



CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
REGULAR MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
July 9, 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 6:35 P.M.

2) **Roll Call**

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

Absent: Mimi Vitetta

Staff: Katy Curl, Library and Cultural Services Director

Guests: Samantha Carr, City Manager's Office, and Eduardo Martinez, City Council Liaison

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 with the City Manager's Office reported that the City of Richmond had approved a Foodware Ordinance that banned the sale and use of Styrofoam and plastic straws and stirrers. As a result, the City was distributing stainless steel and silicone reusable straws and stirrers to residents and provided the same to the Library Commission at this time. She also referred to the Clean Cars for All program where owners of cars older than 1995, depending on income and zip code, could work with the Bay Area Air Quality Management District (BAAQMD) to receive credits for a hybrid vehicle, an electric vehicle, or money towards a Clipper® Card. She also reported the Department of Children and Youth Services was accepting applications for the Oversight Board and she encouraged interested parties to apply. She referred to the City's website for additional information.

Cordell Hindler reported that an individual who routinely used the Library was being disruptive when noisily using a keyboard. He requested an item on the next meeting agenda as to how to deal with a problem with a patron.

6) **Approval of Minutes**

- a. Approval of May 14, 2019 Meeting Minutes

Motion by Commissioner Hindler, seconded by Commissioner Cook to approve the minutes of the May 14, 2019 meeting, as submitted. Motion passed by Cook, Duer, Hindler, and Ratcliff. Noes: None. Abstain: None. Absent: Vitetta

7) **Department Reports For Information:** The following reports were received and filed with no additional discussion at the meeting.

- a. Adult, Teen, Children's, Mobile and Branch Services
b. Circulation Statistics
c. Literacy for Every Adult Program (LEAP)

Chairperson Duer stated that once again he had been astounded by the number of things going on at the Library.

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

- a. RECEIVE a presentation on the Library's 2019 summer reading programs

Sheila Dickinson Children's Librarian reported on the numerous programs provided for children and the volume of children served. She explained that the Richmond Public Library was used by many who were not Richmond residents in that the entire East Bay was being served. The focus this year for the children's reading program was to replace prizes with a free book donated by the Friends of the Richmond Public Library. The program also offered free lunches during the summer on Tuesdays, Wednesdays and Thursdays. She highlighted the Adult Summer Reading Program and the Teen Summer Reading Program and reported there was also a Read to a Dog Program where special small dogs were available to listen to those unable to read to others.

Commissioner Cook expressed delight with the programs that had been identified and asked what the Commission could do to help.

Ms. Dickinson urged everyone to get a Library Card and use it to check out books, and to read. She added that there was a need for more space given the volume of participants, and more staff, keeping the Library Cards updated, attending Story Time, reading books at Story Time, erasing fines, and recognizing the programs and services offered at the library. She emphasized the need for full-time staff and for a full-time security guard, that the Library's main building needed to be renovated, there was a need for more branches in Richmond, and the Book Van needed to be repaired. She referenced the innovations and cutting edge programs pursued by other libraries, such as book vending machines, and commented that for Richmond, which had little funding, it was more important to improve the infrastructure at this time.

- b. RECEIVE a presentation on new projects from the Literacy for Every Adult Program (LEAP)

Abigail Sims-Evelyn, Literacy Program Manager and one of the original developers of LEAP who had worked to establish the City's LEAP Program 35 years ago, explained that her mother was the reason she had worked to develop the program. She reported that for the 2018/19 fiscal year, 346 students had participated in the LEAP program and 26 of those students had graduated with either a High School Diploma or a GED. She told the story of a young LEAP student to explain the impact, the significance, and the rippling effect of what LEAP was doing to change and create a better community, and characterized LEAP as one of the true jewels of the Library. She added that there were 43 volunteers who had been participating in the LEAP program in the last two months who had contributed 3,669 hours of service. She also described LEAP's involvement with the Families for Literary Services at the Library.

As to how the Library Commission could support the LEAP Program, Ms. Sims-Evelyn stated it would be to lend their ideas to the mission statement to ensure it truly captured what was being done, and she asked the Library Commission how it saw the mission of LEAP and how the mission statement could be enhanced to better provide the mission's services. She invited Commissioners to visit the program.

- c. DISCUSS potential dates and topics for a commission workshop/meeting to discuss Library Commission work plans for 2019/20

Chairperson Duer noted that it had been his desire to schedule a special meeting to discuss a Commission Work Plan, potentially with the Friends of the Richmond Public Library and the Richmond Public Library Foundation. A Saturday date in the September/October 2019 timeframe was suggested, to be discussed further.

- d. CONTINUE DISCUSSION of Rules and Procedures as related to Library Commission Ordinance

Chairperson Duer commented that he would continue to work on the Rules and Procedures and suggested that a more organized process would have to be considered. He recommended the Rules and Procedures be incorporated into the workshop/planning session. In the meantime, he urged some consideration of issues and topics, with the workshop to be facilitated.

- e. RECEIVE presentation on the City's Adopted Fiscal Year 2019-20 Operating and Capital Improvement Budget

Katy Curl, Library and Cultural Services Director, offered a general overview of the City's adopted Fiscal Year 2019-20 Operating and Capital Improvement Budget and presented a report to show the levels of funding that had been submitted along with what had been approved by the City Council for Library Services. She noted that LEAP's Operational Budget had not been included given that its expenses were covered by grant funds. She identified cuts to the materials budget and reported an overall budget reduction to Library Services of \$67,000. As a result, one-time funds would be used to make up the difference in last year's budget. She commented that

the cuts were not as extreme as they could have been.

Ms. Curl responded to questions on the budget and the challenges to provide ongoing and new services without the benefit of additional staff. She stated that a city consultant was working on impact fees, which could be helpful. She urged Commissioners who had questions on the budget to contact her and identify any issues that might need to be brought forward.

Chairperson Duer noted that the discussions at the workshop should include funding concerns.

- f. CONSIDER submission of a resolution/report to City Council endorsing the importance of the library director position to a strong library in Richmond

Chairperson Duer advised that as part of the budget discussions, Ms. Curl's position had been threatened to be cut and concerns had been expressed by the Friends and the Foundation. While that cut had not occurred, a draft report/letter to the City Council had been prepared to support the position as it currently existed. He also noted that if the City Manager was doing things to impact the Library Commission's responsibilities, the Commission should assert itself and lobby more strongly to offer some advice.

Ms. Curl stated that while nothing was being done at this time relative to her position; did not mean that something would not be done in the future.

On the discussion of the draft report/letter to the City Council offered by the Chair, the Commission's intent was to advise and remind the City Council of the Library Commission's role and responsibilities. After a review of the draft, the Commission agreed with the tone of the report/letter.

Eduardo Martinez noted that with the consent of the Commission, the report/letter could be submitted to the City Manager and the members of the City Council, with copies to the members of the Library Commission.

Motion by Commissioner Hindler, seconded by Commissioner Cook to refine the report/letter and submit it to the City Council as recommended. Motion passed by Cook, Duer, Hindler, and Ratcliff. Noes: None. Abstain: None. Absent: Vitetta

- g. RECEIVE a report from Pacific Library Partnership (PLP): *Benefits Statement of PLP System Participation Fiscal Year 2019/20*

Ms. Curl advised that some of the Library's grant opportunities had come out of a meeting with the Pacific Library Partnership (PLP), and the Chair had asked for more information about the PLP. She described the services and programs offered by the PLP that had been identified in the meeting packet, and referred to such services as CENIC Broadband, a dedicated network for libraries and universities; and Discover and Go, a Contra Costa Library developed museum pass program; as well as other programs and innovations. She explained that the larger libraries, which had more resources, developed programs and shared them with other libraries through the PLP. She described the PLP as a great resource and a cooperative library system similar to

a joint powers authority.

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

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

Ms. Curl reported on a Library I opening after the retirement of one of the City's Librarians and advised that a structure in place had allowed the position to be filled in-house, with money saved that allowed two Librarians from one position. For upcoming activities, she identified a Finance Workshop; reminded the Commission about Knowledge City, job training video courses available on-line that would need to be marketed more heavily; a Summer Gardening Talk Series being hosted by the UC Master Gardner Program in Contra Costa County; and urged the Commission to check on the Summer Reading Program and make sure their Library cards were up to date. She also reported that e-books were available for summer traveling, and she explained that the adoption of a no-Library fines resolution would be calendared for City Council consideration in September. She emphasized the need to determine how to best market the no-Library fines approach.

Commissioner Hindler identified his monthly activity report and stated in the past two months he had attended close to 68 meetings. He advised the Library Commission that there would be a discussion on Next Door Re: Crime Prevention on July 18th; he invited the Library Commission to the "Once on this Island" production; stated the California Alliance for Retirement America was hosting a wine tasting in Los Gatos on July 28th; the Commission on Aging was hosting a Zydeco dance on August 24th; and invited everyone to the Contra Costa Mayors' Conference in San Pablo on September 5th.

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

Commissioner Hindler wanted to discuss how to address disruptive Library patrons.

11) **Adjournment:** Chairperson Duer adjourned the meeting at 8:25 P.M. Motion passed by Cook, Duer, Hindler, and Ratcliff. Noes: None. Absent: Vitetta.

NEXT MEETING: September 10, 2019 at 6:30 P.M. in the Madeline F. Whittlesey Community Room.