



CITY OF RICHMOND
LIBRARY COMMISSION AGENDA
SPECIAL MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
July 31, 2018
6:30 p.m.

**MEETING
SCHEDULE**

Bi-monthly, odd months:
January, March, May, July,
September and November
2ND TUESDAYS

Library Commission Members:

David Duer, Chairperson; Cordell Hindler; Mimi Vitetta; and Elaine Dockens [1 vacancy]
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order**
- 2) **Roll Call**
Members: Duer, Hindler, Vitetta, 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 May 8, 2018 Meeting Minutes [Dockens, Emerson, Hindler]
- 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

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. **Information/Discussion:** DISCUSS current term expirations as of July 1, 2018 and options for staggering future term expirations (David Duer)
- b. **(CONTINUED) Discussion/Action:** DISCUSS follow up to presentations from Richmond Public Library Foundation and Friends of Richmond Public Library and CONSIDER planning a special Commission meeting on a weekend with the Foundation and Friends board members - and the public (David Duer)
- c. **(CONTINUED) Discussion/Action:** REVIEW and DISCUSS the topic of Rules and Procedures that is now with the Commission as a whole
- d. **Discussion/Action:** Rescind the motion previously adopted that the nomination of the Chairperson be made via subcommittee. Discussion and vote required. (Elaine Dockens)
- e. **Discussion/Action:** Rescind the motion previously adopted that agenda items (titles) from Library Commissioners be sent to directly to the Chair for review and coordination with the staff to build the Library Commission agenda. Discussion and vote required. (Elaine Dockens)
- f. **Discussion/Action:** Invite newly appointed library commissioners to write and or edit their Welcome/Introduction Statement to be published with the Minutes of the first commission meeting they attend. Discussion and vote required. (Elaine Dockens)

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 to include staggering of Commission Terms**

11) **Adjournment**

NEXT MEETING: September 11, 2018 (2nd Tuesdays) 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 Souble, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.