


Agenda Report Reviewed by:  
City Manager/City Attorney:  


CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT

Meeting Date: June 19, 2018  
To: Honorable City Councilmembers  
From: City Administration  
Subject: Interview of Applicant for the Opening on the Sonoma County Library Commission for a Representative from Sebastopol with term ending June 2022  
(Current Rep: Helena Whistler – Term Ends June 2018)  
Recommendation : That the City Council Interview Applicant and Discuss Appointment Later in the Agenda  
Funding: Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A

**INTRODUCTION:** This item is to request that the City Council Interview Applicant for the Opening on the Sonoma County Library Commission for a Representative from Sebastopol with term ending June 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 Library Commissioner was appointed by the City of Sebastopol City Council for a 4-year term beginning August 2014 through July 2018.

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:**

At the July 15, 2014 City Council Meeting, the Council interviewed and appointed Helena Whistler as the City of Sebastopol Library Commissioner Representative with a Term Ending of August 1, 2018.

Ms. Whistler has indicated that she will not be seeking re-appointment to this seat.

City Staff initiated the public application process for this vacancy. As of the closing of the application deadline, the City of Sebastopol received one application from Stephen Zollman. The application is attached for your information.

**RECOMMENDATION:**

That the City Council City Council Interview Applicant for the Opening on the Sonoma County Library Commission for a Representative from Sebastopol with term ending June 2022 and Discuss Appointment Later in the Agenda.

**Attachment:**

Application

# **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.

## **Responsibilities**

- Hires, sets salary, evaluates and supervises a qualified library Director to implement Commission decisions and directions and to carry out day-to-day operation of the library and its programs and services
- Determines and adopts written policies to govern the operation and services of the library
- Works with Director to establish short and long range goals for the library
- Attends all regular and special meetings of the Commission and participates in subcommittees as necessary
- Attends appropriate library functions including Library Advisory Board meetings, fundraisers, special events and other activities
- Sets an annual budget and approves expenditure of funds; monitors budget and expenses throughout the year
- Understands pertinent local, state, and federal laws; actively supports library legislation in the state and nation
- Advocates for the interests and needs of the countywide library system
- Represents the interests and needs of the community
- Acts as liaison with the public, interpreting and informing local government, media and public of library services and needs
- Sets parameters and authority level for Library Management's labor negotiations with the Union; adopts MOU contract; serves as the employer to library staff
- Lends expertise and experience to the organization
- Maintains knowledge of library issues, laws, and trends, and their implications for library use
- Understands the Brown Act as it applies to Library governance
- Is familiar with the Joint Powers Agreement governing the Library
- Reviews and signs necessary contracts
- Reports activities to local officials

## **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

#### **Desired Experience**

- Familiarity with the Sonoma County Library
- Experience working with one of the Library's Advisory Boards, Friends of the Library groups, or other support group

#### **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.
- 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.

Talk to a current member. Current members can share with you their experience, give you an estimate of the time commitment involved, and what they see as current and future issues.

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: Stephen C. Zollman

Home Address, City, State and Zip Code:  
[Redacted] Sebastopol

Please Initial Each Page: SCZ

Home Phone Number: \_\_\_\_\_

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

Work Phone Number: \_\_\_\_\_

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: \_\_\_\_\_

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

Are you a registered voter in Sebastopol?

Yes  No In the process

Do you hold a current business license from the City of Sebastopol?

Yes  No In the process

**Board, Commission, or Committee being applied for? Sonoma County Library Commission for a Representative from Sebastopol.**

~~For Design-Review-Board-Aplicants:  
Design-Review-Board-Supplemental-Questions:  
Which-Category-are-you-Applying-For?~~

~~Category A~~

- ~~Licenses-Architect~~
- ~~Licensed-Landscape-Architect~~

~~Category B~~

- ~~Licenses-Architect~~
- ~~Licensed-Landscape-Architect~~
- ~~Unlicensed-Building-Designer~~
- ~~Licensed-Building-Contractor~~
- ~~Landscape-Contractor~~

Please Initial Each Page: SC2

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?

Not yet

Have you served on, interviewed for, or applied for this body previously?

Yes  No

If so, when? \_\_\_\_\_

Present Employer: Law office of Stefan C. Zollman

Job Title: owner

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Sanoma County Childcare Planning Council 2012-2014

Please list civic or charitable organization to which you belong or have belonged: American Bar Association  
River to Coast Children's Services prior Board Member, applicant for the Rotary and  
Child Parent Institute Board.

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

River to Coast Children Services 2012-2015  
National Lawyers Guild Military Law Task Force 2012-present  
American Bar Association's Judicial Division Lawyers Conference Incoming  
Chair 2000-present

Please Initial Each Page: SCZ

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

- Community Organizing
- Legal
- ~~for~~ Prior Council member and ~~with~~ nonprofit experience.

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

De Paul Law School, Master in Health Law 1990-93

Valparaiso Law School, J.D. #1986-89

Western New England, MBA 1990-92

Indiana University 1981-84

Please list any special awards or recognition you have received:

- ~~Has~~ Certificate of Recognition US Army  
San Francisco Public Defender's Office.

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:

- To continue to provide services to those most vulnerable in our community, those of color, LGBTIQ+, those with limited income, those with mental and physical disabilities.  
This would be my goal.

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

How did you hear about this opening? City site

Please Initial Each Page: scz



Did you read the Job Description for this position and understand the responsibilities and time commitment?

Yes

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

I am a U.S. Army Veteran and would like to continue serving my community.

Applicant's Signature:

Stephen C. Zallman

Applicant's Name (PLEASE PRINT):

Stephen C. Zallman

Date:

5/4/18

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

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

I am a community organizer and am able to learn fast and take constructive criticism well

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

Welcoming and working more with diverse parts of our community

Please Initial Each Page: SCZ

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

They would be welcome to address the Commission at the beginning of each session

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

I would listen carefully and try and find common ground.

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 listen carefully, ask lots of questions and vote in a way that is consistent with the mission statement.

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