

CITY OF RICHMOND  
LIBRARY COMMISSION MINUTES  
**SPECIAL MEETING**  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
September 15, 2014  
6:30 P.M.

- 1) **Call to Order:** The meeting was called to order at 6:45 p.m.
- 2) **Roll Call:** Library Commissioners in attendance were Chairperson Tyrone Weems and Commissioners Maude DeVictor, and Ron Shoop. Commissioner Chloe Mosqueda arrived later. Also in attendance was Katy Curl, Library and Cultural Services Director. Commissioner Kavaragu Mtambuzi was absent.
- 3) **Public Comment:** Sherry Drobner, Literacy Program Manager of LEAP spoke of LEAP's 30<sup>th</sup> Anniversary program scheduled on September 21, 2014 from 12:30 p.m. to 4:00 p.m. at the City of Richmond's Civic Center Plaza. Sherry advised the commissioners that the Library will have a table available at the event. She also provided a flyer to the commissioners of the event at the meeting.

Ms. Drobner also provided a flyer inviting friends and family to dine out at Pasta Pomodoro in El Cerrito, CA on Monday, September 22<sup>nd</sup> (all day) where 20% of the patron's bill will be donated to LEAP.

- 4) **Presentation:** Michele Seville, Arts and Culture Manager presented Arts and Culture current events and programming information to the commission.
- 5) **Approval of Order of Agenda:** A vote was not called at this meeting.
- 6) **Consent Calendar:** Approval of July 8, 2014 Meeting Minutes

Commissioner DeVictor requested a correction on page 1, item 6a. Community Outreach Subcommittee Report (Commissioners Weems and DeVictor) of the July 8, 2014 regular meeting minutes. Commissioner DeVictor stated that she is the Chairperson of the Outreach Subcommittee and would like that information reflected as a correction/clarification to the July 8, 2014 minutes.

Commissioner DeVictor a correction on page 2, item 6b. Library Budget Discussion (Katy Curl) of the July 8, 2014 regular meeting minutes. In the last sentence, Commissioner DeVictor requested clarification language correction as follows:

“If approved, monies are returned to the department for expenditure during the fiscal year”

– to –

“If approved, monies are returned to the **Library** for expenditure during the fiscal year.”

Chairperson Weems moved (with the corrections noted from Chairperson DeVictor) to approve the July 8, 2014 Meeting Minutes; seconded by Commissioner Shoop. Motion passed by all commissioners in attendance (Weems, DeVictor, Shoop and Mosqueda). Absent: Mtambuzi.

7)

**Discussion/Action**

- a. **Community Outreach Subcommittee Report (Chairperson DeVictor and Commissioner Weems)**: Chairperson DeVictor recapped items from her previously submitted *Outreach Activities – Maude E. DeVictor* report dated September 11, 2014.

Chairperson DeVictor also informed the commission that over 800 books have been received since the induction of the donation of books to the Juvenile Detention Center in Martinez. Commissioner DeVictor also made mention of being in discussion with the head of the Juvenile probation department on how they can interface with the Library Commission.

- b. **Discussion of Library Commission Appointments, Terms and Review of the Richmond Municipal Code Chapter 3.16 LIBRARY COMMISSION**: The commissioners questioned, *If a commissioner “terms-out,” will they have to wait a certain amount of time in order to reapply for the Library Commission? What if there is a vacancy, will we need to serve until the vacancy is filled?* The Library and Cultural Services Director Katy Curl confirmed that a commissioner cannot serve more than two consecutive terms. Commissioner DeVictor stated that openings for the Library Commission need to be advertised every way possible. The Library Director advised that she will further research the answer to the questions posed, and will advise of any additional information as part of her Director’s Report.
- c. **Top priority discussion item from Library Commission’s CPLA In-house Training Notes; June 28, 2014 meeting - *Connect with projects and other groups***: Library and Cultural Services Director Katy Curl reported that connecting with projects and other groups got the most votes in terms of the Library Commissioners top priority from the June 2014 training. A list titled ***Possible ideas for Connect with Projects and Other Groups*** was provided to the commissioners at the meeting by the Library Director. Chairperson Weems suggested the possibility of choosing three (3) events for the commissioners to attend; providing leaflets (to be created) and offering an opportunity for the community to join the Library Commission. The Library Director requested that the commission provide the Library with the language the commission would like to see included in the creation of promotional materials for the commission. A sampling of current Library promotional materials was requested by Commissioner Shoop for review. A committee to produce Library Commission promotional items can be formed at a future meeting.

8)

**Director’s Report July and August 2014**: Library and Cultural Services Director Katy Curl reiterated important items of note from the previously submitted Director’s Report dated September 15, 2014.

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

a. Library Reports for July and August 2014

- i) Adult and Teen Services
- ii) Circulation & Acquisitions
- iii) Branches Report
- iv) Circulation Statistics

10) **Commission Member Information Items:** Chairperson Weems reported on a newly announced program from Chevron that will pay for graduating Richmond high school students to attend college.

Chairperson Weems advised of upcoming School Board elections. Information can be found at [www.unitedteachersofrichmond.com](http://www.unitedteachersofrichmond.com); they also have Facebook page.

Commissioner DeVictor reported on an American Legion scholarship program for the children of honorably discharged Veterans; she referred to the book, "Need a Lift" produced from the national headquarters in Indianapolis, Indiana.

Commissioner DeVictor presented information on the military support group organization, "Their Angels." More information can be found at <http://theirangels.org/>

11) **Agenda Building:** Chairperson Weems suggested commissioners return with a few names to outreach to for Library Commissioner development.

Commissioner Shoop suggested, in terms of Library Commissioner development, there be an effort to attempt to get someone from the local press to attend one of the Library Commission meetings.

12) **Date and Time of the Next Meeting:** (2<sup>nd</sup> Tuesdays-bi-monthly)  
The next meeting in November falls on a City holiday. A **special** meeting will be held on Monday, November 10<sup>th</sup> at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

13) **Adjournment:** The meeting adjourned at 8:17 p.m.

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