

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

1) **Call to Order:** The meeting was called to order at 6:50 p.m.

2) **Roll Call**

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

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

4) **Presentations**

a. **eBook demonstration:** Administrative Librarian Wylendia Eastman provided an overview of the OverDrive portal. This presentation covered how a patron could download and check out eBooks and audio books electronically without having to come into the Library. Commissioners suggested that staff return to OverDrive to request Spanish language posters for display.

b. **Email only notices to patrons/notices to those without email:** Librarian Cathy Ortiz provided an overview of this item. She advised that as of September 30, 2013, the library will be eliminating print notices in an effort to help make the City “greener.” For example, patrons will receive an email notice that their item on hold has arrived. If a patron does not have an email address, staff will advise how to obtain one through the use of a library’s public computer.

c. **Summer Reading Programs:**

- **Children’s Division** introduction and participation update was presented by Librarian Christina Nypaver. She reported that children will be required to read for 15 hours this summer. Among the prizes are a cupcake from Cassandra’s Bakery, a free swim pass from the Richmond Plunge, a book bag, and a paperback book. Christina advised that there are 16 children’s programs this summer for kids, eight are at the main library and four are at each of the two branches. She stated that there has been approximately 117 people in attendance at the library’s special events held in the Madeline F. Whittlesey Community Room, all in

addition to the five weekly story-times carried throughout the summer as well as at the branches.

- **Teen Services** introduction and participation update was presented by Librarian Cathy Ortiz. She advised that this year's theme is "Reading is Delicious." Participants will need to read a total of five books. After reading the first two books, participants will receive a \$5.00 gift certificate to Jamba Juice® or Starbucks®. After reading the last three books, participants will be awarded a \$10 Barnes & Noble® gift certificate in El Cerrito. Participants are required to write a short review of the books read. Participants will also be given a raffle ticket and could win an Apple iPod Nano®, a skateboard, or a \$50 gift certificate. At the time of the presentation, there were 18 teens signed-up for the reading game.
- **Adult Services** introduction and participation update was presented by Librarian Cathy Ortiz. The Adult Services reading game theme is "Reading...Taste it All." This game is based on the bingo card. Adults are given the opportunity to read different kinds of books, magazines, or view DVDs, including documentaries like learning First Aid. Among the prizes are opportunities to win an Amazon® Kindle Paperwhite, a \$25 Safeway Gift Card, or a \$25 Target Gift Card.

5) **Approval of Order of Agenda**

Chairperson Weems moved that the agenda be approved as is; seconded by Commissioner Shoop. All in attendance voted in favor of the agenda as provided; Weems, Shoop and DeVictor. Absent: Mtambuzi and Mosqueda.

6) **Reports for Information**

No additional discussion held on the previously provided information reports.

7) **Consent Calendar**

Approval of May 20, 2013 Meeting Minutes: Chairperson Weems made motion to approve the meeting minutes of May 20, 2013; seconded by Commissioner DeVictor. This item was approved by all in attendance: Weems, Shoop and DeVictor. Absent: Mtambuzi and Mosqueda.

8) **Action Calendar**

- a. 2013-14 Budget Update (Curl): The Library Director provided an update on the City's budget process. She advised that City Council passed the budget this past fiscal year. She noted the Library Department's goals, statistics, and where the Library stands as a result of the approved budget. Items

worthy of note are staffing requests (including opportunities for promotion and the addition of part-time Library Aide positions).

Commissioner DeVictor stated that she would like the City Council Liaison for the Library Commission to come and provide the Library Commission with a report regarding Council discussions and share information of how library services may be impacted.

The Library Director advised the commission if the Library Department is directed to do anything different in particular to the current budget, she will alert the commission what the department is being asked to explore.

- b. Commissioner training through California Public Library Advocates (CPLA), formerly CALTAC - (DeVictor): Commissioner DeVictor requested staff arrange for an on-site training (once presented by Sandi Genser-Maack) to the commission and plan accordingly. She also advised that the commissioners' membership in the agency will soon expire.
- c. How to bring more traffic to the Library – i.e., programs, sponsored-events, etc. (All Commissioners): The commissioners agreed that this subject has been covered during this meeting.
- d. Audit Update (Curl): The Library Director brought the commission current on the internal audit report of the Library Department dated February 4, 2013, written by Auditor Kevin W. Harper, including responses from Library management. To date, the Library has done good work in getting items completed. Over one-third of the items are slated for completion within the next three months. Some of the longer-term projects, e.g., updating job descriptions, are planned for completion over the next year. There are fiscal aspects to a lot of the suggestions which have been considered during this current budget preparation process. She advised that the audit is a “check” for the Library to continue to improve as we go forward.

9) **Director's Report dated May 2013** (no written report)

The Library Director reported that the IT Department, as a courtesy to the Library, will be providing some temporary flag-pole banners of the new Library eBooks service. The banners will flank six to eight poles along Macdonald Avenue.

10) **Commission Member Information Items**

The commissioners stated they would write a thank you e-mail letter to the IT Director in support of the eBooks advertisement. The Library Director will advise the commission when the banners are in place, and the IT Director's email address.

Commissioner DeVictor stated that another letter of gratitude be sent to the Friends

of the Richmond Public Library for their momentous support of Library programs and services.

Chairperson Weems voiced his support of planning a City appreciation potluck where The Friends of the Richmond Public Library, The Richmond Public Library Foundation, etc. are recognized and appreciated for what they do in continuous support of the Richmond Public Library.

Commissioner Shoop suggested that staff provide snacks and/or meals for the Library Commission meetings as they run through dinner-time, and well past that at times.

Commissioner Shoop also stated that his wife visited the Library over the Memorial Day weekend to return a book and stated the return shoot was jammed, thus his wife returned home with the book. The Library Director advised that she would have this issue looked at.

Chairperson Weems spoke to fellow commissioners and suggested each commissioner take appropriate notes for themselves to assure that to-do items are completed in a timely manner.

11) **Agenda Building**

Letters of appreciation from the commission, as discussed in item no. 10 above.

Commissioner Shoop suggested staff consider inviting member(s) from the Richmond Public Library Foundation to present at a future meeting to bring the commission up-to-date on their program to raise funds for the purchase of another Bookmobile/their take on bringing another Library to Richmond.

Commissioner Shoop requested another eBook update sometime in the future to see how the process is evolving.

Commissioner Shoop would like to discuss the value of there being a book seller recruited to set-up business in Richmond. Discussion continued involving the commission forming a sub-committee on this topic.

Commissioner DeVactor suggested putting the subject of comic books on the agenda.

12) **Date and Time of the Next Meeting:** September 16, 2013 at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

13) **Adjournment:** The meeting was adjourned at 8:57 p.m.