



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 10, 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 6:33 p.m.
- 2) **Roll Call**
Present: Chairperson Tyrone Weems, David Duer and Cordell Hindler.
Absent: Commissioners Chloe Mosqueda and Suzanne Gordon.
- 3) **Welcome and Meeting Procedures:** Chairperson Weems welcomed all guests in attendance.
- 4) **Agenda Review:** Commissioner Hindler moved to approve the order of the agenda with no changes; item seconded by Commissioner Duer. Motion passed by all in attendance (Weems, Duer and Hindler). Absent: Mosqueda and Gordon.
- 5) **Open Forum:** No comments made at this meeting.
- 6) **Approval of Minutes**
 - a. **Approval of January 12, 2016 Meeting Minutes (Weems, Gordon, Duer, Mosqueda):** There was no quorum from those in attendance at the January 12th meeting present at the May 10th meeting. The January 12th minutes to be brought back before the commission at the next scheduled meeting for approval.
 - b. **Approval of March 8, 2016 Meeting Minutes (Weems, Duer, Hindler):** Commissioner Hindler moved to approve the minutes from the March 8, 2016 meeting; seconded by Commissioner Duer. Motion passed by all in attendance (Weems, Duer and Hindler): Absent: Mosqueda and Gordon.
- 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, etc.**

- a. **Introduction of New Staff** (Katy Curl): The Library Director Katy Curl introduced Sandra Stewart, Administrative Librarian to the commission. Sandra briefed the commission on her background and experience. Katy discussed the reorganization of the library and advised that Sandra will be managing all of the staff librarians.

Later in the meeting, newly hired employee Bookmobile/Book Van Librarian Janelle Van Hook attended and introduced herself to the commission.

- b. **Presentation: Summer Reading Programs 2016** (Sandra Stewart) *no attachment*: Sandra provided hand-outs at the meeting regarding the current reading games: 1) *Read for the Win*, the children's game, and 2) *Reading Tic-Tac-DO*, the adult reading game. The teens' summer reading game is still in the planning stage. Sandra also advised of the prizes for these programs.

- c. **Presentation: Richmond Tool Library** (Kiana Ward and Guadalupe Morales). Commissioner Hindler stated he brought the subject of the Richmond Tool Library to be presented to the Library Commission at the March 8, 2016 meeting. The commissioner also provided a staff report for this item. The two presenting guests showed a video of the program and discussed the crowd funding campaign. Topics discussed were where the tools will be housed, recruiting volunteers to help, donation of tools, and sharing their efforts with friends/social media. Door hangers were provided as hand-outs at the meeting.

Commissioner Hindler made a motion for the Library Commission to support the Richmond Tool Library; seconded by commissioner Duer. Motion passed by all in attendance (Weems, Duer and Hindler): Absent: Mosqueda and Gordon.

- d. **Fiscal Year 2016-17 Budget Preparation Update** (Katy Curl): The Library Director presented the report for this item. In addition to the written report previously provided to the commission, Katy indicated that the Library would be returning to the City Council to present the Library's Budget on May 17, 2016. She advised that the Library is looking for grants to off-set employee's salaries and are in the process of looking at usage of part-time staff and on-call staff to save money. The Library is currently planning on coming up with a realistic list to present to the Council.
- e. **Richmond Public Library Policy Manual; Loan Limits, Loan Periods, Fines and Fees** (Katy Curl): In addition to the written report previously provided to the commission, Chairperson Weems reported that he and Katy received a call from a freelance reporter from the East Bay Times wanting information on the Library's overdue fines and fees policy

because the reporter recently did a story on San Jose where it was reported one out of three patrons cannot check out books because of overdue fines. Commissioner Weems reported he met with staff at the Berkeley Library and spoke with them on their policies for back ground purposes; reported he found it interesting that they have no late fees for children's items when the item is returned. Katy reported that the Library ran a report of how many library cards were blocked on the total outstanding fines and discovered that our records go back to 1996. She stated the Library needs to do clean-up of our database. The **Link+** catalog and the city's collection policy were discussed; she advised that steps need to be taken to write-off/clean-up those uncollectable fees. Commissioner Weems advised that the Berkeley Library has an amnesty day program, which Richmond might want to incorporate.

9) **Items of Interest to the Commission and Announcements**

Commissioner Hindler announced a youth baseball event on May 20, 2016, and the Rainbow Pride Family Fun Day event on June 5, 2016 from 12:00 p.m. to 4:00 p.m. at Marina Bay Park.

Commissioner Weems announced Free Comic Book day; 1st Saturday in May. He suggested that the Library investigate for participation next year.

Commissioner Duer was contacted by Harry Ells graduate, actor and director Carl Franklin. He advised that Carl is interested in reconnecting with the community.

10) **Agenda Setting for Next Meeting and Future Topics**

- a. **Presentation: Richmond Promise** a community wide College Scholarship Fund and College Success Program, Jessie Stewart, **MCRP**, Executive Director
- b. Commission Planning for 2016/17
- c. Updating Children's Fees

11) **Adjournment:** The meeting adjourned at 8:20 p.m.

NEXT MEETING: (2nd Tuesdays) July 12, 2016 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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