



CITY OF RICHMOND
LIBRARY COMMISSION
AGENDA

REGULAR MEETING
MAIN LIBRARY

325 CIVIC CENTER PLAZA, RICHMOND, CA
September 2, 2021
6:30 p.m.

MEETING SCHEDULE

Bi-monthly, odd months:

January, March, May, July,
September and November

1ST THURSDAYS

Library Commission Members:

David Duer, Chairperson; Cordell Hindler; Adrian Ratcliff; and Mimi Vitetta – 1 vacancy

ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Library Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize video/teleconferencing only. The following provides information on how the public can participate in this meeting.

How to observe and/or participate in the meeting from home:

By Computer, Tablet or Mobile Device:

The meeting may be accessed by using the following Zoom meeting link

<https://zoom.us/j/99983216649?pwd=TmhQOGZ6VGVvdkFGTkV6Z0g4R29XZz09>

Meeting ID: 999 8321 6649

Passcode: bTUV18

By Telephone:

Dial by your location

- +1 669 900 9128 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

Meeting ID: 999 8321 6649

Passcode: 302679

Find your local number: <https://zoom.us/j/ao3ydQkw4>

Public comments may be submitted:

1. Via email to lisa_carter@ci.richmond.ca.us Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before **Thursday, September 2, 2021, by 4:30 p.m.** and must include the following:
 - a) Your Name
 - b) Your Phone Number
 - c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to cprc@ci.richmond.ca.us or submitted by phone at 510-620-6512, ext. 5458. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person public participation: During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.



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Eduardo Martinez, City Council Member Liaison

1) **Call to Order**

2) **Roll Call**

Members: Duer, Hindler, Ratcliff and Vitetta

3) **Welcome and Meeting Procedures**

Individuals who would like to address the Library Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under Open Forum.

Public comment may be made on agenda items when the item is discussed.

The standard amount of time for each speaker, in either instance, will be three (3) minutes.

4) **Agenda Review**

Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.

5) **Open Forum**

Issues brought to the attention of the commission in Open Forum cannot result in discussion or action at this meeting.

6) **Approval of Minutes:**

a. Approval of July 1, 2021 Meeting Minutes [Duer, Hindler, Vitetta]

7) **Department Reports For Information**

Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.

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

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

Following discussion of each item, the commission may vote to make recommendations to staff or to the City Council.

- a. **INTRODUCTION of Guest Attendees** (each to briefly introduce themselves)
- b. **DISCUSSION: COVID-19 Vaccination Requirement** (Jane Pratt)

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

Commissioners or Library staff may make announcements regarding the Library, Library Commission, Friends of the Richmond Public Library, Richmond Public Library Foundation, or other relevant activities of interest to the commissioners and the community.

- a. **Director's Report**: Director will report on items of interest to the commissioners (Jane Pratt)

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

- a. **DISCUSSION/ACTION: Rescheduling Meeting Dates – Continued** (Jane Pratt)
- b. **DISCUSSION: Role of Library Commissioners – Continued** (Dave Duer/Mimi Vitetta/Jane Pratt)

11) **Adjournment**

NEXT MEETING: Thursday, November 4, 2021 at 6:30 p.m. via Zoom

As presiding officer, the Library Commission Chair has the authority to preserve order at all Library Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. Any documents produced by the City and distributed to the Library Commission regarding any item on this agenda will be made available at the Richmond Public Library located at 325 Civic Center Plaza, Richmond, California during normal business hours.

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Souble, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.