

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 13, 2014
6:30 P.M.

- 1) **Call to Order:** Commissioner Shoop called the meeting to order at 6:37 p.m.
- 2) **Roll Call:** Library Commissioners Ron Shoop, Kavaragu Mtambuzi, and Chloe Mosqueda were in attendance. Also in attendance was Katy Curl, Library and Cultural Services Director. Chairperson Tyrone Weems and Maude DeVictor were both absent.
- 3) **Public Comment:** There were no public comments made at this meeting.

4) **Presentations**

Summer Reading Programs:

Children's Librarian Sheila Dickinson presented the summer reading program for the Children's Department. Sheila provided three programming flyers to the commissioners at the meeting. A book, an ID badge/wallet, ear buds, bookmarks, a free cupcake courtesy of Cassandra's Wedding Cakes and Beyond, and a free swim pass at the Richmond Plunge courtesy of the Recreation Department are among the prizes that will be offered. Programs and prizes are donated by The Friends of the Richmond Public Library.

A flyer of events, *Summer 2014 Events for Children at the Richmond Public Library*, scheduled at the main library, was also provided at the meeting.

Ms. Dickinson also reported that at the branches there will be a hoop dancer, circus arts performers, and bilingual story-tellers. Musicians and dancers will also perform.

Adult Librarian Catherine Ortiz presented the Adult Summer Reading Program to the commission. *Around the World in Seven Books* is this year's title of the program. A Kindle Paperwhite® ebook reader is the grand prize this year. Runner-up prize winners will receive a Target gift card and a Safeway gift card, among other prizes. Ms. Ortiz also provided two flyers of the referenced program at the meeting.

Ms. Ortiz reported that the Teen Services Librarian Angela Cox, currently on vacation, is developing the Summer Reading Program for the teens.

- 5) **Approval of Order of Agenda:** The Library Director requested agenda item number 7c (Library's Fines and Fees Policy) be moved up the agenda to item number 7a to allow

staff who were present at the meeting to speak on this item as early as possible in the meeting. Commissioner Shoop moved to change the order of the agenda as articulated by the Library Director. Item seconded by Commissioner Mtambuzi. Motion passed by all commissioners in attendance. Absent: Weems and DeVictor.

- 6) **Consent Calendar**: Commissioner Mtambuzi moved to approve the March 11, 2014 Meeting Minutes; seconded by Commissioner Mosqueda. Motion passed by all commissioners in attendance (Shoop, Mtambuzi and Mosqueda). Absent: Weems and DeVictor.

7) **Discussion/Action**

- a. **Library's Fines and Fees Policy**: Provisional Library Associate Deborah Bonet and Provisional Head of Reference librarian Jane Pratt provided the staff report for this item. Deborah Bonet reported that she works in every area of circulation (at Bayview and West Side branches, on the Bookmobile, in the Children's room and at the Adult Desk). Deborah stated she began to notice with children especially, that people could become confused about our circulation policy. Our books check out for 28 days but the books people can borrow through the Link+ consortium is 21 days; children who borrow on the Bookmobile have to meet slightly different requirements and meet slightly different expectations than when they visit the Children's room. Deborah started to look at the Library's circulation policies in comparison to other circulation policies in the area (referred to page 8 of the Library Commission packet). Deborah also advised that soon, patrons will be able to pay for fines online. She stated that looking at the chart, what she noticed was that every other library has the same number of days allowed for an item to be checked out, which is the same as the Link+ consortium. What the Library staff suggested is that the Library make the circulation time consistent with all other libraries in the area, which will help those who utilize all of the neighboring libraries including Link+.

The other item from the Fines and Fees Policy that was looked at was the fees the Library charges per item, for example, the Library charges .10 cents per day and it maxes out at \$5.00 per item (referring back to page 8 of the Library Commission packet). Staff did not provide a specific recommendation in this area but suggested that our fee schedule be looked at in making it possible for patrons to be successful in adhering to this policy. Jane Pratt also advised that she has found that there are adult patrons who are assessed a maximum fine which they cannot afford to pay, and stated the patrons just stop coming to the Library. Jane advised that it is most important that the Library receive the materials back in to circulation. We just don't want it to be a burden on patrons to not be able to use the Library, she stated.

Commissioner Mtambuzi questioned how the commission is supposed to approve the Library's Fines and Fees Policy as proposed. The Library Director

stated what staff needs are recommendations and comments from the commission. If it comes to changing the fines the Library charges, that will need to go to City Council. Changing the number of days the Library circulates items can be done at the Library level with the commission's recommendation. The City Council will want to know that the Library presented the proposal to the commission for their input.

Discussion continued about email notifications and the content included in those notifications.

Commissioner Shoop stated that staff's consideration should be the comparison to Contra Costa County's current fines and fees because of the proximity to all their libraries that border along Richmond's city limits. Deborah Bonet advised that Contra Costa County does not provide Bookmobile service, which will also be considered in the production of the revised Fines and Fees Policy.

Commissioner Mtambuzi suggested staff provide averages of fines charged by all libraries (as part of their proposal) before going to the City Council.

Jane Pratt advised that a child can place a reserve on a title, and if it comes from Main's collection (for example) and sent to the Bookmobile, that item can be fined. This is an example where we are trying to be consistent with the children's fines.

Commissioner Mtambuzi stated that there has to be some type of accountability with books checked out through the Bookmobile; everyone has to have a level of awareness that the book needs to be returned.

The Library Director reported that in Sacramento County, the number one thing that helped their fines get paid and get books returned on time was the patron being able to pay online. She advised that more data will be gathered before the presentation will be made to City Council.

- b. Community Outreach Subcommittee Report (Commissioners Weems and DeVictor): Commissioner Shoop stated that although a report was submitted as part of this Library Commission packet, he requested this item be tabled until such time as either one of the committee members responsible for this item are present to report. Commissioner Mtambuzi will provide administration corrections to the wording to the report as submitted.
- c. Rescheduling of Library Commission CPLA In-house Training by Sandi Genser-Maack: The following options were presented for discussion and selection.
- Saturday, June 28th, 9:00 a.m. to 12:00 p.m., OR
 - Saturday, July 12th, 9:00 a.m. to 12:00 p.m., OR
 - Saturday, July 26th, 9:00 a.m. to 12:00 p.m.

After discussion, for certain, the date of July 12th will not work for those in attendance. The Library's secretary Lisa Carter will poll the commissioners for a date that works for all parties.

- 8) **Director's Report March and April 2014:** The Library Director briefly reviewed the budget with the Library Commission because there had been updates since the Library Commission agenda packet was provided. She stated in March 2014, the budget was revisited to adjust the 2014/2015 budget. At that time, there was a deficit the City was attempting to cover concerning the City's reserves. Most recently the deficit seems to be getting larger. Just last week, staff was given a directive to come up with a scenario that represents a 17% cut in the Library & Cultural Services budget.
- 9) **Reports for Information:** The following reports were received and filed with no additional discussion:
 - a. Library Reports for March and April 2014
 - i) Teen Services Report – March 2014
 - ii) Branches Report – April 2014
 - iii) Adult and Teen Services Report – April 2014
 - iv) Circulation Statistics – April 2014
- 10) **Commission Member Information Items:** Commissioner Shoop provided a copy of the article "*Love letter to the library*" published by the Bay Area News Group dated Sunday, May 4, 2014. The commissioner advised that the Richmond Main's original Seed Library is featured on page 172 of the book titled, "**The Public Library: A Photographic Essay**" by author Robert Dawson.
- 11) **Agenda Building:** Regarding the particulars of commissioner terms (three-year terms; maxing out at two consecutive full terms); and wanting to assure that all commissioners are within those term considerations, commissioner Mtambuzi requested an update of each Library Commissioner's appointment dates and terms. The Executive Secretary provided information from the City's website at the meeting in response to this request. The Library Director advised that the City Clerk monitors all terms and appointments. Commissioner Mtambuzi would like to revisit the ordinance language regarding the terms of appointments, how long they last, how many appointments an individual can have, and what flexibility there might be regarding members' appointments.
- 12) **Date and Time of the Next Meeting:** (2nd Tuesdays-bi-monthly)
July 8, 2014 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room
- 13) **Adjournment:** Meeting adjourned at 7:50 p.m.

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