



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
March 14, 2017
6:30 P.M.

Library Commission Members:
David Duer, Cordell Hindler, Mimi Vitetta, and Isabel Emerson [1 vacancy]
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order:** Chairperson Pro Tem David Duer called the meeting to order at 6:31 p.m.

- 2) **Roll Call**
Present: David Duer, Cordell Hindler, Mimi Vitetta, Isabel Emerson and Eduardo Martinez
Absent: None

- 3) **Welcome and Meeting Procedures:** Chairperson Duer reviewed the welcome and meeting procedures of the Library Commission.

- 4) **Agenda Review:** The agenda was accepted as presented.

- 5) **Open Forum:** Council Member Eduardo Martinez clarified his role as the City Council Liaison and stated he is not a voting member of the Library Commission but acquires and relays information as it pertains to City Council.

- 6) **Welcome/Introduction of New Library Commissioner:** Elaine Dockens introduced herself to the Library Commission. She stated she fell in love with libraries as libraries have been the anchor of her life. Elaine relocated from Chicago to Richmond in 2013. Her application to the Library Commission will be officially voted upon at the March 21, 2017 City Council Meeting.

Isabel Emerson introduced herself to the commission. She stated she was born in Richmond, left to attend Tuskegee University and has always had a love for reading and books. Isabel served as the director of the Girls Club and as Program Manager for LEAP; she also helped her brother in Texas run his Freedom School. She stated she is happy to be back and involved with the Library again.

Commissioners Hindler, Vitetta and Duer also introduced themselves.

- 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

- c. Circulation Statistics

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

- a. **Discussion: Library Commission Chair election process** (Katy Curl):
Library and Cultural Services Director Katy Curl provided the written staff report and briefly summarized the item at the meeting. Discussion was held about a nominating committee of two commissioners. The Library Director offered staff support to the subcommittee to help facilitate the communication/polling of those interested in serving as Chairperson of the Library Commission.

Commissioner Hindler made a motion to accept the nomination process as presented by the Library Director; seconded by Commissioner Vitetta. Motion passed by all in attendance (Duer, Hindler, Vitetta and Emerson).
Absent: None.

Commission then approved Vitetta and Hindler to serve as members of the subcommittee.

- b. **Presentation: VISTA and updates** (Sandra Stewart) – *no attachment*:
Administrative Librarian Sandra Stewart presented this item to the Library Commission. Sandra introduced Mercedes Thomas, our first VISTA member to the commission. She will be working on social media, marketing and strategic partnerships for the Library and LEAP. Mercedes then introduced herself. She is originally from New Orleans, LA and relocated to Richmond from Oklahoma. Mercedes said she enjoys being in Richmond and is excited to get to know the city more and come up with a plan that will best fit the Library and LEAP.

Sandra reported that we have successfully recruited a second VISTA member, Rasa Ciceniene. She will start the beginning of May. Rasa will be working on fundraising and long-term planning of financial resources. Sandra advised that neither VISTA member has any financial impact on the city. VISTA members are funded by the Corporation for National and Community Service.

- c. **Discussion: Budget Preparation for 2017-18 Underway** (Katy Curl): In addition to the written staff report previously provided to the commission, the Library Director presented an overview of this item at the meeting. Topics discussed were the city's overall budget process, the budget calendar, and what information is typically presented at budget hearings. Katy advised that the Library's hearing is scheduled on March 29, 2017. Once all departments have had their hearings, then Finance has to look at the city as a whole and see what needs to be done in terms of adjustments. Discussion was held on how the Library could get credit for VISTA's valuable volunteers in the Library's budget where no money is coming in to the city or going out of the city's budget for both VISTA members. The Library's Impact Fees, Benefits, Professional Services and the city's budget Surplus/Deficit were also discussed.

- d. **Director's Report and Announcements:** (Katy Curl) – *no attachment:* Director Curl provided handouts at the meeting. Spoke about the upcoming California Public Library Advocates' workshop on Fundraising. California Library Association's *Day in the District* on Friday, March 24, 2017 at 12:30 p.m. to meet with Assemblymember Tony Thurmond in Oakland. Discussed visiting Nancy Skinner as well.
- 9) **Items of Interest to the Commission and Announcements:** Commissioner Hindler announced community safety academy openings. He advised of his activities of the month of February. He also announced the Martinez Medical Facility Transportation demonstration. Other community events were announced by Commissioner Hindler.
- 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. **Presentation:** Literacy for Every Adult Program (LEAP) Sherry Drobner, Literacy Program Manager
- 11) **Adjournment:** The meeting adjourned at 8:09 p.m.

NEXT MEETING: (2nd Tuesdays) May 9, 2017 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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