

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY, MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
August 20, 2012
6:30 P.M.

1) **Call to Order**

The meeting was called to order at 6:34 p.m.

2) **Roll Call**

The Commissioners in attendance were Chairperson Weems, Mtambuzi, and Shoop. Commissioner De Victor arrived at 6:45 p.m. and Commissioner Mosqueda notified administration in advance of her absence due to a planned vacation. Katy Curl, Library and Cultural Services Director was also in attendance.

3) **Approval of Agenda**

Ms. Curl recommended that item 8a(i), Library Reports, Library and LEAP Fiscal Year 2011-2012 [and 2012-2013] Budget Summary Report, period 12 ending June 30, 2012 be moved from Reports for Information, to Presentations, and make this item number 6a, moving the other two items under Presentations down. This item was moved by Commissioner Shoop and seconded by Chairperson Weems. This item was approved by all commissioners in attendance.

4) **Approval of Minutes**

Commissioner Shoop moved to approve the minutes of June 18, 2012, and was seconded by Commissioner Mtambuzi. This item was approved by all commissioners in attendance.

5) **Public Comment**

Finance Manager Stacie Plummer advised that there is an opening on the Contra Costa County's Library Commission for a Richmond Public Library Representative. Ms. Curl is on the County Commission's mailing list and will keep an eye out for pending items pertaining to Richmond.

6) **Library and LEAP Fiscal Year 2011-2012 [and 2012-2013] Budget Summary Report, period 12 ending June 30, 2012** (Item 8a(i) from agenda)

Finance Manager Stacie Plummer provided the staff report for this item. Regarding the Literacy for Every Adult Program (LEAP), the Commissioners

asked that Literacy Program Manager Sherry Drobner be invited to a future Library Commission meeting to expand on the plans and what is being work on for LEAP.

7) **Presentations**

- a. **System for Patrons Waiting to Use Computers:** Katy Curl, Library and Cultural Services Director provided the staff report for this item in response to the query from Commissioner De Victor. Ms. De Victor asked what the process is for reserving computers. Once a patron makes a reservation at the reference or circulation desk, the system automatically chooses the next computer (or the patron can choose a specific time). The patron then receives a receipt showing the computer's number, the date and time of their reservation. Once a patron's time is finished, the computer will automatically be logged off the system.
- b. **Emergency Procedures, i.e., Shelter-in-Place and Earthquakes:** Katy Curl, Library and Cultural Services Director provided the staff report for this item in response to Commissioners De Victor and Shoop's request. Ms. Curl advised that Fire Department employee Kathy Gerk, Emergency Services Manager, is in charge of emergency preparedness. Ms. Curl provided hand-outs from Ms. Gerk to the commissioners at this meeting. Among the topics discussed were upcoming training sessions for Emergency Certification (flyer provided at the meeting), the City of Richmond's Community Guide to Emergency Preparedness (provided at the meeting), and Ms. Curl advised to receive real time alerts and warnings by phone, go to www.cws.cccounty.us to register.

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

Katy Curl, Library and Cultural Services Director provided the staff report for this item. The Director discussed the upcoming Richmond Public Library Foundation's fundraiser on September 27, 2012 at 6:30 p.m. The author event/book signing proceeds will benefit the purchase of a Library Book Van.

9) **Commission Member Information Items**

Chairperson Weems discussed his attendance at West Side and Bayview branches' summer programs. He advised that they were absolutely great and well attended.

Commissioner De Victor requested that announcements from staff members advising that the library is closing, must be more professional. Perhaps visual paging could be looked in to.

10) **Agenda Building**

Commissioner De Victor advised that she would like to discuss the latest Contra Costa Local Agency Formation Commission (LAFCO) meeting of July 11, 2012.

Commissioner Mtambuzi would like to revisit the discussion of how to keep the meetings on track and to one hour.

11) **Adjournment**

The meeting was adjourned at 8:17 p.m.

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