

CITY OF RICHMOND  
LIBRARY COMMISSION MINUTES  
**SPECIAL MEETING**  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
February 11, 2013  
6:30 P.M.

1) **Call to Order**

The meeting was called to order at 6:39 p.m.

2) **Roll Call**

In attendance were Acting Chairperson Ron Shoop, and Commissioners Chloe Mosqueda and Maude DeVictor. Katy Curl, Library and Cultural Services Director was also in attendance. Chairperson Tyrone Weems arrived late.

3) **Approval of Order of Agenda**

Commissioner DeVictor made a motion to accept the approval of the order of the agenda; seconded by Commissioner Mosqueda. This item was approved by all commissioners in attendance: Shoop, Mosqueda and DeVictor.

4) **Consent Calendar**

Approval of January 14, 2013 Meeting Minutes

This item was discussed but not voted on. The approval of the January 14, 2013 meeting minutes will return to the next available meeting agenda for an official vote.

5) **Public Comment**

There were no public comments made at this meeting.

6) **Action Calendar**

- a. Library Meeting Length and Frequency (Curl): The Library Director reported that it was requested at a previous meeting for her to research and report whether there was history as to the length of meetings, specifically if meetings were to be scheduled for only one hour. The Library Director's review focused on the years 2009 and forward, but she also reviewed the years 2005 and 2006 as well. She reported that from her review, meetings varied in time length quite a bit. Meetings length typically averaged approximately one and a half hours; they ran one hour and 15 minutes at the least – to occasionally running as long as two hours. The Library Director

reported that she found only one instance where a meeting was held for one hour. Meeting days have definitely moved around in the past. They have been held on Monday evenings, Tuesday evenings, then back to Monday evenings. At one point meetings were quarterly. She noted that the start times for the meetings have also changed over time. In February 2010 there was a vote to change the meeting frequency to monthly. At one point there was a question whether changing meeting frequency meant the need to change the ordinance for the commission meeting; legal opinion obtained was no. Councilmember DeVictor clarified that Tuesday nights conflicted with the City Council meeting scheduling. It was left for discussion whether the commission wanted to consider further discussing changing the meetings to a bi-monthly meeting for example; noting that the commission could always call a special meeting should the need arise. The Library Director also suggested appointing someone as a time keeper to support the chairperson to keep the meetings on task. Acting Chairperson Shoop suggested bringing this item back to the next agenda for all commissioners to discuss.

- b. LAFCO Revised Final Draft Discussion (DeVictor) *\*electronic link provided on 02/07/13:* Commissioner DeVictor advised that LAFCO would be meeting on Wednesday, February 13, 2013 at 1:30 p.m. at the Board of Supervisors Chambers, 651 Pine Street in Martinez. Commissioner DeVictor referenced the electronic link to the LAFCO report previously provided to the commissioners. Discrepancies were pointed out.
- c. Receipt of donation protocol for Juvenile Detention libraries (DeVictor): Commissioner DeVictor researched donation protocol. She advised the reading levels are from second grade to high school. Juvenile Hall and the Orin Allen Youth Rehabilitation Facility are the intended locations of needed book donations. Reference was made to the particular guidelines for donating materials provided in the February 11, 2013 commission packet.
- d. Black History month exhibition (DeVictor): Commissioner DeVictor stated that she recognized that the Library may not be able to display elaborate exhibits because of limited space; however, she complimented the availability of the fantastic array of flyers and books from African American authors and available Black History subject-related materials.

7) **Reports for Information**

Library Reports: Regarding the Circulation Statistics, Commissioner Mosqueda questioned and confirmed the numbers reported for the Gate Count category are just confirmation of patrons' comings and goings, both through the adult and children's doors.

Reports from Supporting Organizations: Regarding the LEAP Monthly Report, Chairperson Weems suggested when reporting on the graduates of the GED

program, the names of the graduates should be listed as motivation for others and for public recognition.

8) **Director's Comments/Announcements**

The Library Director provided an overview of the previously provided Director's Report. She further commented on the California Library Association Legislative and Advocacy Committee (CLA). She stated that CLA is engaged in a major Budget-related effort at the State Capitol to connect public libraries to a statewide high-bandwidth, high-capacity Internet network sponsored by CENIC (the Corporation for Education Network Initiatives in California), for the commission's information.

9) **Commission Member Information Items**

Commissioner DeVictor advised that the Superior Court of California, Contra Costa Grand Jury is currently soliciting for Grand Jury Commissioners. She provided an application questionnaire at the meeting. The deadline for submission of applications is April 12, 2013.

Commissioner DeVictor expressed concern that the main library's community informational bulletin board is not in a viewer-friendly location. A suggestion was made to find a more prominent location for the bulletin board or better signage pointing to the current location. The Library Director acknowledged that this issue has come up before. She advised that the downfall has always been the lack of available wall space.

Commissioner DeVictor suggested announcing the Library Commission meetings on the city's electronic marquee; although this may not be current practice for any commission meetings.

Commissioner DeVictor encouraged the commissioners to place items on the agenda that fall under the purview of the Library Commission for discussion.

10) **Agenda Building**

Revisit the discussion of Library Meeting Length and Frequency. How to bring more traffic to the Library? For example, programs, sponsored-events, etc.

11) **Date and Time of the Next Meeting:** March 18, 2013 at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

12) **Adjournment**

The meeting was adjourned at 7:34 p.m.

/lyc