MEETING DATE: Thursday, September 24, 2009

AGENDA ITEM #: 6

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

- Commissioners will approve or amend the minutes of the July 23, 2009 meeting.
MEETING OF THE LIBRARY COMMISSION
MINUTES
Thursday, July 23, 2009

1. CALL REGULAR MEETING TO ORDER
Commission Chair, Chris Tang, called the meeting to order at 7 p.m.

2. COMMISSION BOOKSHELF
Commissioners provided suggestions for current reading:

- I Shouldn't Be Doing This by Bob Newhart
- The Great Train Bazaar by Paul Theroux
- Dark Horse by Kenneth Ackerman
- Sarge by Scott Strossel
- Mark Twain
- Thunder along the Mississippi
- The Places in Between
- The Assent of Money
- Moon Dust
- Elegance of the Hedgehog
- The Private Concert
- The Way We Live Now
- The Invention of Air
- Twilight (Series of 4 books) by Stephanie Meyers

3. ROLL CALL

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Library Commission Minutes
July 23, 2009
Page 2

Ruehlig                  Walter Library Commissioner City of Antioch  X
Shaffer                  Ed Library Commissioner CC Council (Alternate) X
Shapiro                  Sid Library Commissioner City of Hercules (Alternate) X
Smith                    Alan B. Library Commissioner CCC District 4  X
Stephenson               Frances Library Commissioner Town of Danville  X
Tang                     Chris Library Commissioner City of Concord  X
Thong                    Phing Library Commissioner City of Concord (Alternate) X
Tumin                    Cindy Library Commissioner City of Oakley  X
Vasa                     Utkarsh Library Commissioner CC Youth Commission (Alternate) X
White                    Rhonda Library Commissioner City of Brentwood  X
Whitley                  Robert Library Commissioner CC Council  X
Williams - Weinstein     Adoria Library Commissioner City of Hercules  X
Wittenbrock              Sandra Library Commissioner City of San Pablo  X

Total Commission positions: 29
Commission positions filled: 26
Commission positions vacant: 3
Commission quorum: 15

With 22 Library Commissioners present, a quorum was established.

VOTING:
According to the By-Laws of the Library Commission, in order for a vote to pass, a majority of the city representatives and a majority of the County representatives must approve it. Upon reauthorization of the Library Commission, the five special appointees to the Library Commission draw lots to determine whether their votes count with the cities or the County. Through June 2011 the special appointees will be counted as follows:
Three representatives votes count with the County:
- Youth Council
- Friends Council
- Contra Costa Council
Two representatives votes count with the cities:
- Superintendent of Schools
- Central Labor Council

4. INTRODUCTIONS
Recent appointees to the Library Commission introduced themselves: Penny Prater, City of San Ramon; Tom Panas, City of El Cerrito Alternate; Steve Poulos, City of El Cerrito (former Commission Friends Council Alternate); Adoria Williams – Weinstein, City of Hercules; Diane Riise, District 3 Alternate.

Visitors included Susan Bonilla, Chair, Contra Costa County Board of Supervisors, District IV; David Kruegel, Moraga Friends; Cathy Sanford, Deputy County Librarian: Support Services; Laura O'Donoghue, Deputy County Librarian: Public Services; Corinne Kelly, Executive Secretary; Anne Cain, County Librarian.

5. ITEMS FROM THE PUBLIC
There were no items from the public.

6. ACCEPTANCE OF MINUTES
One amendment was made to the minutes: bottom of page 4 should note that Commissioner White is from Brentwood instead of Oakley.

Commissioners approved the May 28, 2009 Minutes with the one amendment.

7. APPROVAL OF AGENDA
The agenda was amended to move item as 11A, District IV Supervisor, Susan Bonilla, first on the agenda.
The remaining Agenda for the July 23, 2009 meeting was approved.

11A. DISTRICT IV SUPERVISOR, SUSAN BONILLA
Chair of the Board of Supervisors, Susan Bonilla (District IV) shared with the Commission her background, interest and passion for literacy.

She commented on the immediate energy that she felt when walking into the Commission meeting and commended the Commissioners for all that they do to support the Board of Supervisors, the Library and the communities that they represent.

She said that she is trained as teacher and taught mainly English and has taught English as a Second Language. She taught at Concord High School. She loves literature and said that strong readers and also strong writers. When she was elected to the Concord City Council, her first resolution was a "Cities That Read" resolution to raise awareness of the importance of adult literacy. Statistics show that in California, two million native English speakers are functionally illiterate.

She became involved with the Diablo Valley Literacy Council and networked with other literacy providers and created the Concord Literacy Coalition which evolved into the Contra Costa County Literacy Coalition after her appointment to the Board of Supervisors. She said that the Contra Costa County Literacy Coalition is a network of over 25 literacy providers, including the Library and Project Second Chance, and meets monthly. The Coalition is looking for new board members and she encouraged Commissioners to get involved in the Literacy Coalition. David Boulton, director of Children of the Code, was the featured speaker at the 2008 Contra Costa Literacy Conference, hosted by Supervisor Susan Bonilla’s office, and sponsored by Wells Fargo, PG&E, and Concord Hilton.

She said that David Cantando, General Manager of the Concord Hilton and a member of the Rotary Club, is an advocate for the Coalition. One event that his Rotary holds is the Annual Day at the Races for Literacy. The 4th Annual Day at the Races for Literacy is tentatively scheduled for Saturday, October 31, 2009. This event is an annual fundraiser that any literacy group can participate in to receive 100% of what is raised.

Concord also had the Big Read event with the kick off for the event held at Supervisor Bonilla’s office. She believes that it is important to engage policy makers in great reading adventures. When she was first approached by the Diablo Valley Literacy Council, she knew that she could affect policy around literacy issues. There is a need for this. She wants to get momentum within the community and the County to support literacy efforts and to raise the level of awareness. Many people in the community do not realize the effect that illiteracy has on individuals and communities. She said that they have a program where there is a waiting list of over thirty people to acquire an English tutor and a waiting list to get into English classes. There is a hunger and a desire to learn to read English. Reading is an access point for people into the community. Bonilla invited all to participate and to invite others that are involved in literacy to join the Day at the Races for Literacy and consider participating in the Literacy Coalition.

Bonilla shared statistics and said that there are other states in this nation that plan the level of prison beds around the amount if illiterate people and that 64% of prisoners are illiterate. She said that the Literacy Coalition has a presentation to educate people on the social costs associated with literacy. She added that there will not be prison reform until there is reading reform. She said that reading reform does not cost a lot of money. One person with a commitment can train a person to read and transform someone’s life. The Literacy Coalition’s goal is to mobilize volunteers and
inform people of the need and match them with the solution.

Turing to a discussion of the budget, Supervisor Bonilla described the difficult time faced by the nation and the state. She compared the County’s crises to running up a down escalator. She said that the County is working hard to continue to deliver quality services despite the difficult times. She believes that California and the nation will come out wiser, stronger, and more focused on the future.

Commissioner Hoisington (Lafayette) – asked about the upcoming Literacy Coalition Conference speakers and Bonilla said that they have not been confirmed yet and they appreciate any recommendations. Hoisington also asked if the County plans to join the other counties and sue the State.

Bonilla said that the California State Association of Counties and the League of California Cities is considering filing a joint lawsuit. This is not a frivolous lawsuit and they feel that there is a need for more assurances and more guarantees. This is something that is going to be continuously worked on. The County knows that some funding will be taken by the State, but the question is “how much?”

Commissioner Smith (District IV) asked about any rebound in taxes.

Bonilla said that if it appears that the County is turning a corner, the plan would be to go on the side of caution. She added that the Bay Area will probably be one of the first areas in the nation to rebound from this crisis. Contra Costa County has a large variety of jobs, including manufacturing, four oil refineries, small businesses and more. The strength of the County is the diversity of resources.

Commissioner Reed (Friends Council) questioned if there is a chance that stimulus money will come to the County.

Bonilla said that stimulus money is coming to Contra Costa County in bits and pieces, including $2 million for technology at the County Hospital, $3 million for weatherization, funds for head start programs and $12 million for Vasco Road improvement (which require matching funds). The County would be in worse trouble without the stimulus money. She added that the entire Public Works Department is funded by gas tax money. The County would come to a stop on road maintenance if these funds are eliminated in the State budget.

Commissioner Enholm (District V) commented that he personally knows Supervisor Bonilla and that it is wonderful to have an elected official that is so knowledgeable about libraries.

Bonilla commented that she thinks that people will not use the library because of the Internet is one of the great urban myths. Circulation is soaring and people are using libraries in record numbers. Technology has impacted libraries and libraries are keeping pace. Your role is to keep the flame alive. There needs to be a ground swell of commitment and understanding on the huge importance for people to be able to read without costs to them, everyone should have access to these resources. She mentioned her husband who grew up in libraries reading books every afternoon and his mother who made payments on encyclopedias knowing their importance. Libraries made a huge impact on his life.

Commissioner Fuller (Martinez) added that an educated society is a tax paying society.
Bonilla closed by thanking the Commissioners for what they are doing and thanked Anne Cain, County Librarian, for her wonderful skill in managing so many different issues. She said that she can be contacted at her office any time and that she is always available to assist with concerns and issues.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Stephenson (Danville) said that Seng Lovan, Danville Senior Community Library Manager spoke about the Library at the July 21 City Council meeting. Stephenson shared Lovan’s presentation that included graphs of the Library’s increased attendance and circulation. The Danville Library has been selected as one of 40 locations that will host a tour of an Abraham Lincoln exhibit next year. Stephenson mentioned that a future program will feature acclaimed author, Sarah Vowell.

Commissioner Smith (District IV) said that CLA had a special election and selected Kim Bui-Burton as the next Vice-President/President-Elect. Ms. Bui-Burton, is currently the Director of the Monterey Public Library. Monterey held a special fundraiser featuring Martin Yan, from Yan Can cook.

Commissioner Tumin (Oakley) announced that the Oakley Library will celebrate the 10th anniversary of being at the Freedom High School location, on Saturday, August 29. There will be featured speakers, music, food and prizes. Circulation at the Oakley Library is up 15% from last fiscal year.

Commissioner Ruehlig (Antioch) has joined the CALTAC Board at Commissioner Smith’s recommendation. Ruehlig shared his recent article on libraries (attachment to the minutes) and mentioned the City of Antioch’s decision at their June 9 meeting to continue with the extended library hours through September 30.

Cain thanked Ruehlig and Commissioner Reed for speaking eloquently at Antioch’s June 9 City Council Meeting.

Ruehlig said that Acting Superintendent Donald Gill has taken over the reins of the Antioch Unified School District following the resignation of Deborah Sims on August 31 The new Superintendent has a history of a can do attitude and is a creative thinker who will look at the less traditional use of library services, possible moving to portable units on school sites.

Commissioner Hoisington (Lafayette) said that she attended the opening of the Brentwood Library on June 22 along with Commissioners Leffman, Stephenson, Smith and White.

Commissioner Marshburn (Office of Education) said that the Office of Education has a program with Borders Books for school kids that resulted in 8,000 books being purchased for children ages 0-3 years old in Concord and Pittsburg and for the Juvenile Hall and Orin Allen libraries. Marshburn also mentioned a reading project where volunteers from various groups such as Chevron, Comcast, and Shell read one-half hour a week and then a book is purchased in their honor. These books are purchased at Borders Bookstores.

Commissioner Pearlstein (District III) suggested that the Library Commission receive a presentation by Alison McKee, who is the librarian at Juvenile Hall and the Orin Allen libraries. She is passionate about the kids in these facilities and getting them to read. McKee has a wish list for books to purchase for these libraries on Amazon.com.

Commissioner Brown (Orinda) thanked Commission Chair Tang for the letter to former
9. **CORRESPONDENCE**
   There was no additional correspondence.

10. **REPORT FROM COUNTY LIBRARIAN**
    Anne Cain, County Librarian, reported that in addition to the Brentwood Library opening on June 22, the Crockett Library was recently renovated with Crockett Community Foundation money and had a reopening on July 11. The Library also opened the third Library a-Go-Go (book vending machine), at the El Cerrito del Norte BART Station, on June 16. Commissioners at the Library a-Go-Go event included Alan Smith and Carol Brown, who both said that it was fun and agreed that the machine is placed in a great location for customer visibility and access.

    Cain said that Project Second Chance's Annual Best Martini in the East Bay Contest on June 22 raised $18,000. This event continues to grow, with last year’s earnings at $13,000.

    The Library is undergoing a financial audit. The County’s auditor performs regular audits of all County departments. In addition to financial audits, the Library had an information technology audit in 2003 and an acquisitions audit in 2004. Since the last financial audit in 2003, the Library has made improvements in the cash receipts journal, handling of Friends’ money, adding cash training to the new employee training and more. The auditors look at all financial transactions, including payroll.

    Cain said that Susan LaPat, Volunteer Coordinator, who has worked with many Commissioners and Friends groups, has announced her August retirement to be able to spend more time with her family. LaPat has made significant contributions in the area of volunteers, Friends relations and public relations and public information. There has been any discussion on how to fill her vacancy.

    Cain distributed the July 21 legislative update from Sacramento. She also shared an article on the Antioch Library’s hours, which will reduce from 52 to 35 on October 1, and result in additional Library staff changes. *(attachment to the minutes)*

    She shared an article on the Pleasant Hill Library’s creation of the ‘Green Zone’ this fall. The support for this project comes from the City of Pleasant Hill, as a creative plan to provide $147,000 towards the Library’s facility related costs. The ‘Green Zone’ will encompass recycling and broader environment issues. There is a lot of community interest in this topic.

    Commissioner Hoisington (Lafayette) suggested the Library contact Waste Management, as they may support this endeavor.

11. **NEW BUSINESS**

    **REVIEW OF COUNTY ADVISORY BODIES**
    Anne Cain, County Librarian, said the Board of Supervisors completed a major study of the County’s 84 advisory boards and commissions with the findings provided by the County’s Interna. Operations Committee to the full Board.

    The Library related findings recommended abolishing the Library Regional Boards. The Regional
Boards were created in the late '90s and included one elected official from each city. The Regional Board were created to determine how new money received from a countywide ballot measure would be spent. The countywide ballot measures all failed resulting in no funding.

The regional Board have been inactive since 2000 with the exception of the East County Regional Board which met in 2001/02 to determine how to spend money received from a donation from Mirant.

Some confusion has existed between the Regional Boards and the Library Commission.

The County consulted Cain and a recommendation was made to abolish the Regional Boards and, if a need arises, they could be re-established.

The survey of the Library Commission looked at purpose of the Commission, the workload, and administrative support. It was recommended that the Library Commission be maintained as is, with one recommendation. They recommended that the Commission consider changing the minutes to action items instead of the summary minutes that the Commission has now.

Commissioners expressed concern about this recommendation. They agreed that, for the most part, they discuss rather then take action. They agreed on the importance of summaries of these discussions.

Commissioner Hoisington (Lafayette) said that the Commission had previously suggested that the packets be smaller, and that has been done.

Commissioner Smith (District IV) added that if someone is absent from a meeting, they can review the minutes to understand the issues from what was discussed.

Commissioner Marshburn (Office of Education) thought that the annotated minutes maintained by the Board of Supervisors and other groups are more appropriate for bodies that regularly vote on issues.

Commissioner Reed (Friends) said that the Commission is a deliberated body rather than a voting and decision making body.

Library Commissioners agreed to maintain the way that the minutes are done. Cain said that the Library is happy to continue doing the minutes the way it has been done. The Library will thank the CAO's office for their recommendation.

Cain was asked if the Commission makes a difference and is valuable to her. She responded that when she joined the Contra Costa County Library in 1989, the lack of opportunity for community feedback was striking. The Library Commission was formed in 1991 and provides an avenue for direct public input to the County Librarian and the Board of Supervisors. She said that the Commission offers her a regular sounding board of community library users that provide valuable input into the decisions made that greatly impact library service. Many Commissioners are involved in other aspects of the Library as Friends and Volunteers. The Commission also plays a role in advising the community, legislators, library associations and more about the Contra Costa County Library. The Commission played a major role in the development and shaping of the Strategic Plan. Cain said that she would not want to be the library director here without the Library Commission.
BUDGET FY 09/10
Anne Cain, County Librarian, provided an update on the recent changes in the budget. Library hours were reduced on July 1 at Bay Point (7 fewer hours), Pinole (18 fewer hours), Pittsburg (17 fewer hours), and Pleasant Hill (6 fewer hours for 3 months then 13). Antioch will reduce hours on October 1 from 52 to 35 hours per week. As a result of the reduction in hours, nineteen Library staff were impacted. Nobody lost their job, however many had reduced hours from full to part-time, changed their working location, and some were demoted.

The Library budgeted for a -5% decrease in property tax revenue for fiscal year 2009/2010 and will actually face -7.2% reduction, which is a difference of $362,000.

Cain said that County workers will take 6 furlough days in each of the next two fiscal years and that savings has not been figured into the budget. The State is also planning to take away local property taxes in what is called Prop. 1A funding. This has also not been factored into the budget since the Board of Supervisors will need to determine how to handle this since it is actually a loan that the State must pay back. Cain said that there will be another budget update at the September 24 Commission meeting.

The efforts to have the cities fund the facility related costs is going well. Five cities agreed to provide and pay for all of the facility related costs: Brentwood, Concord, Lafayette, Moraga and Pittsburg. Pleasant Hill is providing for the "Green Zone" which covers facility related costs. Discussions are scheduled with El Cerrito and Martinez. The County will still provide for but the cities will pay for the facility related costs in Antioch, San Ramon, San Pablo and the Ygnacio Valley Library in Walnut Creek.

The Library has been meeting with County Counsel and General Services to draft a uniform lease that can be used with the cities to replace the existing 18 leases and operating agreements. When the draft has been completed, it will be reviewed by a subcommittee of the Public Managers' Association (the City Managers) The Commission will receive a copy of the uniform agreement when it becomes available.

Commissioner Atkinson (Clayton) commented that Clayton has had an agreement that has worked well since inception.

Commissioner Smith (District IV) complimented the work of Janet Hildebrand, Library Human Resource Manager, for her efforts to work with the Deputy County Librarians so that no staff was left without a job. Hildebrand has worked in many of the Contra Costa County Libraries including Pinole, El Cerrito, Ygnacio Valley, San Pablo and as the Central Library Manager.

Commissioner Marshburn (Office of Education) commented on being stunned at the amount of library hours that have been lost in some communities and hopes that the Library can recover the hours. She recently attended a Contra Costa Council meeting that was attended by County Administrator Tw a, Senator DeSaulnier, Antioch City Manager Jakel and others who discussed the fiscal crisis and the impact on cities and counties. They discussed tax and pension reform. It is very sad that it took many years to bring us to this fiscal crisis and it will take many years to get out.

Cain added that the Library made a lot of progress in the area of facilities and the budget situation for the Library would have been much worse without those changes.

Commissioner Enhholm (District V) mentioned that there is a move for redistricting and he believes
that the districting itself is a lot of the problem and that the current districting does not offer a balance and has a built in conflict. He said that more competitive districts would offer more flexibility. There will be a new census in 2012 that should address this imbalance.

Commissioner Brown (Orinda) asked about staggering library open hours so that users can access other community libraries when needed. She also suggested that the Library continue with promotion of the social networking sites, such as the Library’s Facebook page and even Twitter, so customers are aware of the many ways to access Library resources. These resources direct the user to the Library’s Website. Brown suggested that the Library Commission receive a presentation on the Library’s involvement with social networking Web 2.0.

Commissioner Ruehlig (Antioch) also suggested offering Library tours to customers to provide an extended knowledge of the Library’s workings and as an introduction to what the library offers.

Commissioner Enholm acknowledged the Library’s presence at two recent major events in East County that were attended by many families. The Los Medanos Fit Fest and Bay Point for Unity. The Library’s resource table was always crowded with people gathering information on library resources and registering for library cards.

Cain said that Patty Chan, as the Outreach Librarian, visits festivals and organizations. She is regularly scheduled at the Library a-Go-Go machine and Juvenile Hall to issue library cards. Her presence is a part of the Library’s Strategic Plan to get the Library out into the community.

MEETING ROOM POLICY
Anne Cain, County Librarian, reported that the Court has ruled that religious services may take place in meeting rooms in libraries governed by the County’s policy on the use of meeting rooms. The case concerning the Library’s meeting room policy started in 2004 when a group wanted to use the Antioch Library’s meeting room specifically for religious services. The County’s attorneys felt that the County is not required to support religious services in the meeting rooms. The Court first ruled in favor of the organization on ‘free speech issues’ and issued an injunction allowing religious services. The County appealed the ruling to the 9th Circuit, and the Court then found in the County’s favor. The group attempted to appeal the decision in the Supreme Court; however the Supreme Court decided not to hear the case. Back in the lower court, the same judge that ruled in the group’s favor in the initial ruling, heard the case on ‘separation of church and state issues’ and ruled in favor of the group. The Board of Supervisors decided not to appeal this ruling. Religious services are allowed in meeting rooms governed by the County.

Only a small amount of the meeting rooms in the libraries are governed by the County; most of the meeting rooms are governed by city policies.

Commissioners questioned the process used in scheduling the meeting rooms. Cain said that the cities can decide how to handle scheduling of the meeting rooms. The Library has a one page County policy and there are rules for each location that covers issues such as the frequency and how far in advance that meeting rooms are reserved.

The Library’s meeting room policy will be revised by County Counsel and that revision will go before the Board of Supervisors. In the interim, the Library’s meeting room policy has “Religious Use” crossed off of the Policy, which is available on the Library’s public Website.

12. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
At the September 24 meeting:
- Presentation on teen services, including the juvenile hall and Orin Allen Youth Rehabilitation Facility libraries.
- Annual Report planning
- Discuss changing regular meeting schedules
- Budget Update
- Collection Development Committee presentation

Future topics:
- Set meeting dates for 2010 during the November 19 meeting.
- District I Supervisor, John Gioia, District III Supervisor Mary Piepho, and District V Supervisor, Federal Glover have been invited to attend a future meeting.
- Update on the continued collaboration with schools in library technology and electronic resources.
- Web 2.0 Library social networks
- Final facility agreement (when available)

13. ADJOURNMENT TO THE September 24, 2009 LIBRARY COMMISSION MEETING
The Library Commission meeting adjourned at 8:45 p.m.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library