



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 8, 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 Pro Tem Emerson called the meeting to order at 6:35 p.m.

2) **Roll Call**

Present: Elaine Dockens, Isabel Emerson, Cordell Hindler, and Eduardo Martinez*

Absent: David Duer and Mimi Vitetta

*Arrived after Roll Call

3) **Welcome and Meeting Procedures:** Chairperson Pro Tem Emerson identified the meeting procedures.

4) **Agenda Review:**

Motion by Commissioner Hindler, seconded by Commissioner Dockens to accept the agenda as amended to move Item 8d to the next meeting. Motion passed by Dockens, Emerson, and Hindler. Absent: Duer and Vitetta.

5) **Open Forum:** Commissioner Dockens referred to the Library Ordinance (Article 3, Chapter 3.16 of the Richmond Municipal Code) as a “Love Story” and explained in that, the role and duties of a Library Commissioner were clearly spelled out in the ordinance to promote and protect the Library for the citizens of Richmond.

Commissioner Hindler noted that he had invited Brian Campbell-Miller of the Friends of the Hercules Library to the Library Commission and expressed his hope Mr. Campbell-Miller would be able to attend a meeting of the Commission in the near future.

6) **Approval of Minutes:**

a. Approval of March 13, 2018 Meeting Minutes (Duer, Dockens, Hindler, Vitetta)

Motion by Commissioner Hindler, seconded by Commissioner Dockens to approve the minutes of the March 13, 2018 meeting, as submitted. Motion passed by Dockens, Emerson, and Hindler. Absent: Duer and Vitetta.

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

- a. **Presentation: RECEIVE informational presentation from Robin Wilson from West County Reads DISCUSS opportunities for future collaboration (Katy Curl):**

Robin Wilson of West County Reads described its latest endeavor as the Multicultural Children's Book Store at the Shops at Hilltop to serve the many ethnicities in the community. She responded to questions and clarified that the book store was a regular store, was not a chain, and was a for-profit business, although the profits were being divided between two non-profits. West County Reads was distributing free reading material to families to increase the number of books in a home and had held its first literacy event on March 11th at Hilltop. She invited members of the Commission to the store, referenced the long history with the Richmond Library, and stated the Literary Calendar might be resuscitated.

The Library Commission thanked Ms. Wilson for the presentation, expressed its support for the Literacy Calendar, and offered suggestions for collaboration with the bookstore.

- b. **Presentation: RECEIVE an update on Fiscal Year 2018-19 budget preparation process (Katy Curl):**

Katy Curl advised that the Department was currently pulling the budget together for an upcoming presentation to the City Council; described the efforts being taken to better utilize existing staff pending the ability to add needed additional staff; and described the attempts to craft a plan for the use of impact fees to facilitate infrastructure improvements potentially through a library design professional to evaluate the building for possible upgrades. Some part-time money had been added to the budget to help staff the book van.

Eduardo Martinez noted the possibility of funds through an expected payment from Chevron.

- c. **Discussion/Action: DISCUSS current term expirations as of July 1, 2018 and options for staggering future term expirations (David Duer):**

Ms. Curl noted that she had been in communication with Chair Duer about staggered terms, which had originally been set up to expire in different years,

although that no longer occurred in that four out of five Library Commissioner terms would expire on July 1, 2018. While she had asked for staggered terms with the appointment of new Commissioners, the City Attorney's office had submitted an opinion that the Library Commission Ordinance would have to be amended to address staggered terms.

The Commission asked that Ms. Curl share the City Attorney's opinion with Commissioners and expressed a desire to see the recommended changes to the ordinance in draft form.

- d. **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):

This item was continued to the next meeting.

- e. **Discussion/Action:** DISCUSS constructing a pilot project for the elimination of late fines on materials (Katy Curl):

Ms. Curl referred to the recommendation from a member of the Youth Commission at a previous meeting of the Library Commission to consider the elimination of late fines on materials given the suggestion that fines were often a barrier for people using the library. She noted that in discussions with the City Manager, a pilot program was recommended for no fines to see how it would work and whether statistics would change as a result. Staff asked the Commission to consider the potential benefits and concerns given the need to have the books returned. A count of the cards currently blocked was recommended to provide a baseline and alternatives to no late fees or an amnesty program was recommended for consideration.

Library Commissioners supported a combination of no fines and an amnesty period of at least a week.

- f. **Discussion/Action:** REVIEW and DISCUSS the topic of Rules and Procedures that is now with the Commission as a whole:

Commissioner Dockens recommended that the item be continued for consideration by the full Commission.

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):

Ms. Curl announced that the Foundation had wanted an event around the book van and their donors and discussions had suggested a resolution at the last City Council meeting of the month to honor the donors of the book van and park the book van at Civic Center Plaza, with some public relations prior to the meeting,

expected prior to the departure of the City Manager; tentatively scheduled for July 24, 2018.

Commissioner Hindler reported that he had set a record by attending 32 meetings during the month of April. He announced the 36th Annual Senior Information Day on May 9th at the Auditorium; the Commission on Aging was holding a free Senior Night Out Dance on May 12th at the Auditorium; Friends of the Santa Fe Neighborhood Council would hold their annual pancake breakfast on May 18th; Young Men of Color Symposium on May 16th at the Auditorium; a Block Captain's Training Neighborhood Watch on May 16th at the Recreation Center; Taste of Richmond's local restaurants, breweries and wineries on May 20th; Richmond Promise would hold their annual scholarship celebration on May 23rd at the Auditorium; and the Juneteenth celebration would be held on June 16th at Nicholl Park.

Commissioner Dockens applauded the example that Commissioner Hindler had set in participating in community activities.

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

a. **Review of Library Commission Ordinance**

Ms. Curl advised that the next meeting would include a follow-up to presentations from the Richmond Public Library Foundation and Friends of Richmond Public Library, the Rules & Procedures item, and the pilot project. The issue of Commission terms might require a special meeting.

- 11) **Adjournment:** Commissioner Hindler moved to adjourn the meeting at 8:25 p.m., seconded by Commissioner Dockens. Passed by Dockens, Emerson, and Hindler.
Absent: Duer and Vitetta.

NEXT MEETING: July 10, 2018 (2nd Tuesdays) at 6:30 p.m. in the Madeline F. Whittlesey Community Room