



CITY OF RICHMOND  
LIBRARY COMMISSION AGENDA  
**SPECIAL MEETING**  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
September 20, 2017  
6:30 P.M.

**MEETING  
SCHEDULE**

**Bi-monthly, odd months:**  
January, March, May, July,  
September and November  
**2<sup>ND</sup> TUESDAYS**

**Library Commission Members:**

David Duer, Chairperson; Cordell Hindler; Mimi Vitetta; Isabel Emerson and Elaine Dockens  
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order**
- 2) **Roll Call**  
Members: Duer, Hindler, Vitetta, Emerson and Dockens
- 3) **Welcome and Meeting Procedures**  
*Individuals who would like to address the Library Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under Open Forum.*  
  
*Public comment may be made on agenda items when the item is discussed.*  
  
*The standard amount of time for each speaker, in either instance, will be three (3) minutes.*
- 4) **Agenda Review**  
*Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.*
- 5) **Open Forum**  
*Issues brought to the attention of the commission in Open Forum cannot result in discussion or action at this meeting.*
- 6) **Approval of Minutes:**  
Approval of May 9, 2017 Meeting Minutes [Duer, Hindler, Vitetta, Dockens]
- 7) **Department Reports For Information**  
*Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.*
  - a. Children's Division
  - b. Mobile Services
  - c. Adult Reference
  - d. Branches
  - e. Circulation Statistics
  - f. Literacy for Every Adult Program (LEAP) Services
  - g. Director's Report

- 8) **Subcommittee Report:** Receive report on a draft of Bylaws for the Library Commission (Dockens and Vitetta): Note there is no report as the committee has not met.
- 9) **Presentations, Discussions and Action Items, etc.**  
*Following discussion of each item, the commission may vote to make recommendations to staff or to the City Council.*
- a. **Discussion:** Meeting(s) with boards of the Friends of the Richmond Public Library and the Richmond Public Library Foundation (David Duer)
  - b. **Discussion:** Business cards for the commissioners who want them (Elaine Dockens)
  - c. **Discussion:** Training for Library Commissioners (Katy Curl)
  - d. **Presentation:** Library Book Van (Katy Curl)
- 10) **Items of Interest to the Commission and Announcements**  
*Commissioners or Library staff may make announcements regarding the Library, Library Commission, Friends of the Richmond Public Library, Richmond Public Library Foundation, or other relevant activities of interest to the commissioners and the community.*
- 11) **Agenda Setting for Next Meeting and Future Topics**
- a. **Presentation:** Literacy for Every Adult Program (LEAP) Sherry Drobner, Literacy Program Manager
  - b. **Presentation:** Brown Act - Invite City Attorney's Office
  - c. **Presentation:** Orientation - Invite City Clerk and/or City Attorney's Office
  - d. **Review of Library Commission Ordinance**
  - e. **Business Cards for Commissioners**
  - f. **Contra Costa County Library Commission (CCCLC)**
- 12) **Adjournment**

**NEXT MEETING:** (2<sup>nd</sup> Tuesdays) November 14, 2017 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

*As presiding officer, the Library Commission Chair has the authority to preserve order at all Library Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission.*

*Any documents produced by the City and distributed to the Library Commission regarding any item on this agenda will be made available at the Richmond Public Library located at 325 Civic Center Plaza, Richmond, California during normal business hours.*

***This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.***