

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY, MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
June 18, 2012
6:30 P.M.

1) **Call to Order**

The meeting was called to order at 6:36 p.m.

2) **Roll Call**

The Commissioners in attendance were Chairperson Weems, De Victor, and Shoop. Commissioner Mtambuzi was absent. Also in attendance were Katy Curl, Library and Cultural Services Director; and Lisa Carter, Executive Secretary.

3) **Approval of Agenda**

Commissioner Shoop 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 Shoop moved to approve the minutes of May 21, 2012, and was seconded by Commissioner De Victor. 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 the current hours.

6) **Action Items (Carry-over agenda item from May 21, 2012 meeting)**

- a. **Adoption of New Agenda Format and Strategies to Streamline Commission Meetings:** Katy Curl, Library and Cultural Services Director provided the staff report for this item. It was agreed that some descriptions will be left under agenda headings to help the commission and the public understand the intent. Commissioners also agreed to limit public comments to a total of three (3) minutes, or at the Chairperson's discretion. The commission also voted to keep *Commission Member Information Items* as part of the agenda, as well as adding the heading of *Agenda Building* to all future agendas. Commissioner Shoop moved to approve the Adoption of the New Agenda Format; seconded

by Chairperson Weems. Commissioner De Victor opposed. The item passed by a vote of two to one.

As a separate item, Commissioner De Victor requested better signage inside the main branch where the commission agendas are currently posted.

- b. Decision on Commission Meeting Frequency: Discussion continued regarding meeting frequency (current schedule is the third Monday of each month beginning at 6:30 p.m.). Chairperson Weems made motion that the Library Commission continue meeting monthly during the months of January through November (depending on operations) with a planned recess in December, unless the Library Director or Chairperson requests a special meeting; seconded by Commissioner Shoop. Motion passed by all commissioners in attendance.

7) **Proposed Budget FY 2012-13**

Katy Curl, Library and Cultural Services Director provided the staff report for this item. The Director discussed items contained in the report and advised that staff is looking at ways to save money. Commissioner De Victor suggested that the Library's Finance Manager Stacie Plummer come in and present the final budget once it is adopted by City Council.

8) **Directors Report**

Katy Curl, Library and Cultural Services Director provided the staff report for this item. Commissioner Weems advised that he has a resource that will give a few hundred swimming coupons to the Library as prizes. As all commissioners were provided these reports as part of the packet; there were no further questions on this item.

9) **Reports from Supporting Organizations**

Commissioner Weems reported that there are two more preparation days that will be added to teachers' contract – which is two days given back that was previously taken away. He also advised that West Contra Costa County School District's debt has been paid off a few years early, another benefit for the schools.

10) **Immediate improvement of lighting for public library areas**

Katy Curl, Library and Cultural Services Director advised that all of the updating to the lighting is being funded through a special grant that the city has received. Lighting in the main library section, second phase of the project, comes into play this fall.

- 11) **Creation of a resource for the Commissioners to receive monthly information from the ALA Newsletter. (Request the subscription cost from the General Fund Account, since money was remanded to it due to staff changes and retirements). (De Victor)**

Katy Curl, Library and Cultural Services Director provided the staff report for this item. She advised that the commissioners can log onto www.ala.org and sign-up for the weekly American Library Association's eNewsletter directly, at no cost to the commissioners.

- 12) **When will the MRG contract end?**

The Library Director advised that Municipal Resources Group, LLC (MRG)'s contract ends on June 30, 2012.

- 13) **Next Agenda**

Commissioner De Victor requested that there be recruitment for more Library Commissioners as some terms are expiring as of July 1, 2012, and the commission also has one (1) current vacancy.

Commissioner Weems requested that a Volunteer List be compiled and provided to the commission. The Library Director advised that the city has a new initiative involving volunteers. She advised that she would invite the volunteer coordinator to come and speak at a future commission meeting.

Commissioner De Victor advised that Contra Costa County has a resource book and the Library is not included in it. The commissioner will be bringing the book by administration for follow-up with the publisher.

- 14) **Adjournment**

The meeting was adjourned at 8:11 p.m.

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