

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
SPECIAL MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
November 10, 2014
6:30 P.M.

- 1) **Call to Order:** The meeting was called to order at 6:34 p.m.
- 2) **Roll Call:** Library Commissioners in attendance were Chairperson Tyrone Weems, Commissioners Maude DeVictor, Ron Shoop, Chloe Mosqueda and Kavaragu Mtambuzi. Administrative Librarian Wylendia Eastman, representing the Richmond Public Library, was in attendance for Katy Curl, Library and Cultural Services Director.
- 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 Mtambuzi. Motion passed by all in attendance (Weems, DeVictor, Shoop, Mosqueda and Mtambuzi).
- 5) **Presentation:** Administrative Librarian Wylendia Eastman presented the Library's latest e-resource entitled Pronunciator® which is a language-learning/language-development database. Pronunciator is a free service; all that is needed to access this program is a Richmond Public Library card. Chairperson Weems will provide contact information for Richmond schools and suggested that the Library outreach and present the program to the community's schools.
- 6) **Consent Calendar**
Approval of September 15, 2014 Meeting Minutes: Commissioner Shoop moved to approve the September 15, 2014 Meeting Minutes: seconded by Commissioner DeVictor. Motion passed by all in attendance (Weems, DeVictor, Shoop, Mosqueda and Mtambuzi).
- 7) **Discussion/Action**
 - a. **Community Outreach Subcommittee Report – no written report**
(Chairperson DeVictor and Commissioner Weems): Chairperson DeVictor referred to the copy of the book, “**Baseball in April and other stories**” by Gary Soto (on page 11 of the Library Commission packet) and advised that Mr. Soto was a keynote speaker at a recent event she attended in September. The commissioner also highlighted other key points from the written report she provided at the meeting titled, “*Outreach Activity Conducted by Maude DeVictor from September 1, 2014.*”

- b. Sampling of Library promotional materials (all commissioners): Commissioners asked specific questions regarding the services the Library provides that were highlighted in the materials. Regarding the tri-fold brochure provided at the meeting titled, “**Richmond Public Library find everything,**” the commissioners suggested that once update there should be room to add the Library Commission’s meeting hours and the meeting location. Commissioner Shoop suggested a color change from green printing in the document, as he has a red and green color deficiency.
- c. Library commissioner development discussion – no written report (all commissioners): Commissioner Weems suggested an “e-week” to be promoted for patrons to continue to use their devices when the Library is closed.

The commissioners also requested follow-up on a previous request for separate individual “Library Commission” email addresses. If one email address for the commission is established, then the commissioners could be assigned the responsibility of review and follow-up based on a monthly schedule, for example.

Chairperson Weems suggested another possible subcommittee where a commissioner(s) could keep a watchful eye for upcoming events where the commissioners could attend as representatives of the Library Commission.

Commissioner DeVictor reiterated the need for the Richmond Public Library (RPL) to be advertised as part of other library systems and the need for the Library to be included in other resource guides.

Chairperson Weems reminded the commissioners that they should continue to recruit whenever possible for others in the community to pursue the possibility of applying for positions on the library commission.

- d. Children’s book author Gary Soto (Maude DeVictor): Commissioner DeVictor advised that children’s author Gary Soto is from San Jose; he writes books for kids in the Spanish-cultural experience.
- e. Statistics/Sierra – no written report (Wylendia Eastman): Administrative Librarian Wylendia Eastman advised that the Library currently has over 75,000 Library card holders in the computer system. Approximately 36,000 have items checked out currently. A question arose regarding if a person being granted more than one card, is the system counting the multiple cards issued? Ms. Eastman confirmed that all those cards are counted as part of the 75,000 reported. When a patron applies for a Library card and perhaps already has a card in the system, the system checks the name, address, telephone number, and Driver’s License for duplication. The system generates reports that staff routinely reviews to check for duplications. The Library’s goal is to try to keep

the database as clean as possible, Ms. Eastman reported. She also reported that there are currently 5,575 checkouts using OverDrive.

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

a. Library Reports for September and October 2014

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

b. Holiday Special Hours (End of Year) – 2014/2015

c. Library Commission Appointments, Terms, etc.

9) **Commission Member Information Items:** Commissioner Shoop reported he attended (in his professional capacity as an employee for a major publisher) the California Library Association's convention in Oakland the weekend beginning on November 7, 2014. Mr. Shoop noted that there were a large number of exhibitors who provided systems (managing data and providing programs) as well as publishers of educational materials. A number of librarians working in the prison system attended the conference. He spoke with Contra Costa County Librarian Allison Magee (sp?) who works in the Contra Costa County library system and manages Hercules and Crockett libraries about future library services in North Richmond.

Commissioner Shoop also advised that he will be keeping in touch with the former Richmond City Councilperson Tony Thurmond who has been recently elected as Assemblyman for the 15th District. Commissioner Shoop is interested in Mr. Thurmond's committee meetings and if the topic of libraries is discussed.

Commissioner DeVictor advised that there is no representation from Richmond on the Contra Costa Library Board of Directors.

Commissioner DeVictor requested a formal response regarding the status of the patron's request to add an Archaeology Magazine subscription from Library and Cultural Services Director Katy Curl. Commissioner DeVictor stated that she has previously sent an email on this subject to the Library Director and to date the patron has not received a response. Administrative Librarian Wylendia Eastman advised the commission that this is possibly a larger discussion about collection development and the Library's budget. Ms. Eastman advised that the Library traditionally does not buy magazine subscriptions for just one person; if the Library had the magazine in the past, the only reason that the subscription would be discontinued is because patrons were not checking the item out as staff looks at circulation statistics to see how many times items are borrowed. Ms. Eastman suggested that Commissioner DeVictor follow up directly with the Library Director to see where she is in the process of responding to the patron.

Commissioner Mtambuzi suggested that the specific issue of the patron be addressed first. At a later point, have a discussion of the Library's formal complaint process. The commission should also be advised of the Library's process of how books and magazines are purchased.

10) **Agenda Building**

- E-week event.
- Contra Costa County Library Board of Directors representation information. Commissioner Shoop, former board member, will advise the commission what his role and responsibilities were.
- What is the complaint process including response protocol for the Library?
- Report from Commissioner Weems regarding "one-to-one" for the Library.

11) **Date and Time of the Next Meeting:** (2nd Tuesdays-bi-monthly)
The next meeting will be held on Tuesday, January 13, 2015 at 6:30 p.m.

12) **Adjournment:** The meeting adjourned at 7:57 p.m.

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