CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 7

MEETING DATE: Thursday, May 27, 2010
AGENDA ITEM #: 12 C
ITEM: LIBRARY COMMISSION REAUTHORIZATION

The Library Commission was reauthorized by the Board of Supervisors and the Mayors' Conference through June 30, 2011.

RECOMMENDED ACTION:

- The Commission will consider if they should request reauthorization through June 30, 2016.

- If the Commission decides to move forward to request reauthorization, then the Commission will consider appointing a Sub-Committee to review the current Library Commission By-Laws and determine if updates are needed.
TO: BOARD OF SUPERVISORS
FROM: Anne Cain, County Librarian
DATE: May 2, 2006
SUBJECT: Reauthorization of the County Library Commission for five years

July 1, 2006 – June 30, 2011

SPECIFIC REQUEST (S) OR RECOMMENDATION (S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION
Reauthorize the Contra Costa County Library Commission for five years for the period of July 1, 2006 through June 30, 2011.

FINANCIAL IMPACT
None.

BACKGROUND
At the Library Commission's March 23, 2006 meeting, the Commissioners voted to request that the Library Commission be reauthorized for five more years. The Library Commission was established fifteen years ago on March 12, 1991, was originally established for a two-year period, and was reauthorized annually. On July 17, 2001 the Board of Supervisors reauthorized the Library Commission for five years, through June 30, 2006. The reauthorization process requires the concurrence of the Board of Supervisors and the Mayors' Conference followed by each jurisdiction or organization following its own procedure for making appointments.

Since its creation fifteen years ago, the Library Commission has well carried out its primary purposes by:
- Providing a community linkage to the County Library by exchanging and providing information about the library to a variety of community organizations
- Providing a forum for the community to express its views regarding the goals and operations of the County Library
- Providing a link between the cities and towns and the County and Library Administration through the appointees from the cities and towns
- Keeping the Board of Supervisors informed about library needs and community expectations for the library
- Participating and providing leadership in all efforts to insure a stable and adequate funding level for the libraries in the County
- Improving the public's understanding of library services and providing Library Administration with a better understanding of the public's needs

The Commissioners concluded that it is in the public's best interest to have a Library Commission and that the members of the Commission can offer increased stability by extending the term of the Commission. Individual appointments to the Commission will continue to be two years, with no limit to the number of consecutive terms.

CONTINUED ON ATTACHMENT: X YES

RECOMMENDATION OF COUNTY
APPROVE OTHER

SIGNATURE:

ACTION OF BOARD ON: May 2, 2006
APPROVED AS RECOMMENDED: X OTHER

VOTE OF SUPERVISORS:
UNANIMOUS (ABSENT None)

AVES: NOES:

ABSENT: ABSTAIN:

Contact: Anne Cain, County Librarian
(925) 548-6423

cc: County Library Administration
County Administrator
County Auditor

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED:
John Chanen, Chair of the Board of Supervisors
By: [Signature] Deputy
Reauthorization of Contra Costa County Library Commission
April 25, 2005
Page 2

History of the reauthorization of the Library Commission:

1991 - 1993
On March 12, 1991 the Contra Costa County Board of Supervisors, with the agreement of the Contra Costa Mayors' Conference, initially established the Contra Costa County Library Commission for a two-year term from March 15, 1991 through March 14, 1993.

Contained within the original March 15, 1991 Board Order creating the Commission is the process whereby the Library Commission can be continued for additional periods of time:

"...the Commission ...may be continued for additional periods of time, with the approval of the Mayors' Conference and the Board of Supervisors."

1993-1995
On February 23, 1993 the Board of Supervisors reauthorized the continuation of the Library Commission for a one-year term to March 14, 1994.

At the same time the Mayors' Conference approved the continuation of the Library Commission for a two-year term until March 14, 1995.

On January 25, 1994 the Board of Supervisors extended the life of the County Library Commission for one year until March 14, 1995.

1995 - 1997
On March 14, 1995 the Board of Supervisors extended the life of the County Library Commission for two years until March 14, 1997 and the Mayors' Conference concurred on April 5, 1995.

1997-1998
On January 28, 1997 the Board of Supervisors reauthorized the County Library Commission for one year until March 15, 1998 and the Mayors' Conference concurred in the reauthorization on March 6, 1997.

1998-1999
At its meeting on June 18, 1998 the Contra Costa County Library Commission requested that the Board of Supervisors and the Mayors' Conference reauthorize the Commission for a one-year period from July 1, 1998 through June 30, 1999. The Commission members felt it was important to continue the existence of the Commission for an additional year because of the continuing issues facing the County Library. At its meeting on September 3, 1998 the Contra Costa Mayors' Conference to reauthorized the County Library Commission for the same period of time.

1999-2000
On August 17, 1999 the Board of Supervisors reauthorized the County Library Commission for one year until June 30, 2000 and the Mayors' Conference concurred in the reauthorization on September 2, 1999.

2000-2001
On July 18, 2000 the Board of Supervisors reauthorized the Contra Costa County Library Commission for one year from the period July 1, 2000 through June 30, 2001 and the Mayors' Conference concurred in the reauthorization on July 28, 2000.

2001-2006
On July 17, 2001 the Board of Supervisors reauthorized the Contra Costa County Library Commission for five years from the period July 1, 2001 through June 30, 2006 and the Mayors' Conference concurred in the reauthorization on September 6, 2001.
Contra Costa County

May 11, 2006

Contra Costa Mayors’ Conference
C/O Don Blubaugh
Executive Director
1867 Ygnacio Valley Rd. # 370
Walnut Creek, CA 94598

Dear Mayors’ Conference Members:

Enclosed please find a copy of the signed Board Order passed by the Contra Costa County Board of Supervisors on May 2, 2006 re-authorizing the Contra Costa County Library Commission through June 30, 2011, subject to concurrence by the Contra Costa Mayors’ Conference. I am requesting that this item be placed on the Mayors’ Conference June 1, 2006 Agenda.

BACKGROUND

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Attached is the Library Commission's 2005 Annual Report and 2006 Work Plan that was approved by the Board of Supervisors on December 6, 2005.

**ACTION**
I am requesting that the Contra Costa Mayors' Conference place on their agenda for the meeting of June 1, 2006 an action item to:

Re-authorize the Contra Costa County Library Commission through June 30, 2011.

Sincerely,

Anne Cain
County Librarian

cc: John Gioia, Chair, Contra Costa County Board of Supervisors
Julie Enca, Senior Deputy Administrator
Walter Ruehlig, Chair, Contra Costa County Library Commission
MINUTES
June 1, 2006
CONTRA COSTA COUNTY MAYORS’ CONFERENCE
Concord First Presbyterian Church Fellowship Hall
1965 Colfax Street
CONCORD

CALL TO ORDER / PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:40 p.m. in Concord, California, by Past Chair Pat Anderson. The Pledge of Allegiance was led by Past Chair Anderson.

ROLL CALL OF CITY DELEGATES - PRESENT:

Mayor Pro Tem Kalinowski, Antioch
Mayor Shney, Clayton
Mayor Bonilla, Concord
Mayor Stepper, Danville
Mayor Abelsohn, El Cerrito
Mayor Evans-Young, Hercules
Vice Mayor Federighi, Lafayette
Mayor Schroder, Martinez
Vice Mayor Metcalf, Moraga
Mayor Nix, Oakley
Mayor Judge, Orinda
Mayor Boyle, Pinole
Vice Mayor Glynn, Pittsburg
Vice Mayor Durant, Pleasant Hill (Chair)*
Vice Mayor Morris, San Pablo
Mayor Wilson, San Ramon (Vice Chair)*
Mayor Pro Tem Rainey, Walnut Creek
*Arrived as noted later in minutes

1. MINUTES: May 4, 2006

MOTION was made, seconded and carried unanimously to APPROVE THE CONFERENCE MINUTES OF May 4, 2006.

3. Bay Area Air Quality Management District Board of Directors – City Selection Committee:

Past Chair Anderson announced that Danville Vice Mayor Mike Shimansky’s two-year term on the Bay Area Air Quality Management District Board of Directors ends June 15, 2006. The nomination period was announced at the last Conference meeting. Vice Mayor Shimansky is seeking reappointment. No other nominations were received by the stipulated deadline.
MOTION was made, seconded and carried unanimously to apply Conference Procedures and reappoint Mr. Shimansky to a two-year term on the Bay Area Air Quality Management District Board of Directors beginning June 15, 2006.

4. Reauthorization of the County Library Commission:

Past Chair Anderson reviewed that, through action of the Board of Supervisors and the Mayors' Conference, the County Library Commission was created in 1991. The initial term of the county-city effort was 2 years and was renewed thereafter for subsequent two-year terms until 2001 when the reauthorization was done for five years ending June 30, 2006. Both the Library Commission and the Board of Supervisors have taken action to renew the Commission for another five years.

Library Commission Chair Walter Ruehlig was available to answer any questions and stated his appreciation to the Conference for the ongoing support of the County libraries.

MOTION was made, seconded and carried unanimously to support the Board of Supervisor's reauthorization of the Library Commission for five years beginning July 1, 2001, through June 30, 2011.

Chair Durant and Vice Chair Abrams arrived at the meeting during presentation of Item 4.

5. League Update by Eric Figueroa, Regional Representative

League of California Cities Regional Representative, Eric Figueroa, addressed the Conference noting the upcoming July 26-28 Mayor and Councilmember Education Training Program scheduled in Monterey. He briefed the Conference on the status of AB 1899 and Proposition 42 repayment budget issues.

Mr. Figueroa brought to the Conference’s attention SB 1800 (Ducheny) which would require that cities and counties create a 20-year housing plan and identify specific sites that could accommodate the next 10 years of growth. Walnut Creek Mayor Pro Tem Sue Rainey further expanded on the significant impacts of SB 1800 including that the specific sites that would need to be identified for growth in a city’s 20-year housing plan would need to be rezoned; cities would have to perform complete CEQA review for all future development without an actual project is submitted; and that all future development on the specific sites would be exempt from additional CEQA review when an application is submitted.

Chair Durant proposed that the legislation be placed on the July Conference agenda so the Conference could consider taking a position on the legislation.
June 2, 2006

Anne Cain
County Librarian
Contra Costa County
1750 Oak Park Blvd
Pleasant Hill, CA 94523

REAUTHORIZATION OF THE COUNTY LIBRARY COMMISSION

Dear Anne:

Pursuant to your request and the action of the Library Commission and the Board of Supervisors, the Mayors' Conference on June 1 approved a five year extension of the Library Commission.

The action of the Conference was unanimous. This is testament to the excellent work the cities and the county have done over the past 15 plus years to bring decent library service to all residents of the County.

We all can be proud of what we have accomplished. There is more to do, and we will continue to grow and prosper through this fine working relationship. Thanks to you for all your good works in leading the effort.

Sincerely,

DONALD A. BLUBAUGH
Executive Director
CONTRA COSTA COUNTY LIBRARY COMMISSION

BY-LAWS

SEPTEMBER 1991
AMENDED SEPTEMBER 1992
AMENDED JANUARY 1999
BY-LAWS OF THE

CONTRA COSTA COUNTY LIBRARY COMMISSION

ARTICLE I: NAME

The name of this organization shall be the Contra Costa County Library Commission ("the Commission").

ARTICLE II: AUTHORITY

The Commission is organized under Contra Costa County Board of Supervisors Order, dated March 12, 1991. It is a duly constituted advisory board to the Board of Supervisors and the County Librarian.

ARTICLE III: PURPOSE

The Commission is created for the following purposes:

A. To serve in an advisory capacity to the Board of Supervisors and the County Librarian.

B. To provide a community linkage to the County Library.

C. To establish a forum for the community to express its views regarding the goals and operations of the County Library.

D. To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.

E. To develop and recommend proposals to the Board of Supervisors and County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

ARTICLE IV: DUTIES

The Commission is charged to perform the following advisory functions in regard to the County Library:

A. Participate in the planning process, including the Library element of the County General Plan and the Library Master Plan.
B. Hold hearings so the public can express its views on the County Library.

C. Monitor the progress in achieving the goals set forth in the adopted plans. Report and make recommendations to the Board of Supervisors and the County Librarian in this regard.

D. Where the Commission has any concerns or questions regarding the Library Budget, the Commission may make recommendations regarding the Library Budget to the Board of Supervisors.

E. Assist in the development of policies which the Commission and the County Librarian determine will improve the operations of the County Library and service to the public.

F. Determine what levels of funding are necessary to provide each level of service which is proposed. Explore alternative methods of establishing stable and adequate funding for each level. Report their findings to the Board of Supervisors and County Librarian along with their recommendations for actions which may be necessary to achieve the levels of service desired.

G. Perform such other tasks and undertake such other assignments as may, from time to time, be referred to them by the Board of Supervisors or County Librarian.

H. Provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.

I. The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library.

The Commission shall review and ratify the actions of the Steering Committee, discuss and vote on major policy issues, be involved in providing local input for the County Library Needs Assessment and Master Plan, and give particular attention to the duties outlined under Article IV, Section A and B.

ARTICLE V: MEMBERSHIP

All members shall be selected in compliance with these by-laws. The number of members of the Commission shall not be more than twenty nine (29).
SECTION 1: NUMBER OF MEMBERS

18 representatives, one from each of the 18 cities (towns) in the County other than the City of Richmond, to be appointed by the City (Town) Council and to be other than a member of the city council.

1 representative from the City of Richmond, if they wish to participate on the Commission, to be appointed by the Richmond City Council and to be other than a member of the city council.

5 representatives of the County, one appointed by each member of the Board of Supervisors, other than a member of the Board of Supervisors.

5 special representatives of the following:

Superintendent of Schools
Contra Costa Central Labor Council
Contra Costa Council
Alliance for Better Libraries
Countywide Youth Commission

SECTION 2: TERM OF OFFICE

The Commission shall be established for a two year period commencing March 15, 1991 and ending March 14, 1993, except that the Commission may be continued for additional periods of time with the approval of the Mayors' Conference and the Board of Supervisors. All terms of office shall be the same as the Commission establishment dates.

SECTION 3: VACANCIES

Whenever a vacancy occurs on the Commission the appointing organization shall fill the vacancy.

SECTION 4: REPLACEMENT OF MEMBERS DUE TO NON-ATTENDANCE

The Commission may request an appointing organization to replace its member for the following reason:

Absence - Any member who misses three (3) regular meetings within one year for any unexcused reason. Excused reasons are: (1) illness of self, member of immediate family, or close friend; (2) death of member of immediate family or close friend; (3) requirements of his/her job or elected/appointed position; and (4) vacation. All members must contact the Secretary prior to the meeting to be excused from the meeting.
If the Commission shall request an appointing organization to replace its member, the Secretary of the Commission shall communicate such request to the appointing organization.

SECTION 5: ALTERNATES

Each appointing organization may appoint an alternate for its Commission seat. Each alternate shall have voting rights in the absence of the regularly appointed member at any meeting, with prior notification to the Secretary.

ARTICLE VI: OPEN MEETINGS AND CONFLICT OF FINANCIAL INTEREST

Consistent with the policy of the Board of Supervisors on open government, the Commission shall govern itself consistent with the Board's policy on conflict of interest and the provisions of the Ralph M. Brown Act, as other advisory bodies have been advised by the County Counsel.

ARTICLE VII: OFFICERS

SECTION 1: OFFICERS

The officers of the Commission shall be the Chairperson, Vice-Chairperson and Secretary.

SECTION 2: CHAIRPERSON

The Chairperson shall: (1) preside at all business meetings; (2) set the agenda and review minutes for all meetings in consultation with the Secretary; (3) have general supervision over all Commission business conducted; (4) serve as Chairperson of the Steering Committee, and; (5) have such other powers and duties as may be assigned to him/her by the Commission.

SECTION 3: VICE-CHAIRPERSON

The Vice-Chairperson shall, in the absence or inability of the Chairperson to act, exercise all the powers and perform all the duties of the Chairperson. He/she shall also have such other powers and shall perform such other duties as may be assigned to him/her by the Commission.

SECTION 4: SECRETARY

The Secretary shall be the County Librarian. He/she will keep the minutes of the meetings of the Commission. In consultation with the Chairperson, he/she shall prepare all agendas. He/she shall distribute all agendas, be custodian of the
Commission's records, keep a register of the post office address of each member, which shall be furnished to the Secretary by each member and, in general, perform all duties incident to the office of Secretary.

SECTION 5: TERM OF OFFICE

The Chairperson and Vice-Chairperson shall serve a term of one year and may succeed themselves for one additional consecutive term. The elective officers shall serve until replacements are elected.

SECTION 6: ELECTION OF OFFICERS

The elective officers of this Commission are the Chairperson and Vice-Chairperson. Both officers shall be elected at the first regular meeting following re-authorization. Majority votes of both city and county members present constituting a quorum are required to elect.

ARTICLE VIII: MEETINGS

SECTION 1: REGULAR MEETINGS

The regular meetings of this Commission shall be held at least quarterly at 7:00 p.m. at the Contra Costa County Library Headquarters, 1750 Oak Park Blvd., Pleasant Hill, or other designated location.

If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act and the Better Government Ordinance.

Ninety-six (96) hours notice shall be given for all regular meetings.

SECTION 2: SPECIAL MEETINGS

A special meeting may be called at any time by the Chairperson, by a majority of the Steering Committee, or by a majority of the Commission.

SECTION 3: QUORUM

A quorum for all meetings shall be one more than half of the filled membership of the Commission.

SECTION 4: VOTING
The work of the Commission shall proceed by consensus whenever there is no objection from a member to proceeding in this manner. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote by the city representatives and the special representatives associated with them and a majority vote by the County representatives and the special representatives associated with them. (For example, on a 26 member Commission with all members present, approval of an item would require at least 10 "aye" votes from the 19 city representatives and four "aye" votes from the 7 County representatives.)

At the first regular meeting after re-authoriztion, for purposes of voting at Commission meetings, the five special representatives shall draw lots such that three of the special representatives are associated with the city representatives for voting purposes and the other two are associated with the County representatives for voting purposes.

SECTION 5: PROXY VOTING

Proxy voting is not permitted.

SECTION 6: MINUTES AND AGENDA

A copy of the agenda and minutes of each meeting shall be mailed to each member, and any additional persons as authorized by the Commission. Other persons requesting the minutes of a meeting shall do so in writing to the Secretary and pay the prevailing copying and mailing rates.

ARTICLE IX: CONDUCT OF BUSINESS

No business shall be transacted at any meeting of the Commission other than on those matters named in the publicly posted agenda.

All meetings shall be conducted under Robert's Rules of Order, except as noted in Article VIII, Section 4 of these by-laws or unless in violation of applicable statutes.

All meetings of the Commission shall be called to order by the Chairperson, or in the Chairperson's absence, by the Vice-Chairperson, or in the Vice-Chairperson's absence, by a Commission member designated for that purpose by the Chairperson or Vice-Chairperson.

Public comment at all meetings shall be as provided for under applicable law.

ARTICLE X: COMMITTEES
SECTION 1: STEERING COMMITTEE

The Steering Committee shall consist of ten (10) members, each of whom is to be drawn from the membership of the Commission and be selected as follows at the first regular meeting after reauthorization:

5 representatives of the cities, one representing the cities in each supervisorial district, to be selected by the city representatives on the Commission from that supervisorial district, in the absence of any other selection process having been identified.

3 representatives from the County, selected by the five County representatives on the Commission.

1 of the five special representatives, selected by the five special representatives.

The Chairperson of the Commission, serving ex officio during such time as he or she continues to be the Chairperson of the Commission.

The Steering Committee shall meet at least monthly, work closely with the County Librarian to implement the policy actions adopted by the Commission, and report to the Commission regularly on its actions for review and/or confirmation by the Commission.

The members of the Steering Committee shall serve a term of one year and may succeed themselves for one additional consecutive term.

Another Commissioner from the same subgroup may attend Steering Committee meetings in the absence of the designated member.

Minutes from Steering Committee meetings will be distributed to all Commission members.

SECTION 2: STANDING AND AD HOC COMMITTEES

The Commission shall appoint committees of one or more members for such specific purposes as the business of the Commission shall require. Such committees may either be standing or ad hoc.

All committees shall make progress reports to the Commission at each of its regular meetings.

All committees are encouraged to contain a mix of county, city and special members.
All committee meetings shall be conducted under the same policies governing meetings of the Commission.

ARTICLE XI: AMENDMENTS TO BY-LAWS

SECTION 1: AMENDMENT OF BY-LAWS

These by-laws shall be amended by two-thirds vote of both city and county members of the Commission on advance written notice. Items underlined may not be amended as they are contained in the Contra Costa County Board of Supervisors Order creating the Commission.

SECTION 2: NOTICE OF AMENDMENT

Notice of proposed by-law amendments shall be presented in writing at a regular meeting of the Commission for discussion. The proposed amendments shall be voted upon at the next regular meeting of the Commission. The agenda for the meeting at which the proposed amendments are to be voted upon shall contain an item entitled "Proposed By-Law Amendment."

ARTICLE XII: PUBLIC ACCESS TO COMMISSION RECORDS

The Commission shall make available to the general public all records as required by law.

Adopted by the Contra Costa County Library Commission on September 26, 1991.
Amended by the Contra Costa County Library Commission on September 24, 1992.
Amended by the Contra Costa County Library Commission on January 28, 1999.
CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 8

MEETING DATE: Thursday, May 27, 2010
AGENDA ITEM #: 12 D

ITEM: \textbf{CONSIDER ADDING A CONTRA COSTA COMMUNITY COLLEGE DISTRICT REPRESENTATIVE TO THE LIBRARY COMMISSION}

RECOMMENDED ACTION:

- Consider adding a Contra Costa Community College District representative to the Library Commission
As you may know, California's community colleges are facing the dilemma of reduced State funding at the same time that tens of thousands of students and unemployed workers want to enroll.

My U.S. Representative, George Miller, has gotten the House to pass an Act which would help this situation but the Senate has not acted yet.

Using the information at the end of the article, you can contact California's U.S. Senators to urge action now.

Thanks!

Greg Enholm

Enholm Supporting CCCCD Mar 2010.jpg
LAWMAKERS MUST HELP COMMUNITY COLLEGES

From the Community

Readers Forum