

*These minutes are considered approved based on lack of quorum and only two commissioners remaining from those present at the January 12, 2016 meeting.
Commissioner Tyrone Weems' term expired July 1, 2016
Commissioners Chloe Mosqueda and Suzanne Gordon both resigned in September 2016*



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
January 12, 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 6:36 p.m.
- 2) **Roll Call**
Present: Chairperson Tyrone Weems, Suzanne Gordon, and David Duer. Chloe Mosqueda arrived later. **Absent:** Cordell Hindler
- 3) **Welcome and Meeting Procedures:** Two new members were welcomed to the commission. Commissioners introduced themselves including their respective areas of employment and relevant background as it pertains to their desire to become a Library Commissioner.

Library & Cultural Services Director Katy Curl explained the layout of the agenda, and meeting procedures including public participation. Commissioners may remove items from Department Reports for Information for further discussion, or may continue an item for conversation at a future meeting.
- 4) **Agenda Review:** None.
- 5) **Open Forum:** Forum for Public Comment.
- 6) **Approval of Minutes**
Approval of September 8, 2015 Meeting Minutes: There was no quorum from the termed-out commission members at this meeting to vote on this item. Staff will check with the City Clerk on how to proceed with the vote of an item when members are termed out.
- 7) **Department Reports for Information:** The following reports were received and filed with no additional discussion.
 - a. Adult, Teen and Children Services
 - b. Branches
 - c. Circulation Statistics
 - d. Literacy for Every Adult Program (LEAP) Services
 - e. Director's Report

8) **Presentations, Discussions and Action Items**

- a. **Presentation: Library Commission Orientation** (Katy Curl): Topics discussed were basic Library Department information, Literacy for Every Adult Program (LEAP) – part of the Library organization; City government, Library Commission’s role and the Brown Act (the Brown Act publication provided to commission prior to meeting). The Library Director spoke specifically about Serial Meetings, forming subcommittees and posting of agendas 72 hours before public meetings from the Brown Act materials at the meeting.

The Library Director provided the following handouts at the meeting:

1. Richmond City Council organization and Library department/ budget information materials,
2. Article III – Boards and Commissions, and Powers and Duties excerpt from Ordinance No. 1555,
3. Trustee Tool Kit for Library Leadership from California Public Library Advocates (CPLA), and
4. Important Contact Staff Numbers list.

- b. **Presentation: Introduction to State and Federal Library Legislative and Advocacy work, and available resources** (Katy Curl): The Friends of the Richmond Public Library (FRPL) holds book sales to raise funds mostly for programming. Richmond Public Library Foundation (RPLF) raises money for larger projects. The foundation just recently purchased a book van for outreach services and their goal is to raise funds for a new library building for Richmond. RPLF also pays for the membership for FRPL and the Library Commission with California Public Library Advocates (CPLA). Library staff will sign up the commission for the national membership with the American Library Association (ALA).

The Library Director provided the following handouts at the meeting:

1. CPLA Resources, Trustees and Commissioners document,
2. California Library Association (CLA) Legislative Priorities 2016 document,
3. CLA Advocacy info sheet with Year-Round Advocacy Calendar, and
4. Two American Library Association (ALA) documents.

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

Commissioner Duer expressed an interest in developing a mission statement for the Library Commission.

Commissioner Mosqueda expressed an interest in opening branches on Fridays and Saturdays.

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

The Library Department's Audit was a suggested future topic of discussion.

The Library Director suggested the topic of strategic planning as a commission item, and planning for the Library via a customer satisfaction survey or community needs survey are possible items for future discussion.

Chairperson Weems will communicate with the Personnel Board for specific items they would like discussed amongst the Library Commission.

11) **Adjournment:** The meeting adjourned at 8:14 p.m.

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