



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
SPECIAL MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
January 18, 2017
6:30 P.M.

Library Commission Members:

David Duer, Cordell Hindler and Mimi Vitetta [2 vacancies]
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order:** Chairperson Pro Tem David Duer called the meeting to order at 6:40 p.m.
- 2) **Roll Call**
Present: David Duer, Cordell Hindler and Mimi Vitetta
Absent: None
- 3) **Welcome and Meeting Procedures:** No comments were made on this item.
- 4) **Agenda Review:** Commissioner Hindler motioned to accept the agenda as presented. Motion passed by all in attendance (Duer, Hindler and Vitetta). Absent: None.
- 5) **Open Forum:** Emily MacDonald, member of the public, visited and expressed an interest in becoming a Library Commissioner.
- 6) **Welcome/Introduction of New Library Commissioner:** Mimi Vitetta introduced herself. She has worked in the educational and publishing industry for 22 years and she is now about mid-way through obtaining her Master's Degree in Library and Information Science through San Jose State University. Mimi stated she has a great passion and love of education and is a Richmond resident for about a decade. Commissioners Hindler and Duer introduced themselves as well.
- 7) **Nominate/Vote for Library Commission Chairperson** (commissioners):
Commissioner Duer felt it best to vote on a chairperson when the Library Commission is at full membership. Commissioner Duer moved to postpone the selection/vote for a Library Commission Chairperson until there is full Library Commission membership; seconded by Commissioner Hindler. Motion passed by all in attendance (Duer, Hindler and Vitetta). Absent: None
- 8) **Meeting Minutes**
 - a. **For Info. Only:** January 12, 2016 Meeting Minutes (Weems, Gordon, Duer, Mosqueda)
 - b. **For Info. Only:** July 12, 2016 Meeting Minutes (Weems, Duer, Hindler)

Katy Curl, Library and Cultural Director, explained that these minutes are presented as *For Information Only* items because commissioners had been absent when they were previously submitted for the vote, and due to a member's term has expired. She stated at this point the minutes will be considered approved and filed based on lack of quorum. The Library Director clarified that the current commissioners are allowed to vote on minutes when not all are present, if the current members are comfortable in doing so.

9) **Department Reports For Information:** The following reports were received and filed with no additional discussion.

- a. Adult, Teen, Children, Mobile and Branches Report
- b. Director's Report
- c. Circulation Statistics
- d. Best Buy Grant Award
- e. Student Success Initiative
- f. Community Development Block Grant

10) **Presentations, Discussions and Action Items, etc.**

a. Introduction of New Branch Librarian *no attachment* (Katy Curl): Donielle Woods, Branch Librarian, introduced herself to the Library Commission. Donielle stated she is originally from the Bay Area and came on in July of 2016. She has been working in libraries for the past 10 years and recently relocated from Baltimore, Maryland where she worked for the Pratt Library. Donielle has also worked for libraries in Ohio, Denver and Las Vegas where she has honed different skill-sets throughout the years.

b. VISTA Volunteers 2017-2018 (Katy Curl): In addition to the written report previously provided in the commission's packet, Administrative Librarian Sandra Stewart presented this item to the commission. Volunteers in Service to America (VISTA) is a project that helps to expand programs designed to bring individuals and communities out of poverty. Literacy for Every Adult Program (LEAP) and the Library applied for three vista positions to work in a capacity building aspect with us for a year. Sandra stated we are hoping to fill the positions to help organize our volunteer program; someone to help organize the social media presence; and someone to come up with new and innovative ways to do fundraising and grant writing. One candidate, working on the social media aspect, to start in March.

Commissioner Hindler made a motion for the Library Commission to help VISTA in any way possible; seconded by Commissioner Vitetta. Motion passed by all in attendance (Duer, Hindler and Vitetta). Absent: None.

c. Presentation: Introduction to Resources for Commissioners and other Library Advocates: Katy Curl provided the staff report for this item. Discussion followed regarding the many resources and information available in support of associations, libraries and advocacy including possible trainings. She provided the following handouts at the meeting:

- Links to Resources for Library Commission
- California Public Library Advocates' Trustees & Commissioners information sheet
- California Library Association's Advocacy Tools information sheet
- California Library Association's CALIX information sheet
- A Short History of United For Libraries (including benefits of joining)
- Document with photos of California governor, lieutenant governor, senators assemblyman and representatives
- American Library Association's Electronic Discussion Group for Trustees
- American Library Association's The New Voice for America's Libraries
- American Library Association's Advocacy information document

The group also discussed the California State Library, the National American Library Association, the American Library Association, the Public Library Association and the California League of Cities as additional resources.

Katy suggested the Library Commission could have other departments such as the City Clerk's Office come and speak about the roles of commissioners; or perhaps the City Attorney's Office could speak about the Brown Act; or member(s) from Finance could speak about budget. The Library Director provided this information as a start to strategizing what would be most useful in accomplishing the roles and goals of the commission in the coming year.

Commissioner Duer suggested a Library Commission retreat as a possibility. Commissioner Vitetta suggested connecting with the Richmond Museum of History. The Library Director agreed that there are connections that could be made that the Library Commission could take advantage of.

- 11) **Items of Interest to the Commission and Announcements:** Commissioner Hindler provided three handouts of various community events at the meeting and mentioned a new show at the Contra Costa Civic Theatre. Commissioner Vitetta has been compiling a photo documentary of The Richmond Barn on her website.
- 12) **Agenda Setting for Next Meeting and Future Topics:** The Director of the Richmond Promise to present to the commission. Commissioner Vitetta suggested a presentation from the Seed Lending Library.
- 13) **Adjournment:** The meeting adjourned at 7:48 p.m.

NEXT MEETING: (2nd Tuesdays) March 14, 2017 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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