

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
November 19, 2013
6:30 P.M.

1) **Call to Order**

The meeting was called to order at 6:42 p.m.

2) **Roll Call**

The Commissioners in attendance were Chairperson Tyrone Weems, and Commissioners Maude DeVictor and Ron Shoop. Library and Cultural Services Director Katy Curl was also in attendance. Commissioners Kavaragu Mtambuzi and Chloe Mosqueda were absent from the meeting.

3) **Public Comment**

There were no public comments made at this meeting.

4) **Approval of Order of Agenda**

Commissioner DeVictor pulled attachment numbers 5, 6, and 7 for discussion.

5) **Consent Calendar**

Commissioner Shoop moved to approve the minutes of July 15, 2013, seconded by Commissioner DeVictor. This item was approved by all commissioners in attendance.

6) **Discussion/Action**

a. Commission meeting dates going forward: Library Director Katy Curl provided the report for this item. This discussion is a follow-up to an e-mail poll sent to all commissioners requesting their feedback on their availability to change the meeting dates for 2014 to one of the three options below:

- 1) 2nd Tuesdays starting at 6:30 p.m. or 7:00 p.m.,
- 2) 2nd Thursdays starting at 6:30 p.m. or 7:00 p.m., or
- 3) 3rd Thursdays starting at 6:30 p.m. or 7:00 p.m.

Chairperson Weems and Commissioner Shoop were fine with switching the meetings to a Tuesday meeting date. Although absent from this meeting, Commissioner Mosqueda responded to the e-mail poll with a vote for either the 2nd

Tuesday at either start time, or the 3rd Thursday, at either start time.

DeVictor requested that signage of the change be posted at the reference/circulation desk and Chairperson Weems reminded staff to assure that the changes are on the Library's web site.

Commissioner Shoop moved that the Library Commission bi-monthly meetings be moved to the 2nd Tuesdays starting at 6:30 p.m., beginning January 2014; seconded by Commissioner DeVictor. This item was approved by all commissioners in attendance.

- b. Library Holiday Closure: Library Director Katy Curl provided the report for this item. Also provided in the packet was a calendar attachment advising that the library will be closed from December 24th through January 1, 2014. To advise the citizens of the closure, the library will post notification of the closure and will remind patrons to check our eBook service on the city's marquee. Other near-by libraries will also be publicized. Book/item return due dates will be extended during the closure. Chairperson Weems suggested that the Library advise patrons of the need to acquire a Contra Costa County Library card for use at other facilities. Commissioner DeVictor suggested that the library advise the schools in the district of the closure. Chairperson Weems suggested contacting the United Teachers of Richmond, and the Richmond Unified School District (Education Services), with a flyer follow-up after telephone contact. It was suggested that the library use KCRT to notice the public of the closure as well.
- c. Audit Update: Library Director Katy Curl provided the report for this item. She advised that the library went before the City Council with a status update of the progress made on all audit findings. The PowerPoint presentation that was presented to the Council was provided to the commission as part of their agenda packet. The Library Director stated that the library feels confident that we are doing well in getting the assignments accomplished.

Commissioner DeVictor questioned the specific status of item number 7 regarding the development of a formal training program for all its employees. Discussion followed regarding new hires, in-house training, and training to be received from outside sources.

Commissioner Shoop questioned what item number 1 pertained to (Library should purchase all new material through Millennium Acquisitions Module). The Library Director clarified that the acquisition module allows the library to place electronic orders directly with the library's vendors. Millennium tracks and keeps everything within the system.

Commissioner Weems requested the status of item number 15 (The Department should designate a secure room that can be used to store DVDs, electronic equipment and library materials prior to their entry into the catalog system). The commissioner questioned the status of acquiring academic DVDs. He wants to

assure that this category does not get overlooked when purchasing materials. The Director advised that she would check in with staff for an update. The commissioner suggested that a survey be passed along to patrons to inquire of the need for this category.

Commissioner DeVictor brought up the importance of the consideration of programming for senior citizens.

- d. Budget Update: Library Director Katy Curl provided the report for this item. Discussion followed regarding the attachments submitted with the commission agenda packet. The Director also advised the committee that group dues for both the state and national commission organizations has been budgeted for this year.
- e. Comic Books Update: Commissioner DeVictor requested this item be brought before the commission for discussion regarding the donations of comic books. Commissioner Weems will need to reach out to his contact with the Friends of the Richmond Public Library to get an update as the donations are given directly to them.
- f. Possible Subcommittees (Commissioners): (*discussion tabled until next meeting*)
 - i) Appreciation/recognition for various supporters: Commissioner Shoop suggested that this item be tabled until the next meeting for further discussion.

He also suggested that the issue of the creation of a template be an appropriate starting point for the next meeting.
 - ii) Recruiting bookstore to Richmond: Commissioners Shoop and Weems created a subcommittee on this item. Commissioner Shoop wrote up a rough proposal. Refinement needs to take place before any next action(s) can be decided.

- 7) **Director's Report – October 2013**: Katy Curl, Library Director, provided the report for this item. The items discussed were a new program for the library titled “Discover & Go” (a museum/event pass program); bringing art (and art programming) to the children’s room; the recent placement of the library’s eBook banners around the city; Housing and Urban Development’s action plan starting 2014/15 to 2018/19 which will focus on new services for low income, seniors and the disabled; and a meeting with Contra Costa County (CCC) Supervisor John Gioia, CCC Library staff and City Recreation staff to discuss offering library services at Shields-Reid Community Center.

The Director requested that the commission **SAVE THE DATE** for the California Public Library Advocates’ yearly workshop on Saturday, March 15, 2014 at the Castro Valley Public Library. <http://www.cpladvocates.org/workshops/>

She also advised, for future planning, that the commission note the next California Library Association's conference will be held in Oakland on November 7th to 9th, 2014.

<http://www.cla-net.org/>

8) **Reports for Information**

a. **Library Reports**

- i) **Teen Services Report**: Commissioner DeVictor advised that the commission was not informed of the S.A.T. Scholarship Presentation brought before the City Council on July 23, 2013.
- ii) **Branches Report**: Commissioner DeVictor also requested information on the librarian's outreach efforts at schools in Richmond.
- iii) **Adult Services**: Discussion followed regarding Commissioner DeVictor's question concerning how frequent staff meets with library pages.

9) **Commission Member Information Items**: This item was previously discussed. See item 6f(ii) above.

10) **Agenda Building**

a. **Possible Subcommittees** (Commissioners): *(discussion tabled until next meeting)*

- i) **Appreciation/recognition for various supporters**: Commissioner Shoop suggested that this item be tabled until the next meeting for further discussion.

He also suggested that the issue of the creation of a template be an appropriate starting point for the next meeting.

- ii) **Recruiting bookstore to Richmond**: Commissioners Shoop and Weems created a subcommittee on this item. Progress report requested.

b. **Letter to Library Commission's Council Liaison**

11) **Date and Time of the Next Meeting**: January 14, 2014 (2nd Tuesday) at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

See item number 6a above.

12) **Adjournment**: Meeting adjourned at 8:37 p.m.

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