



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
March 12, 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 6:34 P.M.

2) **Roll Call**

Present: David Duer, Cordell Hindler, and Adrian Ratcliff

Absent: Ritchie Cook and Mimi Vitetta

Staff: Katy Curl, Library and Cultural Services Director

Guests: Eduardo Martinez, City Council Liaison; Evelyn Santos, Richmond Museum of History; and Jackie Thompson, Community Advocate

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**

Jackie Thompson, Community Advocate and resident of Friendship Manor, noted that she had partnered with another person to get the Book Van to come to the complex given the many seniors who wanted to check out books but who could not make it to the Library. Speaking for those seniors, she requested that the Book Van offer more Biblical books and references to help the seniors with their Bible studies. She noted the delivery to the site was every second Friday, and even though the turnout was low, the seniors appreciated the ability to have access to Library services.

Chairperson Duer stated the Book Van could include religious study materials. He thanked Ms. Thompson for her comments.

Eduardo Martinez arrived and was introduced to new Commissioner Adrian Ratcliff.

Evelyn Santos, Museum Technician with the Richmond Museum of History, explained that she was present on behalf of Commissioner Vitetta. She expressed an interest in joining the Commission.

6) **Welcome to and Introduction of New Library Commissioner Ritchie Cook**

Commissioner Cook was absent from this meeting.

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

Katy Curl, Library and Cultural Services Director, described what had occurred last year with respect to the selection of a Chair, and noted that the item had been continued from the last meeting in the hope that there would be a full Commission available at this time to select the Chair.

Commissioner Hindler stated that he and Commissioner Vitetta, as the Nominating Subcommittee, had discussed the selection of a Chair. After that discussion, the Subcommittee had recommended the reappointment of Chairperson Duer as the Chairperson for 2019.

When asked, Commissioner Ratcliff commented that he was a firm believer in the idiom 'If it ain't broke don't fix it,' and he too supported Chairperson Duer as the Chair.

Motion by Commissioner Hindler, seconded by Commissioner Ratcliff to select *David Duer* as the Chairperson of the Library Commission for 2019. Motion passed by Duer, Hindler, and Ratcliff. Noes: None. Absent: Cook and Vitetta.

8) **Approval of Minutes**

a. Approval of January 8, 2019 Meeting Minutes

Motion by Commissioner Hindler, seconded by Commissioner Ratcliff to approve the minutes of the January 8, 2019 meeting, as submitted. Motion passed by Duer, Hindler, and Ratcliff. Noes: None. Abstain: None. Absent: Cook and Vitetta.

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

Chairperson Duer commented that he was continually astounded by the number of things going on at the Library.

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

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

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

Chairperson Duer noted there had been a lot of interest in looking at the original 1957 Library Commission Ordinance and what it meant today and how the Commission could interpret it going forward.

Chairperson Duer highlighted the ordinance and the Commission's role now and into

the future, suggested the main priority should be to define the Library Commission's Rules and Procedures as related to the current environment and beyond for all ages and patrons, and take a more active role in promoting and supporting the Library with the advice of the City Council.

In terms of the ordinance's requirement for an annual report, Eduardo Martinez stated the annual report should be submitted when the main city departments made their annual presentations to the City Council during the budget review process to advise what had been done, what would be provided in the future, and to identify what was needed. The Commission would make recommendations and the Department Head would present those recommendations to the City Council. He suggested the Librarian's Report and the Commission's Report could be presented at the same time.

Ms. Curl clarified that the Library Commission could actually initiate something.

Mr. Martinez explained that the Friends of the Richmond Public Library were to promote the Library, the Richmond Public Library Foundation was charged to raise funds to build a new Library, and the Library Commission was charged to oversee the running of the Library, make suggestions, and promote the changes required to make the Library run better and serve the needs of constituents. As to whether the Commission needed to have a role in the policy for the selection of materials, he suggested the policy behind the weeding of materials should be discussed by the Commission. He added that the Commission was doing a great job and did not want to lose sight of the fact that the Library Commission's role was oversight and to advise, but not to control.

Commissioner Ratcliff agreed that the Commission should receive the input from all involved and make recommendations to the City Council. He recognized that the Commission only met bimonthly and it took time to address issues.

Mr. Martinez referred to the Department Reports and recommended that the reports advertise the programs in advance rather than after the fact.

b. **INTRODUCE Issue Raised by Concerned Citizen Regarding Smoking at Library Entrance and Receive Response from Staff**

Jackie Thompson, Community Advocate, explained that she had raised the issue given that the homeless population had taken to smoking at the entrance to the Library, which impacted seniors with health problems. She requested that the Library install No Smoking signs, asked that security pay attention to the situation, and requested that the Commission evaluate the 25-foot prohibition of no smoking, which was within five feet of the handicap ramp.

Ms. Curl stated that there were No Smoking sticker signs on the doors. She noted that people had been smoking in the courtyard, which was also a no smoking area and that the security guard on duty could be called if there were people smoking too close to the areas where smoking was prohibited. She added that the handicap ramp should also have rails, which it did not currently have, and advised that staff would check into that situation.

c. **RECEIVE Update on Next Steps for Elimination of Library Fines**

Chairperson Duer noted that the County had now eliminated Library fines.

Ms. Curl reported that preparing for the Mayor's State of the City address, the Library and Cultural Services Department had sent in numerous slides, and one of those slides was that the Library was preparing to recommend the elimination of fines to remove an economic barrier to low-income residents.

d. **RECEIVE a Fiscal Year 2019-20 Budget Preparation Presentation**

Ms. Curl referred to the budget calendar and the steps to adopt the budget, stated that budget numbers were now being reviewed, and noted that part of setting up the budget was to pay attention to department priorities and City Council priorities. She noted that the City Council recently had a planning retreat and the Library and Cultural Services Department had come up with strategic priorities about safe and secure communities, programming, and things to strengthen families, along with education, and performance measures. In the case of the Library, the top priorities centered on education. She noted there were some Library programs, such as the Literacy for Every Adult Program (LEAP) that could connect with other programs in the city.

Chairperson Duer suggested the Commission should also translate the budget priorities, city priorities, themes, and city initiatives, and identify how the Library fit into those schemes.

Ms. Curl suggested focusing on the education issues, such as supporting Richmond Promise, LEAP, partnering with several programs with the West Contra Costa Unified School District, and making sure the resources were available to be able to move forward. She noted the city had recently purchased a new subscription to Knowledge City, a 24/7 on-line resource that had hundreds of video courses that residents could take to help them in their jobs or to help them get ready for a secondary job. She advised that Knowledge City would have to be properly marketed and more funding sources would have to be identified.

Commissioner Hindler asked when the budget presentation would go to the City Council, reported by Ms. Curl that it tended to fall in the middle of May. The budget had to be adopted by the end of June.

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**

Ms. Curl described the ways Commissioners could have a walkthrough of Library facilities; through the regular agenda, as a special meeting, in smaller groups less than a quorum, individually, with members of the public, or with the Richmond Public Library Foundation and the Friends of the Richmond Public Library in a joint study session.

Ms. Curl explained that at its last meeting, the Richmond Public Library Foundation had expressed an interest in having the Chair and one other member of the Library Commission attend the Foundation meeting in April. She also reported that the Library now had a public address system and was working through some regular maintenance issues.

Commissioner Ratcliff supported a visit of all the Library Facilities.

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**

Ms. Curl referenced the discussion of engaging a space planner to identify what could be done immediately and in phases to improve the Library building. She noted that the Foundation had invited an architect to identify the steps to plan for a new building or a major renovation. The architect had indicated that a space planner would ask about the intent for the space. Before hiring a space planner, she recommended being apprised of the goals and the things that were important to the community. She sought a discussion of how to engage the community to identify what would be needed for the next several years, although she acknowledged a space issue and suggested a small contract might be required for a space planner to recommend how to reconfigure the space that was available.

Chairperson Duer wanted to inform the public of the Library's activities.

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

a. **Director's Report on Items of Interest to Commissioners**

Ms. Curl reported that Sherry Drobner had retired from LEAP on March 1st, and Abigail Sims, the Learning Center Manager, had been accepted from the recruitment as the Literacy Program Manager replacement. She added that Abigail's position would be filled internally.

Ms. Curl also reported that Linda Holmes, a 30 plus year Librarian retired in March.

Ms. Curl presented the slides that had been put together for the Mayor's State of the City address and noted that the slides would be used for other things. She identified many of the programs being offered.

Commissioner Hindler announced multiple upcoming community events throughout the city.

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

The next meeting would be on May 14, 2019.

- 13) **Adjournment:** Commissioner Hindler moved to adjourn the meeting at 8:17 P.M., seconded by Commissioner Ratcliff; Motion passed by Duer, Hindler, and Ratcliff. Noes: None.
Absent: Cook and Vitetta.

NEXT MEETING: May 14, 2019 at 6:30 P.M. in the Madeline F. Whittlesey Community Room.