

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 20, 2013
6:30 P.M.

1) **Call to Order:** The meeting was called to order at 7:02 p.m.

2) **Roll Call**

In attendance were Chairperson Tyrone Weems and Commissioners Chloe Mosqueda and Ron Shoop. Commissioners Maude DeVictor and Kavaragu Mtambuzi were absent. Also in attendance was Library & Cultural Services Director Katy Curl.

3) **Approval of Order of Agenda**

The Library Director requested that agenda item 6c, “Commissioner training by the Library Director (DeVictor)” be continued to the next meeting. Commissioner Shoop request that agenda item 6d, “How to bring more traffic to the Library” also be continued until the next meeting. Chairperson Weems moved to approve the new order of the agenda; seconded by Commissioner Shoop. This item was approved by all commissioners in attendance: Weems, Mosqueda and Shoop.

4) **Consent Calendar**

a. **Approval of January 14, 2013 Meeting Minutes:** Commissioner Shoop moved to approve the meeting minutes of January 14, 2013; seconded by Commissioner Mosqueda. This item was approved by all commissioners in attendance: Weems, Mosqueda and Shoop.

b. **Approval of February 11, 2013 Meeting Minutes:** Commissioner Shoop moved to approve the meeting minutes of February 11, 2013; seconded by Chairperson Weems. This item was approved by all commissioners in attendance: Weems, Mosqueda and Shoop.

5) **Public Comment:** There were no public comments made at this meeting.

6) **Action Calendar**

a. **Library Meeting Length and Frequency (Curl):**

Meeting Length Discussion: The Library Director gave a brief historical background on the length of the meetings, noting that it is not designated that meetings must be a particular length of time.

Meeting Model Chosen: The commission discussed and decided upon a bi-monthly meeting schedule – of particular note, the Library Commission has the right to hold special meetings as needed. Commissioner Shoop moved that the Library Commission meetings be changed to a **bi-monthly model**; seconded by Chairperson Weems. This item was approved by all commissioners in attendance: Weems, Mosqueda and Shoop.

New Schedule Format: Discussion continued concerning which schedule would be chosen. The commission chose the following meeting schedule: **January, March, May, July, September and November**. Commissioner Mosqueda made a motion to accept the odd month, bi-monthly schedule; seconded by Commissioner Shoop. This item was approved by all commissioners in attendance: Weems, Mosqueda and Shoop.

Effective Date of Schedule Change: Discussion continued regarding the effective date the new schedule should begin. The new meeting schedule will be held on the third Monday of the odd months **beginning July 2013**. Commissioner Shoop moved that the next meeting of the Library Commission be June 2013, with the new bi-monthly schedule beginning July 2013; seconded by Commissioner Mosqueda. This item was approved by all commissioners in attendance: Weems, Mosqueda and Shoop.

b. **Budget process update (Curl):** The Library Director provided the staff report for this item. She discussed some of the pending “wish list” items from the Library, i.e., increase in the materials budget, additional staffing, and setting up a more comprehensive volunteer program in LEAP by bringing in a Vista volunteer.

c. **Commissioner training by the Library Director (DeVictor):** This item was continued until the next Library Commission meeting.

d. **How to bring more traffic to the Library – i.e., programs, sponsored-events, etc. (All Commissioners):** This item was continued until the next Library Commission meeting.

- 7) **Reports for Information**
- a. **Library Reports:** There were no additional comments or questions on the previously provided reports.
 - b. **Reports from Supporting Organizations:** There were no additional comments or questions on the previously provided monthly report from LEAP.
- 8) **Director's Report dated May 2013:** There were no additional comments or questions on the previously provided Director's Report.

9) **Commission Member Information Items**

Commissioner Shoop shared his conversation he had with the director of the El Sobrante Library, Ian Richards. The Library Director will research and report on what Califa/Contra Costa County is doing surrounding their eBooks project.

Commissioner Weems expressed how happy he and his students were about eBooks being available now through the library and congratulated those in the library who made it happen.

10) **Agenda Building**

Commissioner Weems requested that staff from the Library come in and demonstrate how the eBooks borrowing process works.

The Library Director reported that she planned to have staff discuss the summer reading program.

Commissioner Shoop stated he would like to see an electronic published calendar of events from the library that is emailed to those who subscribe. Commissioners Shoop and Mosqueda to provide examples from other libraries on this subject. The Library Director advised that the library uses the City Manager's "e-blast" group to disseminate news of the library.

- 11) **Date and Time of the Next Meeting:** June 17, 2013 at 6:30 p.m. in the Madeline F. Whittlesey Community Room.
- 12) **Adjournment:** The meeting was adjourned at 7:50 p.m.

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