



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
January 8, 2019
6:30 P.M.

Library Commission Members:

David Duer, Chairperson; Ritchie Cook; Cordell Hindler; Adrian Ratcliff; and Mimi Vitetta
Eduardo Martinez, City Council Member Liaison

- 1) **Call to Order:** Chairperson David Duer called the regular meeting to order at 6:42 P.M.

- 2) **Roll Call**

Present: David Duer, Cordell Hindler, Adrian Ratcliff, and Mimi Vitetta
Absent: Ritchie Cook

Staff: Katy Curl, Library and Cultural Services Director

Guest: Samantha Carr, City Manager's Office

- 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**

Samantha Carr, Management Analyst in the City Manager's Office, announced the Richmond Ferry Terminal Opening on January 10th, with an event at 1:30 P.M. at the Craneway Pavilion. She reported there were 362 free parking spaces; AC Transit ran from the Richmond BART Station to the Ferry and discounts applied with Clipper® cards; and bike lockers would be available using Bike Link, with limited space on the ferry for bikes. Carpooling was encouraged. She added that on December 15th, the Richmond Foodware Ordinance had been updated and plastic straws and stirrers had been banned in Richmond.

Cordell Hindler welcomed Adrian Ratcliff to the Commission.

- 6) **Welcome to and Introduction of New Library Commissioners Adrian Ratcliff and Ritchie Cook**

Adrian Ratcliff introduced himself, highlighted his background, and spoke to his interest in libraries and his interest in being a member of the Commission. The other members of the Commission also introduced themselves and highlighted their backgrounds.

7) **Library Commission Chair Nomination, Vote and Appointment**

Motion by Commissioner Vitetta, seconded by Commissioner Hindler to postpone the nomination, voting, and appointment of a Commission Chair to the March 12, 2019 meeting. Motion passed by Duer, Hindler, Ratcliff, and Vitetta. Noes: None. Absent: Cook.

8) **Approval of Minutes**

a. Approval of November 13, 2018 Meeting Minutes

Motion by Commissioner Hindler, seconded by Commissioner Vitetta to approve the minutes of the November 13, 2018 meeting, as submitted. Motion passed by Duer, Hindler, and Vitetta. Noes: None. Abstain: Ratcliff. Absent: Cook.

9) **Department Reports for Information:** The following reports were received and filed with no additional discussion.

- a. Adult, Teen, Children's, Mobile and Branch Services
- b. Circulation Statistics

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

a. **RECEIVE Update on Progress and Next Steps for Eliminations of Library Fines**

Katy Curl, Library and Cultural Services Director, presented the San Mateo County and Contra Costa County press releases related to the elimination of library fines and spoke to the associated issues such as existing fines, past debt, and how that would be addressed. She was working with City staff to identify the documents that would have to be modified, in the simplest way possible, to be able to proceed to the City Council for approval of a fine-free Library. She reported that the fines that had been collected each year averaged \$15,000 to \$16,000 and had only been used for one-time expenditures. She expected to submit something in February 2019. For books not returned after 30 days, a bill would be sent and cards could be blocked until the book was paid for or returned. She added that marketing the new fine-free condition would be important and the process would help the city update its database.

The Commission spoke to the benefits of the elimination of fines including being inclusive and removing barriers, and supported the actions being pursued as expeditiously as possible. An update would be provided at the March meeting.

b. **DISCUSSION of Rules and Procedures as Related to Library Commission Ordinance**

Chairperson Duer stated the Library Ordinance had been adopted in the 1950s and included, among other things, a direct reporting relationship with the City Council. Due to the need to update the Ordinance, the desire was to better define the role of the Library Commission.

Chairperson Duer described the relationship of the Commission with the Richmond Library Foundation, the Bookmobile, and the Friends of the Richmond Public Library

along with the attempts to enhance the relationships, referenced a review of the role of other Commissions, and described his desire to continue to define and update the role of the Richmond Public Library Commission.

On the discussion of a subcommittee of the Commission to discuss the matter, Ms. Curl clarified that to be consistent with The Brown Act, only two members of the Library Commission could comprise a subcommittee, and to increase that number the number of Commissioners would also have to be increased. She also clarified the limitations of Commissioners communicating with each other by email.

c. **UPDATE and DISCUSSION on Facility Planning and Improvements and the Library Commission's Role**

Ms. Curl explained that staff continued to work with the Maintenance Operation Division to identify areas in need of repair or replacement and the money available to conduct repair or replacement. Noting that the Library received some Developer Impact Fees meant for infrastructure development or expansion, she stated there was some money available and there was a desire to see what could be done with the existing building. A list was being developed, money had been set aside this year for safety and security, and a contract had been approved to provide a public address system in the library given that there was no fire alarm. In addition, some Developer Impact Fees had been set aside to bring in a Library Space Design Consultant to identify what could be done to maximize the space, potentially in a phased approach as money became available. There was a goal to prepare a model for what to do given funding limitations and reach out to the community for recommendations. She noted that libraries were changing and had become community gathering places.

The Commission recommended that the item be continued to the next meeting to allow Commissioners to walk the Library to be able to consider the possibilities.

d. **BRAINSTORM About Partnering with Parallel Organizations and CONSIDER Potential Next Steps**

Chairperson Duer referred to the relationships with the Foundation, the Bookmobile and the Friends and the need to find ways to partner and collaborate with those and other parallel organizations.

e. **DISCUSSION of Maintaining Public Facilities that Welcome and Engage the General Public. How Library Staff Address Daily Specific Patron Issues in Operating the Library for the Benefit of all Patrons**

Ms. Curl noted the need to provide a Library as a public place where the community could be welcomed and feel comfortable.

Commissioner Hindler commented that children were often out of control in the Library, there had been a situation where a dog was in the Library, and there were sometimes shouting matches.

Ms. Curl described the Library's policy with respect to dealing with children, pets, and potentially disturbing patrons.

Commissioner Vitetta asked Librarians to consider inclusivity while also considering personal safety.

Commissioner Ratcliff suggested the Library facility be modified to address facility issues and inclusivity, and that the layout be potentially reconsidered to provide ways or places for children to entertain themselves.

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

a. **Director's Report**

Ms. Curl announced that Sherry Drobner would be retiring in February 2019 and while it would be a loss, given her transition planning the robust Literacy for Every Adult Program would continue. She added that the City was on mid-year budget review and there would be no changes to the Library budget although the budget for next year was upcoming. Staff was prepping for the Mayor's Annual State of the City Address scheduled for late January and the Library would highlight the goal of reducing barriers to the use of the Library.

Commissioner Hindler reported that he had attended 45 meetings in the last two months. He invited Commissioners to the Contra Costa Mayors' Conference on January 10th at the Craneway Pavilion at 6:30 P.M. He also announced that the Community Services Department was holding a Black History celebration on February 23rd from 1:30 to 3:30 P.M. at the Richmond Auditorium.

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

Chairperson Duer noted the items that would be carried forward from this agenda with respect to a fine-free Library, facility planning and a Library walk through prior to the next meeting, and determining how to engage the Foundation and Friends.

Commissioner Hindler noted that Miguel Molina might report on Richmond Promise.

Ms. Curl stated that the budget would also be discussed at the next meeting. When asked about business cards, the need or advisability of having business cards was discussed. She also noted in the discussion that the Commission could make recommendations to the City Council on legislative issues, and that every year there was a Day in the District (in March or April) where people from libraries could go to the local offices of State Representatives to get a meeting to talk about their library and important issues. Commissioners should express their interest in participating.

13) **Adjournment:** Commissioner Hindler moved to adjourn the meeting at 8:35 P.M., seconded by Commissioner Vitetta; Motion passed by Duer, Hindler, Ratcliff, and Vitetta. Noes: None. Absent: Cook.

14) **NEXT MEETING:** March 12, 2019 at 6:30 P.M. in the Madeline F. Whittlesey Community Room.