1) **Call to Order:** Chair Pro Tem Adrian Ratcliff called the regular meeting to order at 6:41 P.M.

2) **Roll Call**

   **Present:** Ritchie Cook, Cordell Hindler, and Adrian Ratcliff, Chair Pro Tem

   **Absent:** David Duer, Chairperson; and Mimi Vitetta

   **Staff:** Katy Curl, Library and Community Services Division
              Wylendia Eastman, Administrative Librarian

   **Guests:** Eduardo Martinez, City Council Liaison

3) **Welcome and Meeting Procedures:** Chair Pro Tem Ratcliff identified the meeting procedures.

4) **Agenda Review**

   The Library Commission accepted the agenda, as submitted.

5) **Open Forum**

   Cordell Hindler, Richmond, advised that he would be inviting Abayomi Jones, Chair of the Economic Development Commission, to a Library Commission meeting. He also expressed concern with some disturbing behaviors from citizens using the Library.

6) **Approval of Minutes**

   a. **Approval of November 12, 2019 Meeting Minutes**

      Motion by Commissioner Hindler, seconded by Commissioner Cook to approve the minutes of the November 12, 2019 meeting, as submitted.
7) **Department Reports For Information**: The following reports were received and filed.

a. Library Services  
b. Circulation Statistics  
c. Literacy for Every Adult Program (LEAP)

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

a. **REVIEW, DISCUSSION, and RECOMMENDATION: Art Display Policy (Jane Pratt)**

Katy Curl, Library and Community Services Division, reported that Jane Pratt was not available at this time. She referred to the West Side Library where over the years teachers had been displaying children’s artwork, when space was available, and that practice had become so popular that there was a need to establish an Art Display Policy. A draft policy had been prepared, had been reviewed by the City Attorney’s office, and had been presented to the Library Commission. She sought direction from the Commission.

The Commission discussed the proposed policy, the fact that the process had worked in the past, the understanding that the interest in displaying artwork had increased, and supported the proposed policy to address the issues associated with the display of public art.

Motion by Commissioner Hindler, seconded by Commissioner Ratcliff to approve the recommendation that the Library Commission accept the Art Display Policy, as presented in written form. Motion passed by Cook, Hindler, and Ratcliff. Noes: None. Abstain: None. Absent: Duer, and Vitetta.

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

Ms. Curl described the ongoing proposal to eliminate Library fines and fees and highlighted some of the difficulties involved. She noted the possibility that the two would have to be split, pointed out the need to align the elimination of fines and fees with city policies, and while most of the amount owed was under $100, clarified that the books would still have to be returned. She noted the goal to move the item forward in April, after which it would have to be marketed to encourage people to get back into the Library. She stressed that the Finance and Legal Departments had supported the proposal.

c. **PRESENTATION: New City Manager and Reorganization Update**

Ms. Curl referred to the final Richmond Organization Chart and the new Library and Community Services Division. She explained that the art component had been eliminated from the department and had been moved to the Economic Development Department given the focus on public art in private development. She described the changes in the new chart, how those changes affected the Library and her position at the Library, and explained that she would now be able to focus on the Library.
Commissioner Hindler stated he had been the impetus for the reorganization with respect to the designation of two Deputy City Managers. He supported the reorganization as being easier.

When asked if there was anything the Library Commission could do to help with the new reorganization, Ms. Curl suggested that there might be some strategic planning where the Commission could help, and that the Commission could reaffirm the importance of having a Librarian in charge of the Library.

d. **DISCUSSION: Fiscal Year 2020-21 Budget Preparation Kick Off**

Ms. Curl explained that the new budget would have to be status quo. She stated the new Library and Community Services Director, Sal Vaca, would be submitting the budget to the City Council. She described the capital needs and maintenance needs of the Library and emphasized the importance of getting accurate estimates for those projects given that some would need to be included on an unfunded list to be eligible for eventual funding.

e. **PRESENTATION: Bay Area Counts 2020 Census Outreach Initiative and the Richmond Public Library’s Role**

Ms. Curl reported that it was critical to get an accurate population count given that those counts were used for funding and other resources. Given Richmond’s hard-to-count population, she described the efforts of the Bay Area initiative to identify the steps that could be taken to promote the count, and the funds that were available to support the City’s efforts.

Noting that the City’s Planning Department had taken the lead, Ms. Curl reported that one of the steps the Library could take would be to dedicate a computer in the Library for people to provide their census data. She described the particulars of how a computer could be made available and noted that some of the funding could be used to incentify people to provide the census data, ensure that the data remained private, find trusted organizations to help promote the effort, reach out to the Contra Costa County Library, and market the initiative.

f. **DISCUSSION and RECOMMENDATION: Library Commission 2020 Meeting Schedule and Potential Meeting Location Change**

Ms. Curl explained there were now Americans with Disabilities Act (ADA) restrooms in the Library and to have a meeting after hours, there would need to be access to the restrooms. Two staff people were available during the meetings and if there was a need to use the restrooms, staff would be willing to open the building and let them in. In addition, she explained that the regularly scheduled meeting on September 8 would fall between two holidays and she asked if there was a desire that the Commission reschedule that meeting.

Motion by Commissioner Hindler, seconded by Commissioner Ratcliff to retain the use of the regular meeting room. Motion passed by Cook, Hindler, and Ratcliff. Noes: None. Abstain: None. Absent: Duer, and Vitetta.
With respect to any change in meeting day in September, the Commission deferred that question pending the availability of a full Commission.

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

Commissioner Hindler reported that he had attended 102 community activities in the last three months and he announced several upcoming community events.

a. **Director’s Report**

Ms. Curl described the current efforts to figure out how the current emergency requirements would affect programming and handling at the Library. She reported that she would be working on the budget and on grants and grant proposals; summer reading and summer lunches; getting together with the manager of the new Division and having regular meetings; and coming up with new ways to work together, support each other, and identify what’s next for the building and strategic planning.

Commissioner Hindler noted that he had emailed the new Director to come to this or the next meeting to introduce himself.

Ms. Curl described her current role in the Division and the coordination between her and the new Division Director. She clarified that she had a degree in Library Sciences, which the person in charge of the Library should have now and in the future.

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

The next meeting agenda would include an update on the budget.

11) **Adjournment:** Chair Pro Tem Ratcliff adjourned the meeting at 8:08 P.M. Motion passed by Cook, Hindler, and Ratcliff. Noses: None. Absent: Duer and Vitetta.