



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 9, 2017
6:30 P.M.

Library Commission Members:

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

- 1) **Call to Order:** Chairperson Pro Tem Mimi Vitetta called the meeting to order at 6:34 p.m.
- 2) **Roll Call**
Present: David Duer, Cordell Hindler, Mimi Vitetta, Elaine Dockens
Absent: Isabel Emerson
- 3) **Welcome and Meeting Procedures:** Welcome to Eduardo Martinez City Council Liaison for Library Commission.
- 4) **Agenda Review:** Council Member Martinez asked about two items not on the agenda (business cards for Library Commissioners and Richmond being represented on the Contra Costa County's Library Commission). Items will be added to "Future Topics."
- 5) **Open Forum:** None.
- 6) **Welcome New Library Commissioner:** The group welcomed Commissioner Dockens to her first Library Commission Meeting. Commissioner Dockens stated she was happy to be here and ready to get to work.
- 7) **Library Chair Nomination Subcommittee Update** (Hindler & Vitetta) **and appointment of new Library Commission Chairperson** (all commissioners): The nomination subcommittee presented their recommendation of David Duer for Library Commission Chair. Commissioner Dockens clarified to the Commission that she also would be willing to serve as Chair.

Following a brief discussion on this item, Commissioner Hindler made a motion to appoint David Duer to serve as Chair of the Library Commission for a period of one year; seconded by Commissioner Dockens. Motion passed by all in attendance (Duer, Hindler, Vitetta and Dockens). Absent: Emerson.

- 8) **Special Presentation: Richmond Promise** a community wide College Scholarship Fund and College Success Program; Jessie Stewart, MCRP, Executive Director. Library Commissioner Hindler introduced the presenter and this item. Jessie Stewart provided hand-outs at the meeting; the commission received the report from Ms. Stewart.
- 9) **Approval of Minutes:**
- a. Approval of January 18, 2017 Meeting Minutes [Duer, Hindler, Vitetta]: Commissioner Hindler moved to approve the minutes from January 18, 2017; seconded by Commissioner Vitetta. Motion passed by (Duer, Hindler and Vitetta). Absent: Emerson.
 - b. Approval of March 14, 2017 Meeting Minutes [Duer, Hindler, Vitetta, Emerson]: Commissioner Hindler moved to approve the minutes from the March 14, 2017 meeting; seconded by Commissioner Vitetta. Motion passed by all in attendance (Duer, Hindler and Vitetta). Absent: Emerson.
- 10) **Department Reports for Information:** The following reports were received and filed with no additional discussion.
- a. Children's Division
 - b. Mobile Services
 - c. Adult Reference
 - d. Circulation Statistics
- 11) **Presentations, Discussions and Action Items, etc.**
- a. **Discussion: Budget Preparation for FY 2017-18 Update** (Katy Curl): Library & Cultural Services Director Katy Curl provided the staff report for this item, in addition to the previously provided report in the agenda packet. Katy advised that the Library's base-line budget has been submitted for council review, that same budget is moving forward and at this point, the Library has not been asked to do any extra cuts. The budget calendar was also discussed. The Library's departmental presentation is upcoming. Library will be in attendance at both May 16th and May 23rd Council Meetings. The Library Director advised that all council meetings are live-streamed on the web for anyone to view and also on television station KCRT. Council Member Martinez advised that June 20th is when Council gives direction to staff as to what is expected to be seen in the budget, then the budget is brought back on June 27th, when it will be decided how the money will be spent. He advised the budget is a draft, and monies won't be spent until council votes. More detail on the budget process was provided by Katy.
 - b. **Discussion: Municipal Code Chapter 3.16 – Library Commission** (Elaine Dockens): Commissioner Dockens presented this item to the commission, in addition to a previously provided written agenda report included in the agenda packet. Commissioner Dockens highlighted portions of the Municipal Code pertaining to the Library Commission. She discussed **Section 3.16.040 –**

Meetings where it states, “*The commission shall establish rules for its proceedings and may adopt such rules and regulations as may be necessary for the exercise of the powers conferred and the performance of the duties hereby imposed upon it.*” Commissioner Dockens suggested taking on the task of writing the bylaws for the Library Commission. Also highlighted was item number 6 under **Section 3.16.070 – Powers and duties** which states, “*Engage in a program of acquainting the public with the problems relating to the operation of the Richmond Public Library.*” Commissioner Dockens is very interested in the first part of the sentence -- focusing on the positive aspect of acquainting the public with all of the benefits the Library brings to the community, all the programs we have, and all the good work being done in all locations. Martinez stated he believes this section is about making the public aware of issues in order to work together toward solutions. Discussion continued on this section of the municipal code.

Chairperson Duer moved to appoint Commissioners Dockens and Vitetta as a subcommittee to draft Bylaws for the Library Commission for possible adoption; seconded by Commissioner Hindler.

Chairperson Duer made motion to review the ordinance on the Library Commission for possible revisions; seconded by Commissioner Hindler. Motion passed by all in attendance (Duer, Hindler, Vitetta and Dockens). Absent: Emerson.

- c. **Discussion:** Portion of property taxes paid by the City of Richmond that is applied to the Contra Costa Library System (Katy Curl): In addition to the staff report previously provided in the agenda packet, Director Curl advised that this item was brought to her attention by Councilmember Martinez. Katy stated that staff checked with the Finance Department and was advised that none of the city’s property tax monies goes to fund the county library system.
- d. **Discussion:** Director’s Report (Katy Curl) – *no attachment*: Library Director Curl provided the report on this item to the commission. Ms. Curl shared a new bike lockers program the Library is now involved with. Bike lockers are located throughout the Bay Area where one could put a bicycle inside a caged locker. The program is BikeLink[®], and the Library will be selling BikeLink cards to patrons. She also provided a hand-out of the program at the meeting.

12) **Items of Interest to the Commission and Announcements:**

Business cards for individual Library Commissioners: At least two Commissioners, including Commissioner Dockens indicated interest in having City of Richmond business cards issued for the Library Commissioners. Library Director responded that she would look into the matter.

Contra Costa County Library Commission (CCCLC), Representative from the City of Richmond: Commissioner Dockens indicated she was interested in additional information regarding the 2016 decision by the Richmond City Council to withdraw the City from representation on the CCCLC. The topic was placed on the list of Future Agenda Items with no specific meeting date.

Attorney from the City to discuss the Brown Act: Commissioner Dockens requested that staff arrange for an attorney from the City Attorney's Office to attend a Library Commission meeting to discuss the California statute known as the Brown Act. Library Director said she would check on the availability of an attorney from the City Attorney's office.

Commissioner Hindler provided information on Block Captain's Training on May 17th. He also shared his monthly activities with the commission.

13) **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. **Receive report on a draft of Bylaws for Library Commission** (Dockens and Vitetta)
- e. **Review of Library Commission Ordinance**
- f. **Business Cards for Commissioners**
- g. **Contra Costa County Library Commission (CCCLC)**

14) **Adjournment:** The meeting adjourned at 8:40 p.m.

NEXT MEETING: (2nd Tuesdays) July 11, 2017 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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