



CITY OF RICHMOND  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
March 13, 2018  
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:**
  - a. Approval of November 14, 2017 Meeting Minutes [Duer, Hindler, Emerson]
  - b. Approval of January 9, 2018 Meeting Minutes [Duer, 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. Teen Services
  - f. Circulation Statistics
  - g. Literacy for Every Adult Program (LEAP)

8) **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. **Presentations:** RECEIVE informational presentations from Richmond Public Library Commission Chair, Friends of the Richmond Public Library Board, and the Richmond Public Library Foundation Board. DISCUSS and CONSIDER opportunities for future collaboration (Dave Duer)
- b. **Discussion/Action:** DISCUSS current term expiration of multiple Library Commissions as of July 1, 2018 and options for staggering future term expirations (Dave Duer)
- c. **Discussion/Action:** CONSIDER a motion to discharge rules and procedures subcommittee from further consideration of drafting Rules and Procedures; move to commission as a whole (Dockens and Vitetta)
- d. **Discussion/Action:** DISCUSS Library's current fines and fees policy and possible reduction and or elimination of specific fines including late fees on children's items (Katy Curl)
- e. **Presentation:** RECEIVE a presentation on the Fiscal Year 2018-19 budget preparation process and timeline (Katy Curl)

9) **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)

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

- a. **Review of Library Commission Ordinance**

11) **Adjournment**

**NEXT MEETING:** May 8, 2018 (2<sup>nd</sup> 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.***