



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
SPECIAL MEETING
MAIN LIBRARY

MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
July 31, 2018
6:30 P.M.

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:** Chairperson David Duer called the special meeting to order at 6:30 p.m.

2) **Roll Call**

Present: Elaine Dockens, David Duer, Cordell Hindler, and Mimi Vitetta*

Absent: None

*Arrived after Roll Call

Staff: Katy Curl, Library and Cultural Services Director

3) **Welcome and Meeting Procedures:** Chairperson Duer identified the meeting procedures.

4) **Agenda Review**

At the request of Commissioner Dockens, Commissioners present unanimously approved moving Item 8c after Item 8f.

5) **Open Forum**

Commissioner Dockens referenced the Library Commission's practice of inviting other organizations to its meetings to hear about their work and the Commission was glad to learn about their accomplishments, while work items in progress were rarely placed on the agenda for the next meeting resulting in no continuous follow-up for such discussions as library fines. Since the Library Commission met every other month for two hours, she stated there was little time for follow-up and she recommended that the Commission invite no more than one group a year to its meeting to allow the Commission time to get its work done. She recommended that items of work in progress, such as library fines, must be placed under the agenda setting for the next meeting and on subsequent agendas as an interim report until the work had been completed.

Commissioner Hindler requested that the intern for the Planning Department, who had been expected to speak at this meeting but who was not present, be allowed to speak at a future meeting.

6) **Approval of Minutes**

- a. Approval of May 8, 2018 Meeting Minutes (Dockens, Emerson, Hindler)

Commissioner Dockens requested that her open forum comment from the last meeting on May 8, 2018 be corrected to clarify that while the roles and duties of a Library Commissioner were clearly spelled out in the Library Ordinance to promote and protect the Library for the citizens of Richmond, her main point was that Library Commissioners had the responsibility to do their job as outlined in the ordinance but did not have to do their job, and if they did not would have to take the responsibility for not doing so.

Motion by Commissioner Hindler, seconded by Commissioner Dockens to approve the minutes of the May 8, 2018 meeting, as amended. Motion passed by Dockens, Duer, Hindler, and Vitetta. Noes: None. Absent: None.

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**

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

Chairperson Duer noted the changes in the membership of the Commission and the intention of the ordinance in the beginning to stagger Commission terms, which over the years had changed to the point where currently four terms on the Commission were up for appointment/reappointment on July 1st.

Library and Cultural Services Director Katy Curl reported that the ordinance would have to be amended to identify staggered terms. The amendment would be taken to the City Council at its next meeting after the City Attorney had opined as to how the text should be changed, with the goal to have it approved by the Council prior to the next appointments to the Library Commission. The intent was that no more than two terms would come up for reappointment at one time.

Commissioner Dockens requested a copy of the City Attorney's opinion on the staggering of Library Commission terms.

Commissioner Hindler explained that he had learned from the Mayor's office that those whose terms had expired on July 1st could remain on the Commission for 90 days until the Mayor had made appointments.

- b. **(CONTINUED) Discussion/Action: DISCUSS follow up 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)

Chairperson Duer spoke to the difficulties involved arranging a publicly noticed meeting with the Richmond Public Library Foundation and Friends of Richmond Public Library on a weekend, and suggested it might be easier to do something with the Friends first and then meet with the Foundation later.

Ms. Curl recommended that an agenda be created for any meeting with Friends or the Foundation to clarify the purpose and intent of the meeting.

Given the expected changes in the membership of the Library Commission, Chairperson Duer recommended that consideration of a meeting with the Friends and the Foundation needed to be continued to the September Library Commission meeting. He expressed his support for Commissioner Dockens' request to continue items on Library Commission agendas until completed.

Commissioner Dockens reported that the Friends had taken a vote, were interested in the planning for a joint meeting but only at the end of the fiscal year, June 2019, to then meet with the Foundation and the Library Commission to be able to identify what the Friends had accomplished during the fiscal year. She recommended that as an annual event.

The Commission expressed support for an annual event with the Friends of Richmond Public Library.

Item 8c had previously been moved to Item 8f.

- d. **Discussion/Action: Rescind the motion previously adopted that the nomination of the Chairperson be made via subcommittee. Discussion and vote required.** (Elaine Dockens)

Commissioner Dockens explained that the action to nominate a Chairperson by subcommittee had resulted in unintended consequences, and recommended that the prior action be rescinded to allow a more casual process and discussion.

Commissioner Hindler agreed and recommended a co-chair also be considered.

Motion by Commissioner Hindler, seconded by Commissioner Vitetta to rescind the motion previously adopted that the nomination of the Chairperson be made via subcommittee, and revert to the original intent of the ordinance. Motion passed by Dockens, Duer, Hindler, and Vitetta. Noes: None. Absent: None.

- e. **Discussion/Action: Rescind the motion previously adopted that agenda items (titles) from Library Commissioners be sent directly to the Chair for review and coordination with the staff to build the Library Commission agenda** (Elaine Dockens)

Commissioner Dockens referred to her comment shown as an attachment to the agenda packet about the importance of Library Commissioners using the City's public email system, which is subject to disclosure as opposed to Commissioners' private emails for official communications to ensure maximum access and transparency to the public.

Chairperson Duer supported the motion to be as transparent as possible, noted that two Commissioners emailing each other would not violate the Brown Act, but commented that the issue had arisen given some concerns about staff not presenting information to the Commission as it had been submitted. He agreed with the need to return to the City's system even though there had been some concerns.

Commissioner Dockens urged that the agenda report form be maintained to help clarify the issue.

Commissioner Hindler verified the process that if approved, agenda items would be sent directly to staff to build the Library Commission agenda.

On the discussion, Ms. Curl clarified that regardless of who received the information submitted, if there were questions about the agenda, such as too many items on a meeting agenda, staff would correspond with the Chair back and forth via private email for input as to how to structure the agenda. She verified with the Commission that emails sent to the Department Secretary would be forwarded to the Chair and she emphasized the need to balance the number of items being submitted for consideration by the Commission.

Commissioner Dockens suggested that every Commissioner should be aware of the items being considered for the agenda and that every item submitted by Commissioners be placed on the agenda and then be continued, if necessary.

Ms. Curl explained that the Brown Act would not allow all Commissioners to participate in the same email and she emphasized that not all items submitted could be placed on any one agenda.

Motion by Commissioner Dockens, seconded by Commissioner Vitetta to rescind the motion previously adopted that agenda items from Library Commissioners be sent directly to the Chair for review and coordination with staff to build the Library Commission agenda, to a policy where agenda items from Library Commissioners be sent directly to staff to build the Library Commission agenda. The motion did not pass. Ayes: Dockens and Duer. Noes: None. Abstain: Hindler and Vitetta. Absent: None.

Since the motion did not pass, Commissioner Vitetta clarified her abstention and her concern that funneling everything through Library staff allowed the Library Commission little control, and there was also the concern with private email.

Chairperson Duer stated that the item would be continued to the next meeting and that during the interim the concern could be discussed at the Commission Training scheduled for August 25, 2018.

- 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)

Commissioner Dockens expressed concern there had been no consistent Welcome Introduction Statements for Library Commissioners and requested that there be a consistent automatic statement to identify each and every Library Commissioner.

Chairperson Duer reiterated the need to discuss the issue of acknowledging and orienting Library Commissioners, when appointed, which should be one of the issues discussed at the Commission Training on August 25th.

Commissioner Vitetta requested that everyone write a short paragraph to identify what they wanted to be included in a Welcome Introduction Statement.

Ms. Curl agreed with the need for each Commissioner to provide a short paragraph of what they wanted to be acknowledged.

Motion by Commissioner Hindler, seconded by Commissioner Vitetta to 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. Ayes: Dockens, Duer, Hindler, and Vitetta. Noes: None. Absent: None.

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

Chairperson Duer recommended that the item be continued again to allow a full membership of the Library Commission to participate in the discussion of the Rules and Procedures.

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

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

Ms. Curl presented and highlighted her Director's Report included in the meeting packet and identified a special event for Bay Area Commissioners, Friends, and Foundations on September 15, 2018; the Literacy for Every Adult Program's (LEAP's) receipt of a Library Services and Technology Act (LSTA) grant of \$50,000 to work with local employers and residents; the Annual Master Fee Schedule update; and the California Listens Digital Storytelling Project.

Commissioner Dockens expressed concern for the change in rental cost for the Whittlesey Room from \$12.50 per hour to \$68.00 per hour, expressed concern that the room had not been well maintained, appeared to be depression-era, and was not worth \$68.00/hour rent. She recommended that the garbage can at the entry to the room be moved, that the room be painted, the holes be repaired, and the curtains be replaced. If the funds were not available, she expressed a willingness to present the concerns to the Friends of the Richmond Library.

Commissioner Dockens also suggested that there were corporations that might be interested in improving the room. She recommended that the Commission draft a letter, to be signed by all Commissioners, to be presented to staff and the City Council, urged that the concerns be reported in coordination with Ms. Curl, and requested that the \$68.00 hourly charge be reduced.

Commissioner Hindler agreed.

Ms. Curl explained that a list of facilities improvements was being crafted and safety and security were the priorities. Improvements to facilities could be identified although funding to address all issues was limited. She advised that the issues would be discussed during the period of budget discussions and the City had just adopted its budget. With respect to a reduction in the hourly rent for the room, she clarified that the rental fee was not charged very often given that community services included a discount structure.

Chairperson Duer acknowledged the concerns and agreed that the Library Commission should report its concerns in coordination with Ms. Curl. He recommended that an item be added to the next meeting agenda related to capital improvements and the Library Commission's role.

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

a. **Review of Library Commission Ordinance to include staggering of Commission Terms**

For Commissioner Comments, Commissioner Hindler announced Mayor Butt's Business Round Table on August 1st at Mechanic's Bank from 12:00 to 1:30 P.M.; National Night Out on August 7th, with a kickoff at 4:30 P.M. at Target with the end party at the old JC Penney building; Moving Forward to Our Future Banquet Dinner on August 17th at the Nystrom Multipurpose Room from 6:00 to 8:00 P.M.; Rent Program Workshop on August 18th in the Chambers from 10:00 A.M. to 12:00 P.M.; Free Community Fitness Classes at MLK Park on Tuesdays and Thursdays from 7:00 to 8:00 P.M.; Business Watch on August 16th at Nystrom's Multipurpose Room from 6:30 to 8:00 P.M.; and reported that he had attended close to 60 events in May and June alone.

Chairperson Duer reminded everyone again of the Commission Training on August 25, 2018 in the Civic Center Basement.

- 11) **Adjournment:** Commissioner Hindler moved to adjourn the meeting at 8:15 P.M., seconded by Commissioner Dockens. Passed by Dockens, Duer, Hindler and Vitetta. Noes: None. Absent: None

NEXT MEETING: (2nd Tuesdays) September 11, 2018 at 6:30 p.m. in the Madeline F. Whittlesey Community Room