

*These minutes are considered approved based on lack of quorum and only two commissioners remaining from those present at the July 12, 2016 meeting.  
Commissioner Tyrone Weems' term expired July 1, 2016*



CITY OF RICHMOND  
LIBRARY COMMISSION MINUTES  
REGULAR MEETING  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
July 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 6:37 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 thanked those in attendance and welcomed them to invite others to attend.
- 4) **Agenda Review:** Commissioner Hindler motioned to accept the agenda as presented; item seconded by Commissioner Duer. Motion passed by all in attendance (Weems, Duer and Hindler). Absent: Mosqueda and Gordon.

5) **Open Forum:**

Administrative Librarian Sandra Stewart spoke about the Library's involvement in the interactive game Pokémon GO and provided a handout titled, *Richmond Staff Love Pokémon GO!* at the meeting. She also provided miniature buttons at the meeting of the same subject. Library Director Katy Curl advised that during the upcoming event(s), Sandra and staff will also be providing information on our free services such as Discover & Go and e-books.

Director of Policy and Strategy Alex Knox from the Mayor's Office presented Tyrone Weems, exiting commissioner, with a Mayoral Certificate of Appreciation and a lapel pin for his six years of volunteer service to the Library Commission.

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 12<sup>th</sup> meeting present at the July 12<sup>th</sup> meeting. The January 12<sup>th</sup> minutes to be brought back before the commission at the next scheduled meeting for approval.

- b. Approval of May 10, 2016 Meeting Minutes (Weems, Duer, Hindler): Commissioner Hindler motioned to approved the minutes from the May 10, 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, Children and Mobile Services Report
  - b. Director's Report
- 8) **Presentations, Discussions and Action Items, etc.**
- a. Update 2016/17 City Budget Approved by City Council (Katy Curl): The Library Director presented the report for this item, in addition to the written report previously provided to the commission, the director answered questions from the commission. An error was noted on page 29 of the packet titled, **6% Recommendations**, on the second row of the chart, in the last column under the heading Recommendation, the correct year should be **2017**, not 2016. Sandra Stewart discussed streamlining workflow, cross training staff and shelving. Impact fees were also discussed.
  - b. Introduction of New Children's Librarian and Presentation of Reading Heroes Program no attachment (Katy Curl/Susan White): Librarian II Susan White introduced herself stating she has approximately 10 years of experience as a children's librarian and also worked as an on-call Public Services Support Librarian for Richmond; coming on full time in May 2016. Most recent experience was in Fremont. She has now taken on the Reading Heroes program where volunteers read for 30 minutes with children, grades 1<sup>st</sup> through 5<sup>th</sup>, one-on-one, Tuesdays and Thursdays in the summer. The program runs from June 14<sup>th</sup> through August 11, 2016. Susan is also assisting in the Free Lunch program this summer. She provided a handout titled, **Reading Heroes/Reading Buddies Statistics, Summer 2016**, and other program flyers at the meeting.
  - c. Introduction of New Branch Librarian no attachment (Katy Curl): Employee not in attendance. Will be introduced at next meeting.
  - d. Function of Library Commission Discussion (David Duer): Commissioner Duer researched how other Bay Area library commissions function and previously provided the written report for this topic. He presented this item for dialogue at the meeting. Commissioner Duer advised that his motivation for the research was to narrow down what the Library Commission's goals were. Discussion was held regarding various library commissions' responsibilities, meeting frequency, how they are structured and if they attend events, etc. At the meeting, the Library Director provided various work plans from other library commissions for review and as a guide for the Library Commission's own implementation. She advised that proposed policy updates for Library Commission review will be forth

coming. An annual report to City Council or a short presentation could be brought before the City Council by the Library Commission. The Library Director advised that a customer satisfaction survey needs to be implemented where the data could be used for quarterly report(s).

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

Commissioner Hindler announced and provided information on the **Veteran's Benefits Enrollment/Career Fair** on Thursday, July 14, 2016 from 9:00 a.m. to 3:00 p.m. at the Veteran's Memorial Hall. He also provided a handout of Contra Costa Civic Theatre's performance of **Green Day's American Idiot** on June 10<sup>th</sup> through July 17<sup>th</sup> in El Cerrito. Commissioner Hindler also provided information for **Music on the Main** at Marina Way and Macdonald Avenue in downtown Richmond on August 18<sup>th</sup> from 5:00 p.m. to 7:30 p.m. The upcoming **Rosie Rally** was mentioned but no detail provided at the meeting.

Chairperson Weems reminded the commission when attending other public meetings, as a private citizen you can speak as you wish, however, if speaking as a Library Commissioner, statements should be agreed upon beforehand by the commission.

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

**Presentation:** Richmond Promise a community-wide College Scholarship Fund and College Success Program, Jessie Stewart, **MCRP**, Executive Director

11) **Adjournment:** The meeting adjourned at 8:16 p.m.

**NEXT MEETING:** (2<sup>nd</sup> Tuesdays) September 13, 2016 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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