



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 14, 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: Ritchie Cook*, David Duer, Cordell Hindler, and Mimi Vitetta
*Arrived after Roll Call

Absent: Adrian Ratcliff

Staff: Katy Curl, Library and Cultural Services Director

Guests: Eduardo Martinez, City Council Liaison; and Evelyn Santos, Richmond Museum

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

- 4) **Agenda Review**

The Library Commission accepted the agenda, as modified to eliminate Item 7, Library Commission Chair Nomination, Vote and Appointment since it had been addressed at the March 12, 2019 meeting. All other items on the agenda were moved up.

- 5) **Open Forum**

Commissioner Hindler read a letter from Abayomi Jones, a member of the City's Economic Development Commission, who had been unable to attend the meeting and who had expressed her disappointment at not being able to access *ABC Mouse* through the Library's account, and while she had ultimately been able to access it through the San Pablo Library, she expressed concern that Richmond residents were unable to secure access to *ABC Mouse* and urged a resolution of that situation.

- 6) **Welcome to and introduction of new Library Commissioner Ritchie Cook**

Ritchie Cook was not available at this time.

7) **Approval of Minutes**

- a. Approval of March 12, 2019 Meeting Minutes

Motion by Commissioner Vitetta, seconded by Commissioner Hindler to approve the minutes of the March 12, 2019 meeting, as submitted. Motion passed by Duer, Hindler, and Vitetta. Noes: None. Abstain: None. Absent: Cook and Ratcliff.

8) **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

9) **Presentations, Discussions and Action Items, etc.**

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

Chairperson Duer advised that the item had been discussed at the March 12, 2019 meeting in terms of the original Library Commission Ordinance, what it meant today, and how the Commission could interpret it going forward, particularly in conjunction with the Friends of the Library and the Library Foundation where he had hoped for a meeting with those groups and the Library Commission in a planning session. He noted his understanding that there was not a lot going on with the Friends of the Library at this time. He wanted to make sure that the City Council was advised of issues that were important to the Library Commission.

Chairperson Duer recommended that the item be continued to another meeting for further discussion.

- b. **RECEIVE update regarding smoking at Library entrance**

Katy Curl, Library and Cultural Services Director, reported that she had posed a number of questions to the City Attorney's office but had no final answer at this time. She outlined what she had requested, using the provision of the Smoking Ordinance related to dining areas and special spaces to declare the area of the courtyard as a special space to prohibit smoking within 25 feet past the courtyard wall; whether the entire entry from the sidewalk up and the Americans with Disabilities Act (ADA) ramp could be considered a special entry space to prohibit smoking within 25 feet of that area; and given that the Civic Center Plaza is considered similar to a park where no smoking is allowed, whether the side of the street in front of the Library could also be considered part of the Civic Center where no smoking would be allowed.

Ms. Curl advised that she had also asked about the railings with respect to safety and while she advised that the ramp constructed is ADA compliant, the low wall was being used as a bench and the wall was not appropriate as a safety wall for someone

who was unsteady. She supported hand railings. She would follow up on all those issues.

c. **RECEIVE update on next steps for elimination of Library fines**

Ms. Curl provided an update on the elimination of Library fines and reported that the Master Fee Schedule would be considered at the next City Council meeting as part of the budget process. The Finance Department had recommended that the proposed changes to eliminate Library fines be made at the second reading of the ordinance to approve the Master Fee Schedule.

The Commission clarified that even if books were overdue and there were no fines, there was still a responsibility that books and other Library materials would have to be returned, or other actions to pursue overdue items would have to be engaged.

d. **RECEIVE update on the City's Fiscal Year 2019-20 Operating and Capital Improvement Budget**

Ms. Curl advised that each City Department would make budget presentations to the City Council on May 21, 2019, and each Department would be allowed five minutes for its presentation of accomplishments, goals, how the department fit into the City Council's strategic priorities, and staffing. She noted that there was very little discretionary funding in the Library and Cultural Services Department, although the Library Commission's previous discussions related to safety could possibly be addressed through Community Development Block Grants, which could require some specialized assistance to apply, administer, and implement those grants.

Eduardo Martinez, City Council Liaison, explained that one way the Commission could promote Library issues would be to have a conversation with its Council Liaison prior to the City Council meeting to provide questions for the Liaison to ask during the hearing.

With the arrival of Commissioner Cook, Chairperson Duer moved back to a previous item on the meeting agenda.

(6) **Welcome to and introduction of new Library Commissioner Ritchie Cook**

Ritchie Cook was introduced to the Library Commission, staff and Council Liaison. He highlighted his background as recently retired from the West Contra Costa Unified School District after 32 years, and described his experience using public libraries.

Finishing the discussion of the City's Fiscal Year 2019-20 Operating and Capital Improvement Budget, Ms. Curl described the City Council's Strategic Priorities and explained that the City Manager had given strong direction on the focus desired, which would be working with the School District, Richmond Promise, Work Force Development, and other educational programs, which could require a reallocation of department resources.

For the benefit of the new members, Chairperson Duer stated the Library Commission was not only a reporting body to the City Council but also an advocacy

group within the limits of its capacity. In that regard, he explained that one of his goals would be to coordinate with the Friends of the Library and the Library Foundation which were working towards the same end results.

e. **REVIEW California Governor Newsom’s “May Revise” budget and impacts on library funding including new opportunities for grants and additional resources**

Ms. Curl explained that Governor Newsom’s “May Revise” Budget included more funding than originally expected for library initiatives, including early learning and after school library programs. She explained that even though one-time funding was involved and she did not know where the City would land in terms of qualifying for funding, she was interested in digitization and cultural preservation given the City’s History Association and History Museum. As such, efforts to secure some funding would be pursued.

Ms. Curl referred to the email from the California Library Association Lobbyists and advised that a Summary Data Spreadsheet from the State Public Library Survey was currently available at californialibrarystatistics.com, with a more complete report to be available soon.

f. **PRESENTATION of highlights from the Pacific Library Partnership (PLP) Director’s meeting of May 10, 2019 including upcoming opportunities for funding and/or additional resources**

Ms. Curl explained that the Pacific Library Partnership (PLP) was a regional cooperative that had been very active in creating programs and projects able to move out into the greater community. She described some of the programs involved and stated she would provide more detail on the PLP at the next meeting.

Ms. Curl also described the Innovation Grants offered by PLP which could be replicated by other libraries. She noted that PLP had gotten the initial funding to do the Student Success Initiative, the library card project the Richmond Library had been working on. She referred to the PLP grant this year related to a self-service preservation digitization conversion station where members of the public would be encouraged to bring in photos, videos, and home movies to digitize and have some support to do that, and which could be available for replicating in the next grant cycle. She also noted a subscription model for a meditation mindfulness app where people could use the premium service through their library card, which was what the Literacy for Every Adult Program (LEAP) had tried to do.

Commissioner Vitetta was enthusiastic about the potential new programs, wanted to get involved, and stated that digital preservation in libraries was the focus of her Master’s degree.

Guest Evelyn Santos commented that she had read through some of the samples about potential partners of Building Blocks for Kids and the reference to *Minecraft*, and noted that her agency had just undertaken a strategic planning process and *Minecraft* was one of those things it would not continue.

Ms. Curl identified some of the partnerships in which the Library had been involved,

stated she would keep the Commission updated, and spoke to the multiple grant opportunities now available through the state.

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

Commissioner Hindler reported that he had participated in close to 70 meetings over the last two months. He announced and invited Commissioners to a number of events including the Council of Industries monthly luncheon scheduled for May 15th from 12:00 noon to 1:00 P.M.; a Taste of Richmond function and distributed announcements; the Santa Fe Neighborhood Council pancake breakfast fundraiser on May 24th at St. Luke Missionary Baptist Church on South 7th Street; and the Youth Leaders in Action free dinner at 5:30 P.M. on May 22nd for the Youth Center for the Arts.

On the discussion of information provided to the Commission, Mr. Martinez commended the minutes as being informative and expressed his appreciation for the detail to memorialize the discussions at meetings.

a. **Director's Report on items of interest to Commissioners**

Ms. Curl reported that LEAP had held a graduation ceremony on May 10th with 15 graduates, and the featured speaker was a graduate of LEAP who had spent some time at Contra Costa College and was now a student at UC Berkeley.

Ms. Curl also reported that the City had applied for a grant to receive funding through the Workforce Investment Opportunity Act for English language learners, a co-enrollment pilot program with the adult school and the county, where notice had just been received that the grant funding had been approved. As a result, there would be co-enrollment in LEAP, Richmond Works, and other partners including community-based organizations. Progress would be tracked, resources would be shared, and a county mental health professional was expected to come to the site.

Ms. Curl highlighted the Scholarships Are Terrific! (SAT) Program and explained that the Friends of the Richmond Public Library sponsored an SAT workshop every year and the nominal fee collected was turned into a competitive scholarship. This year, the scholarship had been open as a competition, and Khiari Neal, a graduate of De Anza High, who would be attending the University of California Los Angeles would be the recipient of a \$1,000 award.

Ms. Curl reported that one of the things offered by the state through the end of next fiscal year was the New York Times' database of articles online at no cost, with a link on the Library's website. Also offered but not yet implemented would be access to the archives' unbound database, offering online access to primary source material from 296 archival collections covering topics of U.S. and California history.

Chairperson Duer, as a Board member of the Early Childhood Mental Health Program in Richmond, described the services available under that program for five-year olds and younger, who had mental health problems.

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

The next meeting is scheduled on July 9, 2019 and the agenda will include a continued discussion of rules and procedures.

12) **Adjournment:** Chairperson Duer adjourned the meeting at 8:07 P.M. Motion passed by Cook, Duer, Hindler, and Vitetta. Noes: None. Absent: Ratcliff.

NEXT MEETING: July 9, 2019 at 6:30 P.M. in the Madeline F. Whittlesey Community Room.