



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
November 12, 2019
6:30 P.M.

Library Commission Members:

David Duer, Chairperson; Ritchie Cook; Cordell Hindler; Adrian Ratcliff; and Mimi Vitetta
Eduardo Martinez, City Council Member Liaison

1) **Call to Order:** Chairperson David Duer called the regular meeting to order at 6:30 P.M.

2) **Roll Call**

Present: Ritchie Cook, David Duer, Cordell Hindler, Adrian Ratcliff, and Mimi Vitetta*
*Arrived after Roll Call

Absent: None

Staff: Katy Curl, Library and Cultural Services Director

Guests: None

3) **Welcome and Meeting Procedures:** Chairperson Duer identified the meeting procedures.

4) **Agenda Review**

The Library Commission accepted the agenda, as submitted.

5) **Open Forum**

Cordell Hindler, Richmond, spoke to some concerns Library patrons had identified such as some patrons disturbing and annoying other patrons and the homeless loitering in the courtyard, to which Katy Curl, Library and Cultural Services Director advised that those types of annoyances by individual patrons were generally addressed by Library staff and not by the Library Commission.

6) **Approval of Minutes**

a. Approval of July 9, 2019 Meeting Minutes

Motion by Commissioner Hindler, seconded by Commissioner Vitetta to approve the minutes of the July 9, 2019 meeting, as submitted. Motion passed by Cook, Duer, Hindler, Ratcliff and Vitetta. Noes: None. Abstain: None. Absent: None.

- 7) **Department Reports For Information:** The following reports were received and filed.

Chairperson Duer commended the Department Reports, particularly the report from Jane Pratt, Administrative Librarian.

- a. Library Services
- b. Circulation Statistics

- 8) **Presentations, Discussions and Action Items**

- a. **PRESENTATION: Updates to Richmond Public Library website and new eResources** (Christopher Larsen)

Ms. Curl explained that recently the retirement of a Librarian had been parlayed into offering a promotional opportunity to one of the Library Associates and still allowed the hiring of another Librarian. Christopher Larsen, who had been working as a part-time Librarian and working with the Book End project had been able to be promoted. She explained that he was also a website “wizard” and would provide an update on the Library website and other projects.

Christopher Larsen presented a visual presentation of the old website and identified the specific improvements that had been made to that website which included new links, search options, and updates to the site to improve its use and capabilities. He also identified the new e-resources that were now available through the California State Library including Britannica School and Britannica School in Spanish, and teachingbooks.net and he had been in touch with the School District to further the use of that and other e-resources.

- b. **PRESENTATION: Updates on current projects and potential new projects**

- i. Book Van services, CDBG grant and beyond

Mr. Larsen updated the current Book Van Services and reported that over a four-week period there had been at least two visits a week, generally Thursday and Friday, almost all nursing homes or senior residences given that the CDBG grant funding was tied to seniors. More mix-aged books would be included once out of the grant. He added that he had also been promoting the Book Van at community events.

- ii. Grant Application – Mental Health Initiative

Mr. Larsen reported that he had gone through special training to get his specialization consumer health information and disaster information from the Medical Library Association and had been looking at mental health and how it affected Library services in that it tied in with the homeless population. He had found a *Mental Health Initiative* through the California Center for the Book, part of the State Library, to provide mental health education for Library staff to be better equipped to work with people presenting mental health issues in the Library. He had applied for the grant which would give five spaces for staff

members who would be the primary trained staff who would then help train others. He expected to know by November 18th whether the grant would be provided. The subject was important given the public aspect of the Library.

Ms. Curl explained that Mr. Larsen would also be part of the Emergency Operations Center.

iii. Digitization Opportunities

Ms. Curl explained that Angela Cox, Teen Librarian, had looked at the Richmond History Collection and had picked up the State Library opportunity related to digitization to get digitized photos onto a statewide database. She referenced a Richmond Neighborhood Public Art (NPA) project that was also trying to do something similar. She added that David Vincent from the Richmond High School Class of 1960 had reported some money remaining from that class with an interest in using some of that money to digitize some of the Richmond photographic collection, with a focus on the 1940s to the 1970s. Given those resources and potential manpower efforts would be taken to take advantage of the possibilities.

Commissioner Vitetta referred to a database that had been established that staff should tap into and recommended a meeting to utilize that and other resources. Given her knowledge of the subject, she offered to help in that process.

c. **PRESENTATION: New City of Richmond departmental reorganization plan instituted by Interim City Manager Steven Falk and discuss potential impact to operations and finances at City and Department levels**

Ms. Curl presented the latest proposed reorganization that would include no layoffs or pay cuts, although there would be demotions, given the agreement all along that the number of those reporting to the City Manager was excessive. She identified the changes that would affect the Library & Cultural Services Department, which would now be known as Library and Community Services, which included additional tasks for the Department such as Neighborhood Services and Volunteer Initiatives along with Transportation and Employment & Training. Some of the changes would require new positions that would involve an internal recruitment and appointment process. She described some of the unknowns involved, some of the challenges that had to be addressed, and explained the next steps that would be phased in. She would continue to keep the Commission informed of the status of the process.

d. **DISCUSSION: Library Commission 2020 Meeting Schedule and potential meeting location change**

Ms. Curl presented the 2020 meeting schedule and noted that a concern had been raised for the use of the Madeline F. Whittlesey Community Room because it did not have access to Americans with Disabilities Act (ADA) restrooms when the Library was closed, a situation that was being evaluated by the City Attorney's Office. She added that the Public Art Advisory Committee (PAAC) also met the second Tuesday of each month in the Richmond Room and the Arts & Culture Manager had recently retired so there was a conflict with her time. Recruitment for the Arts & Culture Manager was ongoing.

e. **UPDATE: Elimination of Fines and Fees**

Ms. Curl explained that staff changes had made it difficult to complete the process to eliminate fines and fees, although the Library's Financial Analyst was now available to help facilitate that process to completion.

Chairperson Duer asked how the County's process to eliminate fines had been going, and Ms. Curl noted that the County's experience had been positive and County staff had offered advice based on its experience with the elimination of fines and fees.

9) **Items of Interest to the Commission and Announcements**

a. **Director's Report**

Ms. Curl reported that the Library would still be involved in some way in the 2020 Census effort and had already had some events and some opportunities in that regard. The Literacy for Every Adult Program (LEAP) had held its graduation with 14 graduates and with a LEAP alumnae, the founder of the Safe Return project, as a speaker. She also advised that it was not yet known whether the City would continue its typical shut down between Christmas and the New Year.

Commissioner Hindler reported that he had attended 107 consecutive meetings in the last 90 days and he announced several upcoming community events.

10) **Agenda Setting for Next Meeting and Future Topics**

Commissioner Hindler stated that he would be inviting Abayomi Jones, Chair of the Richmond Economic Development Commission, to the next meeting of the Library Commission.

Commissioner Cook recommended a discussion of ideas to encourage more interaction between the schools and the Library and asked what could be done to promote that interaction.

Ms. Curl described the various programs currently underway and stated the City of Richmond was interested in strengthening the relationship with the schools, and when adding staff it might be possible to expand the Library services and activities in that arena. She would update the Commission on what was being done to promote the Library in the schools.

11) **Adjournment:** Chairperson Duer adjourned the meeting at 8:00 P.M. Motion passed by Cook, Duer, Hindler, Ratcliff, and Vitetta. Noes: None. Absent: None.

NEXT MEETING: January 14, 2010 at 6:30 P.M. in the Madeline F. Whittlesey Community Room.