



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
November 14, 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 6:40 p.m.
- 2) **Roll Call**
Present: David Duer, Cordell Hindler, and Isabel Emerson
Absent: Mimi Vitetta and Elaine Dockens
- 3) **Welcome and Meeting Procedures:** Chairperson Duer briefly reviewed meeting procedures.
- 4) **Agenda Review:** The agenda was accepted as presented.
- 5) **Open Forum:** Commissioner Hindler advised that he invited representatives from the Youth Council to present to the Library Commission.
- 6) **Approval of Minutes:** Commissioner Emerson moved to approve the minutes from September 20, 2017; seconded by Commissioner Duer. Motion passed by Duer, Hindler and Emerson. Absent: Vitetta and Dockens.
- 7) **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. 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): This item was postponed as both commissioners were absent.
- 9) **Presentations, Discussions and Action Items, etc.**
 - a. **Presentation:** Literacy for Every Adult Program (LEAP) Sherry Drobner, Literacy Program Manager: Sherry provided a statistical handout at the

meeting. Topics discussed were **Freshest Cargo**, which is a mobile farmers' market, has a stop at Richmond Civic Center, 401 – 27th Street on Wednesdays from 11:00 a.m. to 12:00 p.m. LEAP budgets to help offset the cost of offering fresh fruit and vegetables to LEAP participants; the truck is also available to the public. Sherry reported successful enrollment for the **Career Online High School** program. This program was offered by the State Library and is well suited for Richmond residents/students who prefer the flexibility of working online versus with individual teachers; although LEAP tutors are on hand for support and questions. Also presented information on the **GED** program and the new **IC3 Training for Technology** program, which is an entry level certification program in the technology career field. **English as a Second Language, Adult Basic Education** and **Digital Health Literacy** program information was also presented.

- b. **Update:** AmeriCorps VISTA projects (Katy Curl): Library & Cultural Services Director Katy Curl provided the presentation to the commission on this item. Director Curl reported that the two VISTA staff members are working with the Library to help evaluate our website and are looking for ways to improve the site. Also in development is an enclosed reading garden at the Bayview branch. Social media development was discussed.
- c. **Update:** CDBG Book Van grant (Katy Curl): Director Curl reported receiving \$12,000 from the Community Development Block Grant (CDBG) to jump start the Book Van project with a focus on visiting senior living and community center sites. A specific list of sites is being developed. Commissioner Emerson suggested that staff assure Latino senior sites are included. A survey is being developed. Staff preparing to stock and send the van out in December. Chairperson Duer suggested incorporating a story hour; believing people love to hear stories or even allow some of the seniors to read aloud. Director Curl provided a handout at the meeting of what the book van will look like once wrapped.
- d. **Presentation:** Brown Act overview (Katy Curl): Director Curl provided a handout at the meeting titled, "Brown Act Highlights." Different types of serial meetings, and how to respond when a topic is not on an agenda was discussed.
- e. **Discussion:** Agenda Building (Katy Curl): After a brief discussion on this item, Chairperson Duer suggested to continue this conversation when all commissioners are in attendance.
- f. **Update:** Invitations to the Friends of the Richmond Public Library and the Richmond Public Library Foundation Boards (Dave Duer): Chairperson Duer advised that he has been in contact with the Friends of the Richmond Public Library and has attempted contact with the Richmond Public Library Foundation (RPLF). Director Curl will help facilitate communication with RPLF. Another invite for a future meeting will be sent.

10) **Items of Interest to the Commission and Announcements**

- a. **Director's Report:** Director will report on items of interest to the commissioners (Katy Curl): Director Curl advised of a statewide initiative to try to get library cards into the hands of more students called the **Student Success Initiative Library Card Program**. The hope is to start sharing data with the school district to make that more possible. Pilot programs in other states have already begun. The director provided a hand-out on this subject at the meeting.
- b. Commissioner Hindler provided two handouts at the meeting of community events. He also advised of his recent community activities in September and October 2017.

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: Director Curl advised that she has been told that neither the City Clerk's nor the City Attorney's office provide presentations or trainings to the commissions. We await the production of the product from the City Clerk and the Mayor's Office.
- 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:** Commissioner Hindler made a motion to adjourn the meeting at 8:42 p.m.; seconded by Commissioner Emerson. Motion passed by Duer, Hindler and Emerson. Absent: Vitetta and Dockens.

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

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