



CITY OF RICHMOND  
LIBRARY COMMISSION MINUTES  
**SPECIAL MEETING**

MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
September 20, 2017  
6:30 P.M.

**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:** Chairperson Duer called the meeting to order at 6:34 p.m.
- 2) **Roll Call**  
**Present:** David Duer, Mimi Vitetta, Elaine Dockens and Isabel Emerson  
**Absent:** Cordell Hindler
- 3) **Welcome and Meeting Procedures:** Chairperson Duer briefly reviewed meeting procedures.
- 4) **Agenda Review:** Chairperson Duer pulled agenda item 7d. **Branch Bi-Monthly Report for July/August 2017** for further discussion; specifically page 21 of the packet. He also pulled item 7g. **Director’s Report** referencing page 24. These items were added to agenda item number 9) **Presentations, Discussions and Action Items, etc.**, under the newly added sections “e” and “f.”
- 5) **Open Forum:** No comments made at this meeting.
- 6) **Approval of Minutes:** Approval of May 9, 2017 Meeting Minutes [Duer, Hindler, Vitetta, Dockens]: Commissioner Dockens made a second request of a correction for the record pertaining to the staff report from Commissioner Hindler dated May 9, 2017 titled, *Library Chair Nomination Subcommittee Update*, third paragraph, first sentence:  
**From:** “Based on the poll of each library commissioner the subcommittee submits the name of the **one** commissioner willing to accept a nomination for Chair of the Library Commission – Commissioner Duer.”  
**To:** “Three commissioners were willing to accept the nomination of Library Commission Chair -- David Duer, Mimi Vitetta and Elaine Dockens.”

Following a brief discussion, Commissioner Dockens made a motion to approve the minutes from the May 9, 2017 meeting; seconded by Commissioner Vitetta. Motion passed by (Duer, Vitetta, Dockens and Emerson). Absent: Hindler.

- 7) **Department Reports For Information:** With the exception of items 7d. and 7g. previously pulled for further discussion; the remaining items are considered received and filed with no additional discussion.
- 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. The subcommittee relayed the difficulty in coordinating calendars to prepare for this item. Later in the meeting, discussion continued on the subject of the creation of bylaws. Decision was made to now call the draft document, “**Rules and Procedures.**”
- 9) **Presentations, Discussions and Action Items, etc.**
- a. **Discussion:** Meeting(s) with boards of the Friends of the Richmond Public Library and the Richmond Public Library Foundation (David Duer): Commissioner Duer presented this item for discussion along with the previously provided written agenda report. Discussion was held on coordinating and communicating better with the Friends of the Richmond Public Library and the Richmond Public Library Foundation boards to discuss common goals.
 

**Action Item:** Invite representatives from the boards of the Friends of the Richmond Public Library and the Richmond Public Library Foundation to our next meeting to talk about what they are doing with the intent of communicating and coordinating to help each other more, if they are interested.

Commissioner Duer made a motion to invite both the Friends of the Richmond Public Library and the Richmond Public Library Foundation to send representatives from their boards to our November meeting to make a presentation on their mission and the work they are doing to support the Richmond Public Library to improve communication between all three bodies. Seconded by Commissioner Vitetta. Motion passed by (Duer, Vitetta, Dockens and Emerson). Absent: Hindler.
  - b. **Discussion:** Business cards for the commissioners who want them (Elaine Dockens): Commissioner Dockens presented this item for discussion including the previously provided written staff report. The commissioner also provided a hand-out of other actual commissioner business cards, including a mock-up sample of what she would like to see on her card, at the meeting. Library Director Katy Curl showed a draft Library Commissioner business card sample that could be ordered. The Library Director advised that all business card approval must

come from the City Clerk before ordering. Agreed to include both the library's ([www.richmondlibrary.org](http://www.richmondlibrary.org)) and the city's ([www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)) websites on the card. Staff advised the commissioners of the minimum quantity that can be ordered which is 250 cards.

Commissioner Dockens made a motion for commissioners who would like business cards, they will be provided at the commissioner's expense; following the general format of library business cards as they are done for library staff, with the addition of the library's website. Seconded by Commissioner Emerson. Motion passed by (Duer, Vitetta, Dockens and Emerson). Absent: Hindler

- c. **Discussion: Training for Library Commissioners** (Katy Curl): The Library Director presented this item to the commission, in addition to the previously provided written report. Katy brought this item to the commission for the them to begin identifying what types of specific training they might be interested in, as well as the type of formats; for example webinars or video-types of trainings. Director Curl suggested perhaps the commissioners look at outside options and return with suggestions. Agreed to focus on what their purpose is first, then they could develop a better sense of what types of training is needed for the commission. A technology update including how to follow a group like United for Libraries on social media was suggested. Commissioner Emerson added that her main focus is how to be an advocate for the library.
- d. **Presentation: Library Book Van** (Katy Curl): Library Director Curl provided a hand-out/flyer produced by The Richmond Public Library Foundation at the meeting. She also presented a PowerPoint presentation to the commission on the book van. The presentation was well received by the commissioners.
- e. **Branch Bi-Monthly Report for July/August 2017:** This item was pulled for comment by Chairperson Duer. Two items he thought were rather extraordinary: 1) Donielle Woods and her work with Christine Volker on the local author book display at the West Side branch, and 2) Donielle working with VISTA staff. The commissioner suggested an update on VISTA projects. Commissioner Dockens has visited Donielle at Bayview and continues to be impressed with her and programs there. Chairperson Duer was happy to see the librarian's outreach to the community.
- f. **Director's Report:** This item was pulled for comment by Chairperson Duer. Highlighting the **National Friends of Libraries Week**, mentioning October 15<sup>th</sup> through the 21<sup>st</sup> is fast approaching and is a good thing for our community to know about. Regarding ALA's newsletter article, The E's of Libraries, he recommends commission review it as a great way of understanding what the Library Commission is involved in. He said this could also be a helpful tool in the creation of Library Commission Rules and Procedures.

- 10) **Items of Interest to the Commission and Announcements:** Commissioner Emerson mentioned appreciating seeing current library staff at a memorial service for a former library employee. She also stated she learned to appreciate Richmond when visiting another state this summer.
- 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. Contra Costa County Library Commission (CCCLC) – May 2018
  - f. Invite Friends of the Richmond Public Library and the Richmond Public Library Foundation to November 2017 meeting (Duer)
  - g. How to interact with the City Council
- 12) **Adjournment:** Commissioner Vitetta made a motion to adjourn the meeting; seconded by Commissioner Emerson. Motion passed by (Duer, Vitetta, Dockens and Emerson). Absent: Hindler. The meeting adjourned at 9:12 p.m.

**NEXT MEETING:** (2<sup>nd</sup> Tuesdays) January 9, 2018 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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