

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY, DIRECTOR'S OFFICE
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 21, 2012
6:30 P.M.

1) **Call to Order**

The meeting was called to order at 6:43 p.m.

2) **Roll Call**

The Commissioners in attendance were Weems and De Victor. Commissioner Mtambuzi attended the meeting partially. Commissioner Shoop was absent. Also in attendance were Katy Curl, Library & Cultural Services Director; Kathy Haug, Administrative Librarian; Lisa Carter, Executive Secretary; Anne Marie Gold, Consultant, Municipal Resource Group; and Library Patron Cordell Hindler.

3) **Approval of Agenda**

Commissioner De Victor stated that as past practice, there was usually a call for the Commissioners to submit agenda items for Library Commission Agendas. She asked that the practice continue, which it was agreed that this practice will continue in the future.

Commissioner Mtambuzi moved to approve the agenda and was seconded by Commissioner De Victor. This item was approved by all Commissioners in attendance.

4) **Approval of Minutes**

Commissioner De Victor reported that she had not received the commission packet and therefore had not had time to review the minutes. Katy Curl requested that commissioners notify staff if their packet does not arrive electronically by the deadline of 72 hours prior to the meeting. A hard copy will continue to be held at the reference desk for Ms. De Victor.

Commissioner Mtambuzi moved to approve the April 16, 2012 Meeting Minutes; seconded by Commissioner Weems. This item was approved by all Commissioners in attendance.

5) **Public Comment**

Richmond Resident and frequent Library Patron Cordell Hindler addressed the Commission and stated his reasons why the Library needs to be kept open later

than 7:00 p.m., for example for students to do their homework. As for the weekends, his preference would be for the Library to open at 10:00 a.m. versus 12:00 p.m. The Commissioners thanked Mr. Hindler for his opinion and his attendance at the meeting.

6) **Presentations**

- a. **Children’s Summer Reading Program Preview:** Kathy Haug, Administrative Librarian presented this year’s summer reading program details to the Commission. The Summer Reading Program is designed by a multi-state library collaborative. This allows for a high quality program at a lower cost. This year’s theme is “Dream Big.” Children log hours read and are awarded prizes including coupons, swim passes, stickers, a coupon toward library fines etc. as they move through the game. Commissioner Mtambuzi confirmed that the coupon for fines can only be used by the child/child’s family. She suggested an option to use a fine coupon toward the purchase of a book, possibly through the Friends of the Richmond Public Library, because owning a book is important to children. Ms. Haug acknowledged the suggestion, and explained that a free book is awarded to each child upon completion of the program. Commissioner Weems suggested using trading cards as prizes and offered to research cost or possible donations. Ideas for raising funds to support the summer reading program were suggested including a letter writing campaign and contacting local morticians for sponsorship. Commissioner Mtambuzi requested statistics on how many hours were logged last year for the summer reading program (specifically per child and by range – the most hours read, least, and average for all of the children).
- b. **Presentation of Findings Regarding Organizational Review by Municipal Resource Group (MRG):** This item was presented by Consultant Anne Marie Gold of Municipal Resource Group. Ms. Gold presented a PowerPoint presentation of key issues found from an organizational review by MRG performed for the Richmond Public Library. Some of the key points that focused on leadership challenges were: 1) mission, vision and values; 2) administrative/management staffing structure; 3) integrate service program delivery and allocation of resources; 4) development of basic operational assets, including policies and procedures; 5) address physical plant and technology deficits; and 6) enhancement of Library presence in the community. A question, answer and comment discussion period followed the presentation.

Items 7a, 7b, 8a, 8b, 9a, 9b, 9c, 9d and 10 below were continued to the next Commission Meeting.

7) **Action Items**

- a. Adoption of New Agenda Format and Strategies to Streamline Commission Meetings

- b. Decision on Commission Meeting Frequency
- 8) **Directors Report**
 - a. Circulation Statistics
 - b. Teen Services Report
- 9) **Reports from Supporting Organizations**
 - a. LEAP—no report
 - b. Friends of the Richmond Public Library—no report
 - c. Richmond Public Library Foundation—(not written) Save the date September 27, 2012
 - d. West Contra Costa County School District—(not written)(Weems)
- 10) **Next Agenda:**

The next Library Commission Meeting is scheduled on June 18, 2012.
- 11) **Adjournment**

The meeting was adjourned at 8:07 p.m.

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