



CITY OF RICHMOND  
LIBRARY COMMISSION MINUTES  
REGULAR MEETING  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
March 13, 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, Elaine Dockens, Cordell Hindler, and Mimi Vitetta\*  
**Absent:** Isabel Emerson  
\*Arrived after Roll Call
- 3) **Welcome and Meeting Procedures:** Chairperson Duer identified the meeting procedures.
- 4) **Agenda Review:** The agenda was accepted as presented.
- 5) **Open Forum:** There was no one to speak.
- 6) **Approval of Minutes:**
  - a. Approval of November 14, 2017 Meeting Minutes (Duer, Hindler, Emerson)  
  
Motion by Commissioner Hindler, seconded by Chair Duer to approve the minutes of the November 14, 2017 meeting, as submitted. Motion passed by Duer, Dockens and Hindler. Absent: Vitetta and Emerson.  
  
Commissioner Vitetta arrived at this time.
  - b. Approval of January 9, 2018 Meeting Minutes (Duer, Vitetta, Dockens)  
  
Motion by Commissioner Dockens, seconded by Chair Duer to approve the minutes of the January 9, 2018 meeting, as submitted. Motion passed by Duer, Dockens, and Vitetta. Abstain: Hindler. Absent: Emerson.
- 7) **Department Reports For Information:** The following reports were received and filed with no additional discussion, other than the staff verification that the pictures in the hard copies of the reports provided at the meeting had economically been printed in black and white while the electronic submittals remained in color.

- 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.**

- 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): Chair Duer introduced this item and described the reason for the presentations; to provide information to new members of the Library Commission; to communicate better with the Friends and the Foundation; to find a better, more coordinated way to reach out to the community; because the Richmond Library was the only Library not part of the County Library System; and due to the need to raise funds.

Christine Volker, Emma Clark, Don Woodrow, and Harriet Welch of the Friends of the Richmond Public Library Board were present to provide an overview of the Friends organization of approximately 90 members who volunteered to raise funds and provide support to the Richmond Library. Christine provided a PowerPoint handout at the meeting. It was reported that during 2017, the Friends had sponsored Library programs for over 1,400 participants, with donations to the city in the range of \$10,000 annually. Current activities benefitting the Library were highlighted along with suggestions for new ways to support the Library, one of which could be to band together with the Library Commission to co-sponsor events.

Michelle Milam, the new President of the Richmond Public Library Foundation Board, provided a brochure at the meeting and explained that the Foundation had been organized due to a deep budget crisis in 2004 and the desire to keep the Library services intact and restore those services that had been lost. She described the Foundation's pursuits and the question of how and when to build a new Library, and noted the Foundation had raised over \$100,000. Don Woodrow spoke on the Book Van campaign which had been able to purchase a little used van, and Michelle suggested the subsequent event to roll out the Book Van should be one where the Library Commission, the Friends and the Foundation all participated. She also recommended joint meetings with the Library Commission, Friends of the Library, the Foundation and others to coordinate goals and strategies, and to utilize public resources to help inform residents of the ongoing work, particularly since Richmond did not have a bookstore.

On the Commission's discussion, it was noted that the Friends and the Foundation appeared to be doing the same thing, although it was clarified that the Foundation was more involved with fixed assets while Friends were selling books and acting

as more of a book store for Richmond.

An event at Civic Center Plaza was recommended to promote the Library and its programs and services in coordination with the Friends and the Foundation, to potentially include a chess tournament, using social media to promote the event.

Library Commissioners recommended that the Friends and Foundation bring the suggestions back to their Boards, and supported a general study session on what each group provided, with the information to be presented to the City Council.

Commissioner Dockens left the meeting at this time.

- b. **Discussion/Action: DISCUSS current term expiration of multiple Library Commissioners as of July 1, 2018 and options for staggering future term expirations** (Dave Duer): Chair Duer noted that the terms of four Library Commissioners would be expiring July 1, 2018, and while staggered terms had been recommended that had not been possible. On the discussion of how the terms had ended up as they had, there were a number of suggestions as to how to correct the situation which staff reported affected most commissions. The process to apply or reapply and the recruitment process were identified by staff.

Katy Curl advised that she would investigate the logistics, particularly since the Commission only met bi-monthly and there would be a need to clarify the situation as soon as possible.

- 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):

Motion by Commissioner Vitetta, seconded by Commissioner Hindler to discharge the rules and procedures subcommittee from further consideration of drafting Rules and Procedures, and move the rules and procedures to the full Commission. Motion passed by Duer, Hindler, and Vitetta. Absent: Dockens and Emerson.

- 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): Ms. Curl noted that a speaker at the prior meeting had requested that fines be assessed on children's items and not on cards, and while staff had made attempts to communicate with the speaker to advise that the item would be discussed at this meeting there had been no response. She clarified that the speaker's request was actually being done by the Library. The Board discussed the magnitude of fines and accruals; staff noted that libraries across the nation were discussing the same issues where fines had proven not to motivate people; fines were keeping people from accessing libraries, a particular concern for children; some libraries had eliminated all fines as a result, although most libraries would still charge for an item if lost. The Commission sought a sense of how many books were not being returned and the impact that could have on the

community, and how many on restricted library cards had stopped using the Library because of old fees or because they had not returned books.

Ms. Curl advised she would check to determine what other libraries were doing that might be useful. Whatever action was taken, she recommended the Commission could also include a recommendation for amnesty days.

- e. **Presentation: RECEIVE a presentation on the Fiscal Year 2018-19 budget preparation process and timeline** (Katy Curl): Ms. Curl presented the budget calendar and noted there would be meetings to identify the draft budget throughout the community in various locations, all prior to the City Council review and evaluation. She described the changes that had been proposed to the budget and recommended consideration of how to use development impact fees this year, such as improvements to the building related to safety, security, and Americans with Disabilities Act (ADA) improvements. On the discussion it was noted that there were no fire alarms or a public address system that could be used in an emergency, and there was a need to better plan the best design and use of the current Library. The Commission expressed serious concern for the safety issues.

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

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

Commissioner Hindler announced the City of Richmond Crime Prevention Meeting on March 21, 2018 from 6:30 to 8:30 p.m. at the Rec Center. He reported on the meetings he had recently attended and his concern that the Commission on Aging still had a number of vacancies.

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

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

Chair Duer clarified the items to be on the next meeting agenda, to include the Library's fines and fees policy; rules and procedures; Commissioner terms; the safety issues at the Library; and the review of the Library Commission Ordinance.

Commissioner Hindler reported that he could invite Friends of the Hercules Library to the next meeting to offer some insight on what that city was doing.

- 11) **Adjournment:** Commissioner Hindler moved to adjourn the meeting at 8:45 p.m.; seconded by Commissioner Vitetta. Passed by Duer, Hindler, and Vitetta. Absent: Dockens and Emerson.

**NEXT MEETING:** May 8, 2018 (2<sup>nd</sup> Tuesdays) at 6:30 p.m. in the Madeline F. Whittlesey Community Room