

**MEETING  
SCHEDULE**

Bi-monthly, odd months:

January, March, May, July,  
September and November

**2<sup>ND</sup> TUESDAYS**

CITY OF RICHMOND  
LIBRARY COMMISSION AGENDA  
**SPECIAL MEETING**  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
April 14, 2015  
6:30 P.M.

- 1) **Call to Order** 6:30 p.m.
- 2) **Roll Call** 6:30 p.m.  
Members: Weems (chair), Shoop, DeVictor, Mtambuzi and Mosqueda
- 3) **Public Comment** 6:32 p.m.  
*Anyone wishing to address the Library Commission on any item on the agenda, or within the purview of the Commission may do so at this time. Each speaker will be permitted to speak only once and comments will be limited to a total of three (3) minutes, or at the Chairperson's discretion.*
- 4) **Approval of Order of Agenda** 6:35 p.m.  
*The Commission will first determine whether to move items on the agenda for action or "information" to the "Consent Calendar" or move "Consent Calendar" items to action. Items that remain on the "Consent Calendar" are voted on in one motion as a group. "Information Items" are not discussed or acted upon at the Commission Meeting unless they are moved to "Action" or "Consent."*
- 5) **Presentation** 6:40 p.m.  
Budget Preparation Update (Katy Curl)
- 6) **Consent Calendar** 6:50 p.m.  
Approval of January 20, 2015 Meeting Minutes
- 7) **Discussion/Action** 6:55 p.m.
  - a. How the Library can help students be prepared for the next grade level (Commissioner Weems) – *no written report*
  - b. Improve marketing of Library services and resources including website and Summer Reading Program (Commissioner Weems) – *no written report*
- 8) **Director's Report – January, February and March 2015** 7:10 p.m.
- 9) **Reports for Information** 7:30 p.m.  
*Reports for information will be considered received and filed unless a Commissioner moves the item to the Action Calendar for discussion during Approval of the Order of the Agenda or during consideration of the Consent Calendar.*

a. Library Reports for **January** and **February** 2015

- i) Adult, Teen and Children’s Services
- ii) Circulation and Acquisitions
- iii) Branches
- iv) Circulation Statistics

b. Reports from Supporting Organizations

- i) LEAP Services

c. Library Reports for **March** 2015

- i) Adult Reference Librarian
- ii) Teen Services
- iii) Circulation and Acquisitions
- iv) Branches
- v) Circulation Statistics

d. Reports from Supporting Organizations

- i) LEAP Services

10) **Commission Member Information Items**

**7:35 p.m.**

*An opportunity for members of the Commission to present brief factual information, announcements, place items on agenda building for future meetings, or to request information from the Library Director – Option to keep a separate “Agenda Building” item that allows discussion.*

a. Contra Costa County (CCC) Library Commission Board Vacancies;  
(Commissioner DeVictor)

There is a vacancy for an **alternate** board member on the **Library Commission of Contra Costa County – District 1**. Application is available online, see the link below:

<http://ca-contracostacounty2.civicplus.com/DocumentCenter/View/6433>.

There is a vacancy for a Library Commissioner representing the City of Richmond which would need to be appointed by the Mayor.

b. City Arts and Culture Commission Vacancy (Commissioner DeVictor)

There is also a vacancy on the Richmond Arts and Culture Commission which is part of the Library and Cultural Services Department. This position is appointed by the Mayor. The application for Arts and Culture Commission and CCC Library Commissioner representing the City of Richmond can be found at <http://ca-richmond2.civicplus.com/DocumentCenter/Home/View/190>

c. Status of Pen-Pal Project (Commissioner Weems) – *no written report*

- 11) **Agenda Building for Future Meetings** **7:55 p.m.**
- 12) **Date and Time of the Next Meeting:** (2<sup>nd</sup> Tuesdays) May 12, 2015 **8:00 p.m.**  
meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.
- 13) **Adjournment** **8:00 p.m.**

*Notice: Members of the public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on an issue which is not on this agenda, when the Chair asks if there is any “**Public Comment**,” you may address the Commission at this time. Please limit your comments to three minutes or less.*

*As presiding officer, the Library Commission Chair has the authority to preserve order at all Library Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission.*

*In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the Library at 510-620-6555. Requests must be made as early as possible and at least one-full business day before the start of the meeting.*

*Any documents produced by the City and distributed to the Library Commission regarding any item on this agenda will be made available at the Richmond Public Library located at 325 Civic Center Plaza, Richmond, California during normal business hours.*