



CITY OF RICHMOND
LIBRARY COMMISSION MEETING MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
March 8, 2016
6:30 P.M.

Library Commission Members: Tyrone Weems, Chairperson;
Chloe Mosqueda; Suzanne Gordon; David Duer and Cordell Hindler
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order:** The meeting was called to order at 6:37 p.m.
- 2) **Roll Call**
Present: Chairperson Tyrone Weems, Commissioners David Duer, and Cordell Hindler.
Absent: Commissioners Chloe Mosqueda and Suzanne Gordon.
- 3) **Welcome and Meeting Procedures:** Chairperson welcomed those in attendance.
- 4) **Agenda Review:** No changes made to proposed agenda.
- 5) **Open Forum:** Christopher Whitmore, Director of Community Engagement from the Office of Mayor Tom Butt introduced himself. Another community member also advised her interest in observing the meeting process but did not state her name.
- 6) **Approval of Minutes**
Approval of January 12, 2016 Meeting Minutes: There was no quorum from those in attendance at the January 12th meeting present at the March 8th meeting. The January 12th minutes to be brought back before the commission at the next scheduled meeting for approval.
- 7) **Department Reports For Information:** The following reports were received and filed with no additional discussion.
 - a. Adult, Teen and Children Services
 - b. Circulation Statistics
 - c. Director's Report
- 8) **Presentations, Discussions and Action Items**
 - a. **Presentation:** *Digital Health Literacy; Online High School* (Sherry Drobner): Literacy Program Manager for the Literacy for Every Adult Program (LEAP) Sherry Drobner presented these items to the commission. Ms. Drobner also provided the following hand-outs at the meeting: 1) *City of Richmond, Digital Health Literacy Project, Preliminary/Partial Formative Assessment dated 01/25/16*, and 2) *Richmond Digital Health Literacy Project Graduation*

Celebrations information sheet. She advised that the **Digital Health Literacy project** launched in October 2015 and approximately 100 participants are now in the program and have been issued laptop computers as part of the grant, learning basic internet technology skills – through health literacy interactive learning modules. Participants then apply information gained in their daily lives. Those who complete the program successfully receive a refurbished laptop. Discussion continued regarding the program’s duration, parameters, participants’ goals, and avoiding online scams and security risks.

Ms. Drobner also presented information to the Library Commission on the **Career Online High School program**. In partnership with Gale University; through the California State Library, the program launched in March 2016. She provided a hand-out and brochures outlining the program at the meeting. Discussion followed regarding the training modules, value of the scholarship, self-assessment, prerequisite course, curriculum, academic coaching provided to students, and recruiting volunteers to help staff the program.

- b. **Discussion: Budget Preparation Process** (Katy Curl): In addition to the hard copied report provided to the commission in their agenda packets, the Library Director spoke to the commission on the background, timeline, community budget meetings presented by Finance staff, and the calendar related to the “first round” budget preparation process. Katy advised that there is a 7% decrease in this year’s budget and stated that the Library is looking at ways to find alternative funding sources.
- c. **Discussion: Alternative Funding Opportunities and Partnerships** (Katy Curl): In addition to the hard copied report provided to the commission in their agenda packets, the Library Director advised the commission that one of the struggles is having the resources to go after funding and having the staff available to manage the funds once received. With alternative funding received, sometimes we can help offset general fund monies for some of our full-time employees. Some grants are based, in part, on the amount of general fund we receive in the Library’s budget. Internet Archive digitization project is a possible implementation without a huge impact on current staffing. A possible summer meals program location/site at the library and the *Richmond Environmental Community and Investment Agreement (ECIA) Community Grant* application was also discussed.
- d. **Discussion: Commission Planning for 2016 (no written report)** (Katy Curl) Input and discussion of commission mission, priorities, strategies, timelines and possible use of sub-committees.

In an effort to help guide the Library Commission’s actions, the Library Director led the discussion on this item. She stated some of the areas to be addressed by the Library Commission are: 1) Development of the Library Commission’s mission, 2) development of a timeline/work plan and the types of things to be addressed by the commission, and 3) setting up goals and activities and mapping those items out. She stated she was interested in hearing back from the Library

Commission if there is focused interest on particular issues. She questioned if the commission wanted to form sub-committees to look at various models of other library commissions and return with suggestions. The subject of a community survey was also brought to the commission for consideration/planning. Chairperson Weems suggested starting small by appearing at community events to promote the library. He also suggested the creation of a flyer to send out to schools publicizing how state-of-the-art the Library is. Suggestion was made for librarians/library staff to present to or visit a teacher's district meeting(s). Commissioner Duer suggested he could survey other Library Commissions efforts.

- 9) **Items of Interest to the Commission and Announcements:** Commissioner Hindler mentioned the development of the new Tool Lending Library. He suggested having representatives come to present to the commission. Commissioner Duer provided an informational handout regarding *The Northern Regional Library Facility (NRLF)* in Berkeley, and suggested possibly touring their facility. They are a cooperative library storage facility.
- 10) **Agenda Setting for Next Meeting and Future Topics:** Commissioner Weems suggested the topic Personnel Board.
- 11) **Adjournment:** The meeting adjourned at 8:30 p.m.

NEXT MEETING: (2nd Tuesdays) May 10, 2016 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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