

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
July 8, 2014
6:30 P.M.

- 1) **Call to Order:** The meeting was called to order at 6:44 p.m.
- 2) **Roll Call:** Library Commissioners Maude DeVictor, Ron Shoop, and Chairperson Tyrone Weems were in attendance. Commissioners Kavaragu Mtambuzi and Chloe Mosqueda were absent. Also in attendance was Library and Cultural Services Director Katy Curl.
- 3) **Public Comment:** There were no public comments made at this meeting.
- 4) **Approval of Order of Agenda:** Commissioner Shoop moved to approve the order of the agenda; item seconded by Commissioner DeVictor. Motion passed by all in attendance (DeVictor, Shoop and Weems). Absent: Mtambuzi and Mosqueda.
- 5) **Consent Calendar**
 - a. **Approval of May 13, 2014 Meeting Minutes:** Commissioner Shoop moved to approve the May 13, 2014 Meeting Minutes; seconded by Commissioner DeVictor. Motion passed by all in attendance (DeVictor, Shoop and Weems). Absent: Mtambuzi and Mosqueda.
 - b. **Approval of June 28, 2014 Meeting Minutes:** Commissioner DeVictor moved to approve the June 28, 2014 Meeting Minutes; seconded by Chairperson Weems. Motion passed by all in attendance (DeVictor, Shoop and Weems). Absent: Mtambuzi and Mosqueda.
- 6) **Discussion/Action**
 - a. **Community Outreach Subcommittee Report (Chairperson DeVictor and Commissioner Weems):** Commissioner Weems reported working toward receiving addresses from a pen pal organization regarding a pen pal letter writing effort (which is still in motion), which is a good addition to the Library's summer reading program. The chairperson reported that the goal is to get children writing, which will help when it comes to their school-work writing and spelling. Commissioner Weems expressed the importance of sending the letters handwritten versus sending letters via e-mail.

Commissioner Weems also reported his students (and information was provided to all teachers within his district) sent letters of support to request continued funding for literacy and libraries in the state's 2013/2014 budget. Students also took mailing information home to their parents to send letters to the state assembly.

Chairperson DeVictor reported that the Friends of the Library of San Pablo had a wonderful book display and sold books at Maple Hall. Proceeds benefitted the Meals on Wheels program. She also reported various activities she attended pertaining to the senior citizens in the community.

- b. Library Budget Discussion (Katy Curl): The Library and Cultural Services Director reviewed the line item summary of the Library and the LEAP division's budget (minus the details for the Art division since the commission does not oversee the Art division) for next year. The documentation shows that the Library reduced their budget by \$1m, and monies were added back in for the materials budget, showing a total net reduction of \$970,000, right above that million, she noted the \$572,000 amount -- that's the portion of that reduction that was the Art division. Part of "that" was something that got double-counted, and it was all the Art funding for the Art organizations, which actually got added back in by the City Council.

The Library Director reported that she proposed a 17 percent cut from the Library Department's budget. At that time, the Council stated they did not want to reduce the money to the art organizations. Funding was restored to the Art division without impacting the Library's funding. The documentation looks as if the Library took a much bigger "hit" that it actually did.

She also reported there was another change within the budget that did not result in general fund savings which was the transfer of one management staff member to the Finance Department, where the employee could help Finance cover some of their shortages due to changes in their staffing. This position was taken from Library's budget but does not necessarily save money in the general fund; it shows as a cut for the Library. There were some things done budget-wise that had little or no impact to the Library's bottom line. The Director advised that there were never any Library staff at any point on any lay-off lists. However, the Library is still planning on restructuring some positions, and there are lateral upward mobility opportunities available to the library staff for recent recruitments.

Commissioner DeVictor asked for clarification of the \$1,500 listed in the department's budget for travel, training and mileage expenses. Since the past few years, the Library Director advised that most all travel and training money is distributed from Human Resource's budget. This year, a small amount was left for specialized LEAP/department trainings. All training requests from the department are submitted in advance to Human Resources for their approval. If

approved, monies are returned to the Library for expenditure during the fiscal year.

Commissioner DeVictor questioned the status of the Library's Finance Manager. The Library Director advised that that is the management employee previously reported that was moved to the Finance Department. She advised that it does not mean the employee is not doing Library-related finance work, but has broader responsibilities now.

Commissioner DeVictor reported the deterioration of the current magazine subscriptions is a heavy concern from the public as was reported to her. Ms. DeVictor stated she is willing to donate Archaeology Magazine to bring in the current subscription. The Library Director advised that staff reviews the current magazine list and how often subscriptions are checked out or how often it is read in the library. One possibility could be that a subscription that is not frequently used could be eliminated from being ordered in the future.

The commissioner expressed her concern of "dumbing down" the magazine materials and also made a friendly suggestion that there be a "**Magazine of the Month**" display to bring attention to the selections. Commissioner DeVictor also requested notice to the public with signage in the magazine area of the status of the magazine subscriptions, for example, "*We apologize for the inconvenience, the magazine subscriptions have been delayed*". The Library Director reported that the Library is working to correct the issue of receiving magazines.

In terms of the current budget, the Library Director reported there are no service impacts, with the exception of the Art division.

- c. Review of Library Commission California Public Library Advocates (CPLA) In-House Training held on June 28, 2014 (Katy Curl): The Library and Cultural Services Director stated that the commission should identify priority items from the workshop. The commission requested more information about the Library's Arts and Culture programs. The Arts and Culture Manager Michele Seville will be invited to present at the September Library Commission meeting. Commissioner Weems suggested an art contest. Ms. Curl advised the commission of the Library's plan of rotating art displays. Commissioner DeVictor suggested the inclusion of the Juvenile Centers' artwork and possibly the senior textile institute. Commissioner Shoop suggested Alzheimer patients' art.

The Library Director suggested the Library and Cultural Services Department Secretary Lisa Carter will look for identification badges for the commissioners to include the library and city's logos. The Library Director reviewed the notes from the in-house training and stated that the number one focus identified by the commissioners was engaging with the community and marketing programs

and services. Commissioner DeVictor suggested materials be encased behind glass, similar to the display case outside of 440 Civic Center Plaza. The Library Director suggested a possible strategic meeting to focus on commissioners' execution of priority items. Chairperson Weems suggested (on a trial basis) the commission choose two city events to attend, for example, Cinco de Mayo and Juneteenth providing games and giving books as prizes. The Library Director will provide a list of city festivals to the commission. Commissioner DeVictor requested a presentation of the LEAP program. Ms. DeVictor suggested a visit from the LEAP graduates.

d. Rescheduling of September 9, 2014 and November 11, 2014 Library Commission meeting dates which fall on City holidays (Commissioners & Katy Curl): The commission requested Library and Cultural Services Department Secretary Lisa Carter poll the commission for September and November dates that will work for all.

e. Discussion of Library Commission Appointments, Terms and Review of the Richmond Municipal Code Chapter 3.16 LIBRARY COMMISSION: Commissioner DeVictor questioned why the topic was brought forward for discussion and stated the policies are "cut in stone." A brief discussion was held regarding how four members' terms were ending on July 2015 at the same time. The commission asked, "What happens if a member terms out and appointments have not been made?" "Do we serve until a position is filled?" This discussion is tabled until all commissioners are in attendance.

7) **Director's Report May and June 2014:** The Library and Cultural Services Director gave a special thanks to Chairperson Tyrone Weems and his students' letters sent to the state as more monies were increase by the governor this year for local assistance funding. The Library Director requested on page 22 of the packet, under the heading **Book Van Update**, to strike the last sentence of the paragraph that read, "The Foundation has also committed to provide funding for ongoing maintenance and repairs as needed." Commissioner Shoop suggested an "adopt a magazine subscription" as a way to meet the needs of the patrons. Chairperson Weems suggested sample signage be installed, e.g.,:

"How can you help your local library?"

- ✓ Book Donations
- ✓ Donate a Magazine Subscription
- ✓ Financial Donations

The Library Director also advised that the Library will be offering a new service that will accept online payments for fines, fees and donations. Staff is currently working on a Spanish translation of the program before it is launched.

8) **Reports for Information:** The following reports were received and filed with no additional discussion:

- a. Library Reports for May and June 2014
 - i) Adult and Teen Services – May 2014
 - ii) Adult and Teen Services – June 2014
 - iii) Circulation & Acquisitions – May 2014
 - iv) Circulation & Acquisitions – June 2014
 - v) LEAP Services Report – May 2014
 - vi) Branches Report – June 2014
 - vii) Circulation Statistics – June 2014

- 9) **Commission Member Information Items:** Commissioner DeVactor suggested “fluorescent” signage for book sales where the donations are left. She also stated selections were short at her last visit. Commissioner DeVactor also suggested that a Library Commission packet be made for the staff for their review. The Library Department’s Secretary Lisa Carter will place Commissioner DeVactor’s packet in a sealed envelope in the future. Library Commission applications should also be placed in the foyer for the public’s use, commissioner DeVactor suggested.

Commissioner Shoop advised that he supplies the Friends of the Richmond Public Library with lots of book donations he collects from the El Cerrito Recycling Center. Commissioner Shoop suggested that the other commissioners look for books that can also be donated.

- 10) **Agenda Building:** Revisiting agenda item 6e, Discussion of Library Commission Appointments, Terms and Review of the *Richmond Municipal Code Chapter 3.16 LIBRARY COMMISSION*.

Library Director will provide items from her notes and will submit to the commissioners prior to the next meeting. If there are possible items from her list for the upcoming meeting agenda, then the commissioners can advise.

Commissioner DeVactor requested the status of the commission’s membership in the American Library Association (ALA); she advised that she is not receiving the ALA’s newsletters any longer.

- 11) **Date and Time of the Next Meeting:** (2nd Tuesdays-bi-monthly)
The next meeting in September falls on a City holiday. A special meeting will be held by the Library Commission; date to be determined.
- 12) **Adjournment:** The meeting adjourned at 8:49 p.m.