MEETING OF THE LIBRARY COMMISSION
MINUTES

Thursday, May 27, 2010
Held at the Lafayette Library and Learning Center

1. CALL THE MEETING TO ORDER
Commission Chair Chris Tang (Concord) called the meeting to order at 7:05 p.m.

2. COMMISSION BOOKSHELF
Commissioners provided suggestions for current reading:

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<td>Molokai</td>
<td>Alan Brenner</td>
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<td>A Train - Memoirs Of A Tuskegee Airman</td>
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<td>Flower Confidential</td>
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<td>The Woman Who Would Not Talk</td>
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<td>The Pacific</td>
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<td>Counselor - Life On The Edge Of History</td>
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3. ROLL CALL

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Total Commission positions: 28
Commission positions filled: 25
Commission positions vacant: 3
Commission quorum: 15

With 21 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:
- Friends Council
- Contra Costa Council
- Youth Council (*Sunset May 25, 2010*)

Two representatives votes count with the cities:
- Central Labor Council
- Superintendent of Schools

4. INTRODUCTIONS
New Library Commissioner: Ben Bonham (Orinda alternate)

Visitors included: Ron Shoop, Richmond resident & PSC book forum presenter; David Kruegel, Moraga Friends; Dorothy Jongeward, County resident & author; Margery Scheele(sp), County resident with her son; Chauncey Lindquist, Concord resident; Kathy Merchant, President of the Lafayette Library and Learning Center Foundation; Susan Weaver, Lafayette Senior Community Library Manager; Gail McPartland, Deputy County Librarian: Public Services; Corinne Kelly, Library Executive Secretary, Anne Cain, County Librarian.

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

6. ACCEPTANCE OF MINUTES
Commissioner Smith (District 4) requested to change the year noted for the Mayors’ Conference to 2008, instead of 2009 as noted on page three of the February 18, 2010 minutes.

Commissioners approved the minutes with Commissioner Smith’s correction.

7. APPROVAL OF AGENDA
Commissioners approved the agenda for the May 27, 2010 Library Commission Meeting.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS
Kathy Merchant, President of the Lafayette Library and Learning Center (LLLC) Foundation, was introduced and acknowledged for her leadership with the development and operation of the LLLC, the Glenn Seaborg Consortium, the successful fundraising and receiving the State grant.
Merchant said that Commissioner Mary Ann Hoisington (Lafayette) has been a part of the LLC efforts longer than herself and was grateful to her and Susan Weaver, LLC Senior Community Library Manager. Merchant said that the LLC involved ten years of planning, three years of building, and incredible community energy. The LLC opened on November 14, 2009. The City owns the facility. There is a sliding scale rental fee for most of the community rooms. The community raised $12.5 million to match the $11.9 million from the State grant.

The Learning Consortium was created in honor of Dr. Glenn Seaborg, who was a forty-five year resident of Lafayette, a Nobel Prize winner, and an influential voice on national and international policies. Dr. Seaborg was responsible for discovering plutonium and nine other atomic elements. He was the Chancellor of the University of California and he focused on children and lifelong learning. The twelve Consortium partners are California Shakespeare Theatre, Chabot Space & Science Center, Commonwealth Club of California, Greenbelt Alliance, John F. Kennedy University, John Muir Health System, Lindsay Wildlife Museum, Oakland Museum of California, Oakland Zoo, Saint Mary’s College, University of California Institute of Governmental Studies, and the University of California Lawrence Hall of Science.

Commissioners were given a tour of the LLC, led by Merchant, Hoisington and Weaver.

Commissioner Madfes (Hercules) said that Friends of the Hercules Library will participate in the Hercules Cultural Festival June 5-6, 2010.

Commissioner McEwan (Moraga) said that on May 26 the Moraga Library had a reception for 100 Library volunteers.

Commissioner Fuller (Martinez) said that the Friends of the Martinez Library held an event with the Rotary Club that had entertainment and was well attended.

Commissioner White (Brentwood) said that the City of Brentwood will have a Wild Kingdom program on June 8 and a tree frog program on June 16.

Commissioner Meisch (Walnut Creek) said that the new Walnut Creek Library will open on July 17 and there will be a gala premier on June 26 and she invited Commissioners to access the online invitation. This is the last meeting for Commissioner Mellon (Walnut Creek).

Commissioner Hoisington (Lafayette) mentioned that this is the final meeting for Commission Leffman (Lafayette), he has moved to another city.

Commissioner Smith (District 4) said that over 65 people attended the February 27 CALTAC Workshop, including Senator Hancock. On March 24 he attended a California Library Association event and on May 14 a BAYNET event. In March he conducted County regional Library Advocacy Training in Pleasant Hill and Pinole. (Antioch was canceled due to lack of attendance) Last month was CLA Legislative Day in the District and Smith expressed disappointment in the lack of attendance by other library jurisdictions. Meetings were held with Assembly member Buchanan at the Dougherty Station Library, with Assembly member Skinner, Senator DeSaulnier, and Senator Hancock’s staff member. Spring newsletter included an article about CLA’s Legislative Day in the District. Smith said that the Contra Costa County Library will be 100 years old in three years. He shared a book of the history of the Stockton/San Joaquin library community that was created in honor of it’s centennial and suggested that Friends groups might get together and consider doing something similar.

Cain thanked Smith for his work with the Accessibility Committee. A presentation will be given to the Commission at a future date.
9. **CORRESPONDENCE**
   There was no additional correspondence.

10. **REPORT FROM COUNTY LIBRARIAN**
    Anne Cain, County Librarian, said that the Board of Supervisors adopted the Library’s budget on May 11. The PLF (Public Library Foundation) is still in the Governor’s May Revise and that the efforts to educate legislators on the PLF funding does not go unheard.

    Library information sheets were created by each Community Library Manager to highlight achievements in each community library. These sheets are grouped together with a cover sheet about Contra Costa County Library and posted to the Library’s Website as the 2010 Annual Report and it is included in the Commission packet.

    The Board of Supervisors received a presentation on the Green Zones, which are at several libraries and cover a wide range of “green” topics. The Green Zone developed from a partnership between the City of Pleasant Hill and the Library. Funding grew to include other community libraries and partnerships with several community groups including members of non-profits, government agencies, corporations, individuals, Friends of the Library, and more. Partnerships like these are extremely important at a time when the Library had to reduce the materials budget by 45%.

    The May 15 Library Journal Editorial was written after the Library began to investigate a suggestion made by Dave Kreugal (Moraga Friends) to look into renting books to customers. The Library’s Collection Development Manager placed an inquiry for information on a library network so that the Library can make an informed decision based on the response to this suggestion, pros and cons.

    Cain mentioned the successful e-commerce implementation, which is the ability to pay library fines by credit card online. Customers are encouraged to pay their fines by using a Visa® or Mastercard® or with a signature debit card which display the Visa® or MasterCard® logo. The Library has several security layers to help ensure the safety of online payments and will soon promote this service. There is no minimum amount of a fine that can be paid through e-commerce and the average e-commerce transaction is $10.82 with the lowest to date being $0.10. As of May, 14.8% of fines were paid through e-commerce and the Library hopes to have at least 80% of fines be paid through e-commerce. E-commerce provides a significant savings in labor and other costs. Processing fines manually can take up to 30 days before the funds are deposited into the Library account. With e-commerce, payments are made by the customer and the next day the payment is processed and deposited into the Library’s account automatically.

    Cain mentioned the State Library report on the thirty years of Library Ballot Measures. Cain said that she wanted Commissioners to know that this research exists.

11. **OLD BUSINESS**
    None

12. **NEW BUSINESS**

    **RETIREMENT OF COUNTY LIBRARIAN**
    County Librarian Anne Cain discussed her plan to retire in November. The County is finalizing other department head recruitments and then they will move forward with recruitment for a County Librarian.

    As an advisory body to the Board of Supervisors, the Commissioners discussed that they represent all communities and are important stakeholders in the Library.
Commissioner Smith (District 4) said that the Commission By-laws state that Commissioners do not get involved in personnel decisions.

Commissioner Brown (Orinda) suggested writing a letter to the County Administrator highlighting qualities in the County Librarian that the Commission thinks are important, such as professionalism and a positive attitude.

Commissioner Marshburn (Office of Education) added that the new County Librarian should continue supporting research, new resources, moving forward and support innovation.

Commissioner Smith (District 4) added that the new County Librarian should be politically astute in working with the 18 different cities and with the State legislative representatives and understand library funding.

Commissioner Tumin (Oakley) said that the position should be filled by someone who is capable of working with a variety of people and one who is able to bounce ideas around the Commission.

Commissioner Enholm (District 5) suggested that Commissioners review their communities’ Library Annual Report sheet.

Commissioner Ruehlig (Antioch) suggested mentioning some of the great things that Cain has done for the Library and thank them for having her lead the Library.

Commissioners considered identifying where they see the Library in the next five to ten years. They agreed that they would not be specific on their involvement in the recruitment process, but will express needs as community representatives.

Commissioner Smith (District 4), Commission Vice-chair Brown (Orinda) and Commission Chair Tang (Concord) will draft a letter.

DRAFT LIBRARY OPERATING AGREEMENT
Anne Cain, County Librarian, explained that the County has 25 libraries, serving 18 cities, and there are 18 different agreements, some dating back to the 1940’s. The agreement with the City of Hercules took almost nine months to finalize before the Hercules Library opened in November 2006.

In anticipation of new libraries and more agreements, and the cost involved in attorney fees and general services fees, the idea to have one common agreement for all of the libraries makes sense. In addition, there have been recent changes in roles and responsibilities between the County and the cities that need to be formalized in an agreement.

The draft Library Operating Agreement has been in development for over a year and it began with six city managers reviewing current agreements and coming up with an agreement. An additional five city managers have reviewed and offered suggestions, which are not yet included in the current draft.

Commissioner Brown (Orinda) questioned if there is a different agreement with the Orinda Library, as the Orinda Friends have a master lease on the facility.

Commissioner Whittenbrook (San Pablo) questioned how this Operating Agreement works with the San Pablo Library facility, which is owned by Signature Properties.
Cain explained that some provisions will need to be modified depending on local conditions and these discussions are underway with these cities.

Commissioner Hoisington (Lafayette) questioned Friends of the Library book sales that are held in parking lots.

Cain explained that parking issues will be tailored to the community, as some libraries do not have parking lots and some parking is part of a larger entity.

Cain explained that the Operating Agreement is a lease, that the County leases the building from the City to provide library service.

The Agreement will be considered by each city council for approval by whichever process the city uses for lease agreements.

Dave Kreugal (Moraga Friends) commended the work on the Operating Agreement, and said that libraries are changing in the sense that communities are changing and taking on more responsibilities. He questioned if there are alternatives in the draft Operating Agreement to resolve a conflict.

Commissioner Prater (San Ramon) mentioned standard template agreements that are used and generally approved.

Commissioners commended Cain for the Operating Agreement as it assures that all communities receive equitable services from the County and that it is documented in writing.

Commissioners questioned the timeline on moving forward with a final Operating Agreement, and Cain said that she hopes to have it in place in the next six months.

Commissioner McEwan (Moraga) expressed concern that there will more disparities between different cities.

Cain agreed, and said that this concerns her too. As many Commissioners are aware, there were a number of ballot measures in the 90’s in an effort to provide more funding for all libraries. None were successful and since that time communities have decided for themselves what type of library they want. Many have built new libraries, some have passed local library taxes and some have contributed funds for additional open hours. She added that a core value of her profession is equitable access to information. Given the situation with local communities deciding for themselves how much they want to invest in their library, the Library does what it can to strengthen library service countywide. She is deeply appreciative to the communities that made major investments in their opening day collections and to the many Friends groups who work tirelessly to raise funds for the collections since this material is available to everyone.

LIBRARY COMMISSION REAUTHORIZATION

The Library Commission was reauthorized by the Board of Supervisors and the Mayors’ Conference through June 30, 2011. Commissioners would like to move forward and request reauthorization.

Commissioners were in favor of appointing a By-laws Committee to review the current Library Commission By-laws, which have not been updated since 1999. Volunteering for the Committee were Commissioners Greg Enholm (District 5), Alan Smith (District 4), Kathy Fuller (Martinez), and Cindy Tumin (Oakley).

The Library Commission By-laws Committee will determine a meeting time to discuss and make recommendations and this meeting will be publically noticed. The Committee’s recommendation will be brought to the Commission for consideration.
CONSIDER ADDING A CONTRA COSTA COMMUNITY COLLEGE DISTRICT REPRESENTATIVE TO THE LIBRARY COMMISSION

Commissioner Enholm (District V) shared a presentation that he gave to the Contra Costa Community College District about inviting them to consider an appointment to the County Library Commission. Enholm said that he received a positive response. (attachment to the minutes)

County Librarian Cain said that if Enholm's suggestion to include a representative from the Community College District is of interest to the Library Commission, that it would make sense to fold this addition into the By-laws as they are being updated. Also, the Youth Commission has sunsested on May 25 and the Commission may consider finding another way to include youth representation on the Library Commission.

Enholm added that since the Library Commission will request reauthorization in July 2011, this would be an appropriate time to add a Commission seat at the same time as the By-laws are made current.

Commissioner Marshburn (Office of Education) said that she is appointed to the Library Commission by the County's Superintendent of Schools in K-12 districts and not directly with the Community College Districts, so there is not a conflict with her seat.

Enholm mentioned considering private and independent school representation on the Library Commission.

These will be discussed by the By-laws Committee at a future meeting. The meeting will be publically noticed and the By-laws Committee will bring a recommendation back to the Library Commission for their consideration.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
Commissioners suggested items for future meetings, including:
- Tour the new Walnut Creek Library (July 22, 2010)
- Accessibility presentation
- By-laws Review Committee discussion
- Chair of the Board of Supervisors, John Giola; District III Supervisor Mary Piepho; and District V Supervisor, Federal Glover have been invited to attend a future meeting
- Library A-Go-Go review and update
- Ed1 Stop and Library databases

14. ADJOURNMENT to the July 22, 2010 LIBRARY COMMISSION MEETING
The May 27, 2010 Library Commission Meeting concluded at 9:00 P.M.

The meeting date of the Library Commission By-laws Review Committee will be determined.

Commissioners adjourned to the July 22, 2010 Library Commission Meeting, which will be held at the new Walnut Creek Library, 1644 North Broadway, Walnut Creek California 94596.

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Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library
Before the Contra Costa Community College District Governing Board
Presented during Public Comment at the Meeting held at Los Medanos College, Wed Apr 28 2010

Having the Contra Costa Community College District participate on the County Library Commission

My name is Greg Enholm and I reside in Bay Point. I am here today as a Library Commissioner since 2004, appointed by Supervisor Federal Glover and confirmed by the Board of Supervisors, on the 29-member County Library Commission.

One of the County’s 25 community libraries is at the San Ramon Campus of the Diablo Valley College, having opened in 2005.

I would like the District to consider appointing a Library Commissioner just as the County Superintendent of Schools does for the County’s schools. The Library Commission consists of 29 members, 19 appointed by City and Town councils, 5 appointed by each of the County Supervisors, 5 appointed by various entities. All members have an alternate as well. The Library Commission’s function is to advise the County Librarian by providing the community’s perspective on libraries. A full description of the Commission is on the back of this page.

Now is the time for the Contra Costa Community College District to consider appointing a Library Commissioner to represent the District because the Library Commission will be going through its regular reauthorization soon. The Contra Costa Mayors Conference (an organization of the Mayors of all Cities and Towns in Contra Costa County) and the County Board of Supervisors are the Library Commission’s controlling elected entities. They created the Library Commission at the request of the County Librarian in 1991 and periodically reauthorize it.

As Library Commissioner, I have visited every County-operated library, having had guided tours of most of them. I have attended the openings of new libraries in Dougherty Valley (2005 – the joint use library on the San Ramon Campus), Hercules (2006), Lafayette (2009) and look forward to the July 2010 opening of the downtown Walnut Creek library. I have also been involved in the County Library’s creation of Library-a-Go-Go facilities. The first of these three automated stand-alone book machines was opened in my area at the Pittsburg/Bay Point BART station as the first such library in the United States. In addition, I have decided to become familiar with libraries in the County which are not operated by the County. That includes the City of Richmond which operates its own libraries and those libraries at this District’s colleges and campuses.

The reason why I am here suggesting that this District consider appointing a Library Commissioner to represent it on the County Library Commission is that I believe that both the County’s libraries and the District’s libraries would benefit. As you may know, your libraries have significant interactions with county libraries on a daily basis. The same issues arise at both sets of libraries. Typically, the County Library Commission receives presentations on library issues as they emerge. Your representative could report back to the District’s libraries on these developments.

I ask that you place the consideration of appointing a Library Commissioner on your May agenda. County Librarian Anne Cain is willing to recommend that the Board of Supervisors consider a request by this District to appoint a Library Commissioner as part of the upcoming reauthorization of the Library Commission.

Thank you.
Contra Costa County Library Commission

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The Commission operates under By Laws most recently revised in 1999.

The Commission usually meets on the last Thursday of every other month. The actual meeting dates with agendas are posted on the Library's website (ccclib.org). At the home page in the left column at the bottom under ABOUT US, click on Library Commission. The upcoming Commission meeting is usually listed under "Library News" on the home page.

The Library Commission is comprised of 29 members all of whom will have a substitute (called an "alternate") who attends and votes if the member is not able to attend:

- 19 members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils;
- 5 members represent Contra Costa County - each member of the Board of Supervisors appoints one Commissioner;
- 5 members represent the Central Labor Council, the Contra Costa Council, the Contra Costa Youth Commission, the County Superintendent of Schools, and the Friends Council.

Anyone interested in serving on the Library Commission should look in the government pages of phone book (which are usually blue) for their city or town phone numbers. Then find the phone number for the City Clerk (or Town Clerk). Call that person and s/he will explain how to apply. Each city or town in Contra Costa County appoints one member and one alternate to the Library Commission.

Those persons interested in serving on the Commission who do not live in a city or town must call the Clerk of the Board at 925 335-1900 for the Board of Supervisors to find out who represents them on the County Board of Supervisors. Each Supervisor appoints one member and one alternate to the Library Commission.

Persons involved with one of the 5 groups listed above, please contact the President or Chief Executive of the group to learn how you can be appointed to the Commission.

The Commission's purposes include

- To establish a forum for the community to express its views regarding the goals and operations of the County Library.
- To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.
- 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.
- To Inform Commissioners and members of the public who attend Commission meetings about issues affecting libraries.

The Commission performs the following advisory functions in regard to the County Library:

- Participate in the planning process, including the Library element of the County General Plan and the Library Master Plan.
- Hold hearings so the public can express its views on the County Library.
- 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.
- 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.
- Provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.

The Commission must be reauthorized periodically with the approval of the Contra Costa County Mayors' Conference and the County Board of Supervisors. During such reauthorizations, the structure of the Commission can be altered including changing the membership of the 5 affiliated groups.

Prepared by Greg Enholm, Library Commissioner appointed by Supervisor Federal Glover and confirmed by the County Board of Supervisors.