



CITY OF RICHMOND  
LIBRARY COMMISSION MINUTES  
REGULAR MEETING  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
January 9, 2018  
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 6:35 p.m.
- 2) **Roll Call**  
**Present:** David Duer, Mimi Vitetta and Elaine Dockens  
**Absent:** Cordell Hindler and Isabel Emerson
- 3) **Welcome and Meeting Procedures:** Chairperson Duer briefly reviewed meeting procedures.
- 4) **Agenda Review:** The agenda was accepted as presented.
- 5) **Open Forum:** A member from the Richmond Youth Council, Satine Walz, introduced herself and stated that she would like Children's late fees eliminated, lower fines for turning in items late and change the two different card system where children and adults at the Richmond Public Library are issued different types of cards. Similar to Berkeley Public Library, she stated she would like to see where fines are assessed by the type of item checked out, versus the current different fine structure for adult and children items.
- 6) **Approval of Minutes:** Approval of November 14, 2017 Meeting Minutes [Duer, Hindler, Emerson]. With two of the commissioners absent at the current meeting who were present on November 14<sup>th</sup>, this item will be brought back for consideration of approval at the next commission meeting.
- 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 and discuss next steps** (Dockens and Vitetta): Taking the lead on this report, Commissioner Dockens asked if the commissioners feel this is an important topic, perhaps the commission as a whole, could make this a topic for discussion which Commissioner Vitetta agreed. Library Director Curl asked if there is a way staff could help the subcommittee, i.e., gathering examples, to make it easier for the subcommittee to continue its work.

It was agreed that consideration of the discharging of the subcommittee from further consideration of drafting Rules and Procedures, and discussing the continuation of this subject for the commission as a whole, will be moved to the next meeting agenda for discussion and action.

9) **Presentations, Discussions and Action Items, etc.**

- a. **Update: Book Van Project** (Katy Curl): Library Director Curl showed a large mock-up of the final approved graphic image of the Book Van's wrap. She advised that the van is currently in the shop having its old wrap removed; the following week, the new wrap will be installed. With the recent passing of the former president of the Richmond Public Library Foundation, Sandi Genser-Maack, her name is listed in a very special way in honor of the work she helped accomplish in the procurement and donation of the Book Van to the library. Director Curl advised of the first initial visits to the Richmond Annex and Booker T. Anderson senior centers where surveys were distributed. Discussed other senior center stops and organizations being added to the schedule in development. Grant funding for, and repairs of, the van was also briefly discussed. An unveiling event is also being planned. Director Curl praised the van's art work done by a graphic designer who provided the services as a donation.
- b. **Discussion: Agenda Building Procedures** (Katy Curl): The Commission discussed options to streamline and simplify the submission of items. Going forward, commissioners will not be asked to prepare an Agenda Report as part of requesting a topic be placed on an agenda. All that is needed for an Agenda Item is enough of a title where people would have a pretty good idea of what you plan to discuss. Each item does not require a formal written report. Supporting documentation for discussion items or presentations without a written report may still be submitted for inclusion in the packet.

Chairperson Duer proposed that commissioners submit agenda items directly to the chair for review. The chair will review items and coordinate with staff to build the agenda. Having one point of contact between commissioners and administrative staff should streamline the process for both commissioner and staff.

Commissioner Vitetta, with the help of Chairperson Duer, made a motion that commissioners recommend items for the agenda by sending them directly to the chairperson, who will then coordinate and will forward them to library staff, for

the production of a [Library Commission] agenda; seconded by Commissioner Dockens. Motion passed by Duer, Vitetta and Dockens. Absent: Hindler and Emerson.

- c. **Update: Invitations to the Friends of the Richmond Public Library and the Richmond Public Library Foundation Boards** (Dave Duer): Commissioner Duer reported that he heard back from Christine Volker of the Friends of the Richmond Public Library, that she (and possibly others from the board) would be in attendance at the March 13<sup>th</sup> meeting. Library Director Curl advised that she spoke with Michelle Milam and either Michelle or someone else from the Richmond Public Foundation Board would be in attendance.

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

Commissioner Vitetta announced that she is the new Museum Educator with the Richmond Museum of History. Library Director Curl advised of a recent email regarding a national grant to fund an exhibit renovation and a speaker series. The Library was asked if we were interested in being written into the grant as a formal partner where some of the programs would be hosted at the library.

- a. **Director's Report: Director will report on items of interest to the commissioners** (Katy Curl): Current Library Commission terms and the idea of re-introducing staggering of terms were discussed. With the current slate of commissioners, four of the five members will term out at the same time, on July 1, 2018. Director Curl provided a list of 2018 City Holidays at the meeting. Also, for informational purposes only, the director provided information on the reauthorization of the Institute of Museum and Library Services. The director reported the addition of two new library assistant positions.

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

- a. **Review of Library Commission Ordinance**
- b. **Contra Costa County Library Commission (CCCLC) – May 2018:** Commissioner Dockens reported she wished to withdraw this item from agenda setting.
- c. **Presentations: Friends of the Richmond Public Library and the Richmond Public Library Foundation Boards**
- d. **Review of Library's Fines and Fees Policy**

- 12) **Adjournment:** Commissioner Dockens moved to adjourn the meeting at 8:30 p.m.; seconded by Commissioner Vitetta. Passed by Duer, Dockens and Vitetta. Absent: Hindler and Emerson.

**NEXT MEETING:** (2<sup>nd</sup> Tuesdays) March 13, 2018 at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

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