

CITY OF RICHMOND
LIBRARY COMMISSION AGENDA
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
July 15, 2013
6:30 P.M.

**NEW MEETING
SCHEDULE
EFFECTIVE
JULY 2013**

Bi-monthly, odd months:

January, March, May, July,
September and November

- 1) **Call to Order** **6:30 p.m.**

- 2) **Roll Call** **6:30 p.m.**
Members: Weems (chair), Shoop, DeVictor, Mtambuzi and Mosqueda

- 3) **Public Comment** **6:31 p.m.**
Anyone wishing to address the Library Commission on any item on the agenda, or within the purview of the Commission may do so at this time. Each speaker will be permitted to speak only once and comments will be limited to a total of three (3) minutes, or at the Chairperson's discretion.

- 4) **Presentations** **6:37 p.m.**
 - a. eBook demonstration (Wylendia Eastman)
 - b. Email only notices to patrons/notices to those without email (Cathy Ortiz) - (Attachment #1)
 - c. Summer Reading Programs:
 - Children's Division introduction and participation update (Christina Nypaver) - (Attachment #2)
 - Teen Services introduction and participation update (Cathy Ortiz) - (Attachment #3)
 - Adult Services introduction and participation update (Cathy Ortiz) - (Attachment #4)

- 5) **Approval of Order of Agenda** **6:55 p.m.**
The Commission will first determine whether to move items on the agenda for action or "information" to the "Consent Calendar" or move "Consent Calendar" items to action. Items that remain on the "Consent Calendar" are voted on in one motion as a group. "Information Items" are not discussed or acted upon at the Commission Meeting unless they are moved to "Action" or "Consent."

- 6) **Reports for Information**
Reports for information will be considered received and filed unless a Commissioner moves the item to the Action Calendar for discussion during Approval of the Order of the Agenda or during consideration of the Consent Calendar.
 - a. **Library Reports**
 - i) Teen Services Report (Attachment #5)
 - ii) Branches Report (Attachment #6)

- iii) Adult Services (Attachment #7)
 - iv) Access Services Report (Attachment #8)
 - b. Reports from Supporting Organizations
 - i) LEAP Monthly Report (Attachment #9)
- 7) **Consent Calendar** **7:00 p.m.**
 - a. Approval of May 20, 2013 Meeting Minutes (Attachment #10)
- 8) **Action Calendar** **7:05 p.m.**

The Action Calendar includes reports that may be characterized as controversial, likely to elicit commission questions or require lengthy discussion. The Action Calendar also includes those items that were removed from a Consent Calendar either at the current meeting or a previous meeting by a Commissioner for discussion.

 - a. 2013-14 Budget Update (Curl) - (Attachment #11)
 - b. Commissioner training through California Public Library Advocates (formerly CALTAC) - (DeVictor)
 - c. How to bring more traffic to the Library – i.e., programs, sponsored-events, etc. (All Commissioners)
 - d. Audit Update (Curl) - (Attachment #12)
- 9) **Director’s Report dated May 2013** (no written report) **7:25 p.m.**
- 10) **Commission Member Information Items** **7:35 p.m.**

An opportunity for members of the Commission to present brief factual information, announcements, respond to public comments, place items on the next agenda, or to request information from the Library Director – Option to keep a separate “Agenda Building” item that allows discussion.
- 11) **Agenda Building** **7:45 p.m.**
- 12) **Date and Time of the Next Meeting:** September 16, 2013 at 6:30 p.m. in **7:50 p.m.**
the Madeline F. Whittlesey Community Room
- 13) **Adjournment** **7:50 p.m.**

Notice: *Members of the public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on an issue which is not on this agenda, when the Chair asks if there is any “Public Comment,” you may address the Commission at this time. Please limit your comments to three minutes or less.*

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.

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the Library at 510-620-6555. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

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.