



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

**MEETING
SCHEDULE**

Bi-monthly, odd months:
January, March, May, July,
September and November
2ND 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 September 20, 2017 Meeting Minutes [Duer, Vitetta, Dockens, Emerson]
- 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. Teen Services
 - f. Circulation Statistics

8) **Subcommittee Report:** Receive report on a draft of Rules and Procedures for the Library Commission (Dockens and Vitetta)

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. **Presentation:** Literacy for Every Adult Program (LEAP) Sherry Drobner, Literacy Program Manager
- b. **Update:** AmeriCorps VISTA projects (Kat Curl)
- c. **Update:** CDBG Book Van grant (Katy Curl)
- d. **Presentation:** Brown Act overview (Katy Curl)
- e. **Discussion:** Agenda Building (Katy Curl)
- f. **Update:** Invitations to the Friends of the Richmond Public Library and the Richmond Public Library Foundation Boards (Dave Duer)

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.

- a. **Director's Report:** Director will report on items of interest to the commissioners (Katy Curl)

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

- a. **Presentation:** Orientation – The City Clerk and the Mayor's Office are working on a booklet for new commissioners; tentative available date of December 2017
- b. **Review of Library Commission Ordinance**
- c. **Contra Costa County Library Commission (CCCLC) – May 2018**
- d. **Presentations:** Friends of the Richmond Public Library and the Richmond Public Library Foundation Boards

12) **Adjournment**

NEXT MEETING: January 9, 2018 (2nd Tuesdays) 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.