



CITY OF RICHMOND
LIBRARY COMMISSION AGENDA
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
March 12, 2019
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; Adrian Ratcliff and Ritchie Cook
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order**
- 2) **Roll Call**
Members: Duer, Hindler, Vitetta, Ratcliff and Cook
- 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) **Welcome to and introduction of new Library Commissioners Ritchie Cook**
- 7) **Library Commission Chair nomination, vote and appointment** (all commissioners)
- 8) **Approval of Minutes:**
 - a. Approval of January 8, 2019 Meeting Minutes [Duer, Hindler, Vitetta, Ratcliff]
- 9) **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. Adult, Teen, Children's, Mobile and Branch Services
 - b. Circulation Statistics

10) **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. DISCUSSION of Rules and Procedures as related to Library Commission Ordinance (Dave Duer)
- b. INTRODUCE issue raised by concerned citizen regarding smoking at library entrance and receive response from staff (Cordell Hindler)
- c. RECEIVE update on next steps for elimination of Library fines (Katy Curl)
- d. RECEIVE a Fiscal Year 2019-20 Budget preparation presentation (Katy Curl)
- e. UPDATE and DISCUSSION on facility improvements and capital improvement project planning, including the role of Library Commission and potential collaboration with the Richmond Public Library Foundation IDENTIFY options for scheduling a walkthrough of library facilities (Katy Curl)
- f. DISCUSS strategic planning process options including role of Commission, Foundation, Friends and staff and CONSIDER existing Library and City-wide plans which would inform a Library planning project (Katy Curl)

11) **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)

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

13) **Adjournment**

NEXT MEETING: May 14, 2019 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 Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.