



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
SPECIAL MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
October 9, 2018
6:30 P.M.

Library Commission Members:

David Duer, Chairperson; Cordell Hindler; and Mimi Vitetta [2 vacancies]
Eduardo Martinez, City Council Member Liaison

1) **Call to Order:** Chairperson David Duer called the special meeting to order at 6:32 P.M.

2) **Roll Call**

Present: David Duer, Cordell Hindler, and Mimi Vitetta

Absent: None

Staff: Katy Curl, Library and Cultural Services Director

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

4) **Agenda Review**

The Library Commission accepted the agenda, as submitted.

5) **Open Forum**

Miguel Molina, College Access Coordinator, Richmond Promise, distributed information and highlighted the activities of Richmond Promise, which was starting its fourth year of operation. Those activities included the Richmond Promise Scholarship, the Financial Aid Completion Program, and the Mentorship Program. He explained that Richmond Promise had been funded for ten years with \$35 million from Chevron. To date, \$5.4 million had been used for scholarships and most of the programs were funded by the Ford Family Foundation. He advised that a more in-depth presentation could be made in the future.

Cordell Hindler identified some issues he wanted to report: an individual who had been monopolizing some equipment in the Library; an issue of personal hygiene; and small children running around the Library without parental guidance.

6) **Approval of Minutes**

a. Approval of July 31, 2018 Meeting Minutes

Motion by Commissioner Hindler, seconded by Commissioner Vitetta to approve the minutes of the July 31, 2018 meeting, as submitted. Motion passed by 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

8) **Presentations, Discussions and Action Items**

a. **RECEIVE UPDATE on status of recruitment/appointment of Library Commissioners for two remaining vacancies, and proposed changes to Library Commission Ordinance including adding language to reestablish staggered terms**

Katy Curl congratulated the two Commissioners who had been reappointed, noted she was unaware whether any additional applicants had applied, and on the issue of staggered terms, explained that at some point the purposely staggered terms had been eliminated from the ordinance which had created a situation this year where four out of the five terms had expired at the same time. Working with the City Attorney's office, it had been recommended that the ordinance be amended to include the staggered term requirement.

Ms. Curl explained that since the ordinance would have to be amended, other changes might also be considered, such as designating a youth commissioner. In the case of the Library Commission, members had to be registered voters, which a change to the ordinance could address. She also suggested that the membership of the Library Commission could be increased from the current five members; the Library Commission's role in the current ordinance, which had not been updated for many years, should also be clarified and updated; and the Commission's term limits should be reconsidered from the current two three-year terms, to three three-year terms, to allow more time for members to accomplish desired programs and projects.

Eduardo Martinez suggested the charter for the Planning Commission could be evaluated at the next meeting to identify what could work and what would need to be changed.

Commissioners supported the opportunity and the possibilities in line with what had previously been done to evaluate the rules and operation of the Library Commission, including some but not all policies, areas of special interest, and potentially establishing agreements with the Richmond Public Library Foundation, as well as considering a situation where each Commissioner could serve as liaison to each Library to identify the needs of each.

Commissioners requested a clarification of their role and connections to other City commissions.

Ms. Curl stated the item could be returned to the Commission next month and invited any interested member of the Commission to work with her to prepare recommended changes.

b. (CONTINUED) DISCUSS follow up presentation from Richmond Public Library Foundation and CONSIDER planning a special Commission meeting on a weekend with the Richmond Public Library Foundation Board and the public

Chairperson Duer described the desire to meet with the Richmond Public Library Foundation to initiate a discussion of support for each other and to communicate with each other in a proactive way in that the only way the Commission could communicate with the Library Foundation was through a publicly noticed meeting.

Commissioner Vitetta expressed a desire to pursue activities between the Library and the Foundation in a proactive way and to reach out to the community.

Councilmember Martinez clarified the Commission's role to provide oversight and support of the Library, which could brainstorm on how to address requests and other issues to come up with possibilities and to open discussions.

On the discussion, Ms. Curl clarified that anyone who wanted to make a presentation to the Commission or make a comment to the Commission could be encouraged to do so. She added that Library supporters were very appreciative of all efforts to improve the Library. There would also be support for the Commission if it desired to seek partnerships.

Chairperson Duer recommended the item be deferred and taken off the agenda until something could be pursued with the Library Foundation Board, which it was noted the Foundation was not expected to meet before June 2019.

c. (CONTINUED) REVIEW and DISCUSS the topic of Rules and Procedures

Chairperson Duer noted the desire to modernize the Commission's Rules and Procedures to be able to exercise its powers. He wanted to be able to interpret the ordinance in a more modern way and recommended that the item be continued to allow him to interpret something to get a better grasp of the Commission's role and submit something for consideration.

d. DISCUSS Capital Improvements and the Library Commission's role

Chairperson Duer commented with respect to capital improvements and expenditures that the Commission could be involved in advising the City Council whether there was a practical means of resolving some of the issues that needed to be addressed at the Library, such as improvements and repairs related to safety and access.

Ms. Curl advised that a scheduled walk through with the Maintenance Operations Division would help identify what needed to be addressed, which could be done quickly and which would require more funding, but even with funding, staff and resources had to be available to accomplish the projects.

Since the focus this year was on safety and Americans with Disabilities Act (ADA) issues, and some safety items had been included in this year's adopted Capital Improvement Program (CIP) budget, Ms. Curl advised that other funding such as Community Development Block Grant (CDBG) funds might be possible for much-

needed building improvements.

Chairperson Duer recommended that the item be continued to the next meeting to allow the Commission to receive a report on the services being provided, how to facilitate them, and the priorities involved.

Ms. Curl added that some planning money was also available and the priorities would have to be identified to then make determinations as to the use of the funds.

- e. **DISCUSS and provide feedback regarding process for rescheduling regular meetings and holding special meetings, CONSIDER the option to reschedule the November 13, 2018 Library Commission meeting date and/or to hold a special meeting, date to be determined, before the end of the year with newly appointed Commissioners**

Ms. Curl stated the question had arisen when the current meeting had been scheduled. She clarified that anytime a meeting was not held at the normal time it would be a special meeting, and she described the reporting and posting issues associated with changing meeting dates. She also noted that extra meetings could always be called and any of the three members of the Commission could call a special meeting. Given some conflicts in November, she verified that there would be a quorum for a meeting scheduled for November 13, 2018.

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

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

Ms. Curl advised that Jane Pratt, who had worked in Circulation Acquisitions, had recently been promoted to Administrative Librarian in charge of Reference and Programming for all ages and all locations, and a recruitment list was currently being prepared for her position, which would change a bit. She presented an article on Abigail Sims, Emerging Center Manager, who had been recognized for the great work she had done at the Library. She also distributed a flyer on the Richmond Public Library Foundation's last event in the Sandi Genser-Maack lecture series for the year, to be held in the Madeline F. Whittlesey Community Room, and reported that LEAP was having a graduation ceremony the same night in the basement at 440 Civic Center Plaza.

Commissioner Hindler reported on another event with Students for Educational Reform; identified a new musical called Allegiance that would play October 12th and 13th; the 35th Annual Crime Prevention Awards Banquet had been scheduled for October 20th from 6:00 to 8:30 P.M. at the Recreation Center; and there would be a Santa Fe Neighborhood Council event on October 27th from 12:00 to 4:00 P.M. at Santa Fe Park.

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

Chairperson Duer supported a discussion topic at the next meeting about brainstorming with parallel organizations.

Commissioner Vitetta reported that she had a large resource development list of grant opportunities. She also supported a discussion of partner organizations.

- 11) **Adjournment:** Commissioner Hindler moved to adjourn the meeting at 8:03 P.M., seconded by Commissioner Vitetta. Passed by Duer, Hindler and Vitetta. Noes: None. Absent: None

NEXT MEETING: November 13, 2018 at 6:30 P.M. in the Madeline F. Whittlesey Community Room.