1981.

Please Initial Each Page: J. L. R.

What special interests, skills and talents would you bring to this board, commission, or committee?

I am interested in contributing to the continued success of the Sebastopol Library in serving the multiple needs of its patrons for service. I have worked in libraries for more than thirty years.

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

San Jose State University Library and Information Sciences 1993-7 MLIS
San Francisco State University English/Creative Writing 1969-71 MA
University of California (B) English 1963-7 BA
SRJC Forestry/Natural Resource Management Certificate 1971-81

Please list any special awards or recognition you have received:

Recognition letters from National Libraries of:
Roumania (1991) Ukraine (1998)

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

I believe Sebastopol has a well-managed library supported by the community. I believe we could improve service in other communities by sharing what we have learned here. I am hoping to serve on the Commission so Sebastopol will have a voice.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

☐Yes ☒No

If yes, please state name of organization/employment:_____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

☒Yes ☐No

Please Initial Each Page: J.G.M.

How did you hear about this opening?

From Sebastopol Library staff.

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

At the turn of this century, I was successful in persuading the Sonoma County Library Commission to accept a new site for the Forestville Station in the then newly constructed El Molino High School Library building. The SCLC's decision to close the decaying Forestville store front station was re-evaluated and the Forestville community has benefited for 20 years.

Applicant's Signature: Joel Neuberg

Applicant's Name (PLEASE PRINT): Joel G. Neuberg

Date: March 5, 2020

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

What do you think qualifies you to be appointed to this board/committee/commission?

I have served as:
Executive Director: Holocaust Library and Research Center of S.F. 1982-91
Librarian: El Molino High School 1991-2001
Librarian: Sonoma Academy 2001-2008
Librarian/Adjunct Instructor SRJC 1997-2011
I have contributed to raising nearly $20,000 for Sebastopol Friends of the Library thru recycling donated books 2017-2020

Are there particular issues you think the board/committee/commission should concentrate on?

Providing more adequate space/service for all locations outside central Santa Rosa. Finding the means to deal with not necessarily information needs of the increasingly diverse library patrons.

Please Initial Each Page: J. G. N.

How should community comments be integrated into the board/committee/commission decision-making process?

The commission should take comments in writing any time before meetings, assign members to read and digest written comments and sumarize for the commission. AT meetings community comments should be taken early in the meeting so that community members are not obligated to sit thru long sessions.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

I would be polite, as my parents taught me.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

I would argue against the proposal, attempt to convince the staff of my superior position. I have lost many such arguments, and won a few.

Please Initial Each Page: J. G. R.