MEETING OF THE LIBRARY COMMISSION'S BY-LAWS COMMITTEE
MINUTES
June 15, 2010

1. CALL THE MEETING TO ORDER
The Library Commission's By-laws Committee Meeting was called to order at 6:30 p.m. by selected Chair, Alan Smith (District IV).

2. ROLL CALL

<table>
<thead>
<tr>
<th>LASTNAME</th>
<th>FIRSTNAME</th>
<th>TITLE</th>
<th>REPRESENTING</th>
<th>PRESENT</th>
<th>ABSENT</th>
<th>EXCUSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enholin</td>
<td>Greg</td>
<td>By-laws Committee member of the Library Commission</td>
<td>CCC District 5</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuller</td>
<td>Kathy</td>
<td>By-laws Committee member of the Library Commission</td>
<td>City of Martinez</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Alan</td>
<td>By-laws Committee member of the Library Commission</td>
<td>CCC District 4</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tumin</td>
<td>Cindy</td>
<td>By-laws Committee member of the Library Commission</td>
<td>City of Oakley</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total By-law Committee Members: 4
Commissioners present: 4

With 4 By-law Committee of the Library Commission members present, a quorum was established.

3. INTRODUCTIONS
Penny Prater, Library Commissioner representing San Ramon; Corinne Kelly, Library Executive Secretary; Anne Cain, County Librarian.

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

5. APPROVAL OF AGENDA
The By-law Committee of the Library Commission approved the agenda and appointed Alan Smith to chair the meeting.

6. CORRESPONDENCE
There were no items from the public.

7. OLD BUSINESS

A. REVIEW BY-LAWS
The Library Commission was established in March 1991. The Commission adopted By-laws on September 26, 1991. The By-laws were amended by the Commission in September 1992 and again in January 1999. The By-laws have not been amended since then.

Commissioner Smith (District 4) distributed suggestions for revising the By-laws. (attachment to the minutes).

Anne Cain, County Librarian, explained that the original vision of the Commission appointing ten representatives to meet regularly and the Commission would meet less frequent was never implemented. The Commission met as a whole initially monthly, but later reduced meetings to every other month, with Committees of the Commission meeting as needed.

The By-laws Committee agreed to recommend removing any reference to the Steering Committee, but
By-laws Committee of the Library Commission: Minutes
June 15, 2010
Page 2

retain ad-hoc committees. *(Article X: Section 1 & 2)*

The By-laws Committee agreed to recommend the following changes to special representative memberships: *(Article V: Section 1)*
- Remove the Countywide Youth Commission (Board of Supervisors sunset the Youth Commission)
- Add Contra Costa Community College District
- Change “Alliance for Better Libraries” to “Friends of the Library”

Commissioner Tumin (Oakley) questioned if the Community College District is added to the list of special representatives, would other public and private schools also expect to be added.

The Office of Education (Superintendent of Schools) has a seat on the Commission. The Community College District does not fall under the Office of Education jurisdiction.

Commissioner Fuller (Martinez) expressed concern that if the Commission is too large, it may cease being effective.

The By-laws Committee agreed to recommend that reauthorization of the Library Commission should be for five years. Terms of office should not exceed two years without reappointment. *(Article V: Section 2)*
They also agreed to recommend that election of officers should be held annually in November. *(Article VII: Section 6)*

The By-laws Committee suggested to change “post office” to “contact information” *(Article VII: Section 4)*

The By-laws Committee recommends including the Board of Supervisors to the agenda and minutes distribution list. *(Article VIII: Section 6)*

Enholm questioned the reference to “items underlined,” as there are not underlines in the current By-laws. *(Article XI: Section 1)* The By-laws include information from the March 12, 1991 Board Order that established the Library Commission. This information will be reviewed and it will be determined if there are any conflicts with the Committee’s revisions of the By-laws. County Counsel will review the recommended revisions.

Cain pointed out that the names of planning documents change and Commissioners may (consider being less specific in the short and long range planning activities for libraries. *(Article IV: Section A, B & E)*

The By-laws Committee agreed not to limit to the Commission to discuss only specific (major) plans and not to list particulars in the By-laws. They also requested removing “review and ratify” and change it to “be involved in providing local input for County planning”. The last paragraph of this section will be labeled J.

Cain will ask County Counsel for input on Article VI: Section 6. The Better Government Ordinance should be listed along with the Brown Act under Open Meeting and Conflict of Financial Interest. *(Article VI)*

The By-laws Committee questioned the need to state “adjourned meetings”, which are meetings that make it possible to finish agenda tasks that were not completed in the original meeting. *(Article VIII: Section 1)*

Cain will ask County Counsel if it is necessary to maintain adjourned meetings in the By-laws.

The section on quorums will need to be changed to reflect the law. *(Article VIII: Section 3)* A quorum is one half, plus one, of the membership, which includes the vacant seats.

In summary, the By-laws Committee recommends the following:
- The Commission be reauthorized for 5 years, July 1, 2011 – June 30, 2016
- Delete all reference to Steering Committees
- Add a representative from the Community College District to Article V
- Remove a representative from the Youth Commission to Article V
- Rename “Alliance for Better Libraries” to “Friends Council” to Article V
- Add the Better Government Ordinance to Article VI
- All terms of office shall not exceed two years without reappointment

Once these recommendations are considered by the Board of Supervisors, the revised By-laws will come back to the Commission for review.

8. ADJOURNMENT to the REGULAR SCHEDULED JULY 22, 2010 LIBRARY COMMISSION MEETING
The By-law Committee of the Library Commission meeting adjourned at 7:15 p.m.

[Signature]
Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library
Library Commission Bylaws – Revision Suggestions
DRAFT 6/2/10

1. I – Steering Committee. Delete here and where referenced throughout the bylaws. We have not had such as long as I can remember.

2. Membership – Special Reps
   • Alliance S/B Friends of the Library Council
   • Delete Countywide Youth Commission
   • Add Contra Costa Community College District
   • Add something like – “Other representatives may be added provided the organization represented have a strong interest in public libraries with a two thirds vote of the Library Commission and a majority vote of the BOS and CCC Mayors’ Conference.”

3. Secretary – The section about maintaining “post office addresses” seems like it should be “mailing addresses” Also include “and other contact data”.

4. Section 6 – Elections. This calls for elections after reauthorization. Since reauthorization comes in June and elections are in November this should be deleted. It was probably operative when we had 1 or 2 years authorizations. I remember when my term was for one year rather than two.

5. Section 6 – Minutes – Add that each BOS is to receive a copy. That is current practice.
May 28, 2010

Supervisor John Gioia
11780 San Pablo Ave., Suite D
El Cerrito, CA 94530

Dear Supervisor Gioia:

It has come to my attention that the Contra Costa County Board of Supervisors is reauthorizing the establishment of the Library Commission. I would be most appreciative if you considered appointing a representative of the Contra Costa Community College District to the Library Commission. Our colleges work very closely with the county library and have enjoyed a partnership with them for many years, including a joint use agreement with the public library in San Ramon.

Thank you for your consideration of my request.

Sincerely yours,

[Signature]

Anthony T. Gordon, Ph.D.


ATG:pk