CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 1

MEETING DATE: Thursday, September 23, 2010
AGENDA ITEM #: 6
ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

- Commissioners will approve or amend the minutes for the meeting of July 22, 2010.
MEETING OF THE LIBRARY COMMISSION
MINUTES
Thursday, July 22, 2010
Held at the Walnut Creek Library

1. CALL THE MEETING TO ORDER
Commission Vice-chair Carol Brown (Orinda) called the meeting to order at 7:03 p.m.

2. COMMISSION BOOKSHELF
Commissioners provided suggestions for current reading:

Title
A History of Reading
61 Hours
The Political Brain
The House on Caribou Street
Happy Isles of Oceania
Judgement Days
The Great Bridge
War in a Time of Peace
Never Have Your Dog Stuffed
The White Tiger

Author
Alberto Manguel
Lee Child
Drew Westin
Issac Harel
Paul Theroux
Nick Kotz
David McCullough
David Haversten
Alan Alda
Aravind Adiga

3. ROLL CALL

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

With 20 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 Commissioners: Ronald Wetter (Contra Costa Council); Steven Kirby (Hercules); Joseph Ovick (Office of Education); Ron Shoop (City of Richmond)

Visitors included: Kristin Anderson, Executive Director of the Walnut Creek Library Foundation; Bob Brittan, Walnut Creek Library Foundation and Friends of the Walnut Creek Library; Ashley Coates, League of Women Voters of Diablo Valley; David Kruegel, Moraga Friends; Chauncey Lindquist, Concord resident; Cindy Brittan, Walnut Creek and Ygnacio Valley Senior Community Library Manager; Beth Killian, ASO: Human Resources; Corinne Kelly, Library Executive Secretary, Anne Cain, County Librarian.

5. ITEMS FROM THE PUBLIC

Ashley Coates, League of Women Voters of Diablo Valley, and Volunteer Coordinator for SmartVoter.org said that SmartVoter.org is a good source of information for local candidates and offers candidates the opportunity to post their information to SmartVoter.org at no charge and the option to link to their personal websites. They are interested in working with libraries as a resource.

6. ACCEPTANCE OF MINUTES

Commissioners approved the minutes from the May 27, 2010 meeting.

7. APPROVAL OF AGENDA

Commissioner Enholm (District V) asked to introduce a proposal during agenda item 13: Agenda Setting for the next meeting.

Commissioner Shoop (Richmond) requested to discuss questions from the Richmond Library
Commission that the County Library Commission would address at the September 23 meeting.

Commissioners approved the agenda.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS— *Agenda Attachment 2*

Commissioner Stephenson (Danville) said that the author of *Highest Duty, My Search for What Really Matters*, Captain "Sully" Sullenberger, will speak at the Danville Library on October 20. The event is free, however reservations are required.

Commissioner Atkinson (Clayton) said that the Friends summer paperback book sale will be held on Saturday, July 24.

Commissioner Smith (District IV) attended a Danville town meeting and the three legislators at the meeting expressed the importance of supporting libraries. Smith shared information on the February 26 and March 12, 2011 CALTAC workshops ([attachment to the minutes](#)).

Commissioner Marshburn (Office of Education) thanked the Library’s Information Systems Project Manager, Paula Mackinnon, for presenting at the Bay Area communication on social media event.

Commissioner Ruehlig (Antioch) said that Antioch’s Gateway Centers for Learning, in Prewett Park, is expected to open in January 2011. Antioch’s City Council will recognize the Gateway’s planning committee at the July 27 meeting.

Commissioner Panas (El Cerrito) said that the El Cerrito Friends raised almost $500 with the tiny BART tickets (BART tickets with remaining funds). He suggested placing "tiny ticket" fundraising boxes near the Library a-Go-Go machines. Panas also said that a contest for library beautification is being held by the El Cerrito Arts and Cultural Commission.

Commissioner Enholm (District V) said that he has placed *Contra Costa City/Town Councils Report* at each community library and shared the poster. He added that he has been a candidate eight times in eight years. He presented $100 check to the speaker from the public from SmartVoter.com. and said that as a candidate, he appreciates the service they offer. Enholm distributed a memo "RE: Comments on the Walnut Creek Library Opening" ([attachment to the minutes](#)).

Commissioner Shoop (Richmond) proposed questions from the Richmond Library Commission that he would like discussed at the September 23 County Library Commission Meeting:

Since Richmond is not part of the County Library and has its own budget and organization, what is the value of Richmond’s presence on the County Library Commission?

Why is Richmond participating if Richmond is not a member of this organization?

What is the value of having a delegate participate in budgetary voting?

Kristen Anderson, Executive Director of the *Walnut Creek Library Foundation*, was introduced and thanked for her leadership and successful fundraising for the *Walnut Creek Library*. She said that the July 17 opening event attracted 8,000 – 9,000 people. Thousands of new library cards were issued during the event. Anderson thanked Senior Community Library Manager Cindy Brittain and her staff for doing a great job with the grand opening.

Commissioner Hoisington (Lafayette) thanked the Library and the City of Walnut Creek for the personal invitations to the July 17 Walnut Creek grand opening.

Anne Cain, County Librarian, said that the City of Walnut Creek, including City Clerk, Patricia Olds, did an amazing job in coordinating the event details. Cain shared a photo of the Walnut Creek Library’s July 17 grand opening taken by Chauncey Lindquist.
Bob Brittain said that additional event photos have been posted by the Walnut Creek Library Foundation on Facebook.

Anderson explained that the City owns and operates the building, including handling the rental conference rooms. This Commission meeting was the first meeting held in the Oak View room.

Commissioners toured the Walnut Creek Library in three groups, led by Kristin Anderson, Executive Director of the Walnut Creek Library Foundation; Bob Brittain, Walnut Creek Library Foundation and Friends of the Walnut Creek Library, and Cindy Brittain, Walnut Creek and Ygnacio Valley Senior Community Library Manager. The LEED-certified design features; young adult and children areas; Historical Society's display in the fireside area; browsing and media centers, technology and business and career centers with group study and conference rooms and the amazing art throughout the building. The City plans to lease the café area in the Library which will provide revenue. The Walnut Creek Library Foundation's office will move into the Library in the fall. The Friends bookstore raised over $3,000 since opening. The Library has an equivalent of ten full time staff (the old Walnut Creek Library had 7 ½ full time staff in a library a fifth of the size.) The new Library cost $39.9 million, with the original budget being $46 million. There are 150 parking spaces and the garage is open 24 hours with free parking after 6 p.m.

9. CORRESPONDENCE
There was no additional correspondence.

10. REPORT FROM COUNTY LIBRARIAN
Anne Cain, County Librarian, introduced Dr. Joseph A. Ovick, Superintendent of Schools for Contra Costa County, and newly appointed Library Commissioner.

Superintendent Ovick informed the Commission about the Office of Education's concern for the loss of the Gale Virtual Reference Center and databases, which are highly used by students with over 110,000 hits during the school year. All eighteen superintendents around the county have expressed concern over the database loss. His office has partnered with the Library in many instances, and this time is asking community service clubs, such as Rotary members, to help raise $65,000 for the Gale databases for the school year of 2010-11. Ovick will also send a letter to the Board of Supervisors requesting a one time release of $65,000 from the general fund if the community fundraising is not successful.

Cain thanked Superintendent Ovick for his generosity in helping to fundraise for this service. She explained that the Library's number one priority is to maintain open hours and hours would have to be reduced in order to fund the databases. When the $133,000 was eliminated from the database budget, the vendor did not want to lose the Library's business, so a deal was worked out for only one year, with Gale databases costs being reduced to $65,000. The price will increase next year as this is a one time reduction.

All of the cities have adopted budgets and will continue to fund open hours and facility costs. Cain met with many city councils during recent months.

The Martinez Library will soon close for eight to ten months while it undergoes a renovation. The interim Martinez Library will be at the Old Train Depot and will be open 24 hours each week.

Cain shared the 2010 book of Poetry created by the residents of the County's Juvenile Hall and Orin Allen Youth Rehabilitation Facility libraries. These libraries were established with funding from the Lesher Foundation and operated through a partnership between the County Probation Department, the Office of Education, and the Library.
Commissioner Shoop (Richmond) suggested selling the poetry book at Friends bookstores to benefit those libraries.

Cain said that the 2010 Reading Festival kicked off the Summer Reading Program. Dave Eggers was the featured author at the Lesher Center, with 715 tickets being distributed. There were successful regional events with 350 people attending the Dougherty Station carnival, and many attending the East County festival in the park.

Project Second Chance (PSC), the Library’s adult literacy program’s, martini tasting fundraiser raised $14,000 for PSC in one night. PSC will have a recognition event on August 18 at 6:30 and Commissioners are all invited.

Cain shared a copy of the recruitment flyer for the County Librarian position. (attachment to the minutes)

Cain will give a New Library Commissioner Orientation at 5 p.m. on September 23, prior to the 7 p.m. regular scheduled meeting. this will be a publically noticed meeting, and all Commissioners may attend. [note: The orientation has been postponed]

11. OLD BUSINESS

12. NEW BUSINESS

NONE

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

The following items are topics for future meetings:
- 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
- Accessibility Committee presentation
- Richmond’s appointment to the County Library Commission discussion

Commissioner Kirby (Hercules) questioned the process of placing items on the agenda. He expressed concern for lost opportunities when something comes up that the Commission would like to discuss, but because of requirements of the Brown Act, there is a need to wait for the item to be publically noticed and agenized.

Commissioner Enholm (District V) distributed a handout “RE: Considering how the County Library could help the County Elections Dept inform voters.” He read the document, and made a motion. (attachment to the minutes)

County Librarian Cain alerted the Commissioners that they may not discuss his handout. He can ask to put it on the September agenda and that is all.

She cautioned that Commissioners should not have discussions about Commission business outside of the Library Commission meeting due to the possibility of "serial meetings". The Brown Act and Better Government Ordinance will be reviewed at the next Library Commission meeting. She said that her job is to advise the Commission on the Brown Act and Better Government Ordinance, in consultation with County Counsel.
Commissioner Kirby requested that a Brown Act expert be present as soon as possible so that the Commission can move forward on items that come up during Commission meetings.

County Librarian Cain responded that County Counsel will be asked to attend the September 23 Library Commission meeting. For an item to be discussed during the Library Commission meeting, that item requires public notice.

14. **ADJOURNMENT to the September 23, 2010 LIBRARY COMMISSION MEETING**

The July 22, 2010 Library Commission Meeting concluded at 9:00 p.m.

Commissioners adjourned to the September 23, 2010 Library Commission Meeting, which will be held at Library Administration, 75 Santa Barbara, Pleasant Hill, CA 94523.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library
Manguel, Alberto. *A History of Reading.* London: Viking Penguin, 1996; New York: First American version. Santayana stated, “There are books in which the footnotes, or the comments scrawled by some reader’s hand in the margin, are more interesting than the text. The world is one of those books.” This book is full of interesting, exciting comments, articles, snippets of information. It is a world of stories about reading. Any librarian or bibliophile can spend many profitable periods enjoying *A History of Reading.*


---------- The Little Prince. Translated by Richard Howard. NY: Harcourt, 2000. I had thought of this as a child’s book, because of the illustrations and the cute writing. Recently, I had to study it in French, in a class taught by a native French paratrooper. I found it full of cultural or psychological insight. It has concise, sarcastic, depictions of different kinds of adults, as seen by a child, an artist, or a being from another star. If you’ve not read it since childhood, it’s well worth a second read. After decades with adults, you will be able to find the child’s view of adults refreshing and revealing.

Moss, Elizabeth Patton. *The Iranian.* Philadelphia: Muhlenberg Press, 1952. She wrote it near the start of Iran’s reign by Riza Pahlevi (the Shah who was overthrown in 1979 when the American Embassy staff was held hostage for 444 days.) Excellent write-up of the culture in the foothills with the tribal customs and warfare as the Shah was starting to bind the country together.

Butcher, Jim. *Furies of Calderon.* NY: Penguin: Ace Books, 2004. Reading this book is a cross-cultural experience, a venture into a place of unknown configurations. If you are a reader like myself, new to science fiction, you are kept guessing, studying the new culture and ground rules. You just cant stop reading long enough to analyze it carefully. One meets characters who seem quite human in some respects, yet different in others. They are made believable by the skillful writer. Here, Butcher, in presenting his characters, is able to be consistent with their human and non-human traits, yet able to keep them from automatically following patterns that would leave no suspense to their actions. The plot keeps one reading at top speed, yet slowing briefly to conjecture what could possible happen next that would be true to the parameters the author has set.

Sundin, Sarah. *A Distant Melody.* Grand Rapids: Baker, 2010. This might by listed as a romance, as a woman’s book, or it could be labeled a World War II novel. Some would call it an ethical exploration. A newspaper article about her book signing caught my eye. A Distant Melody was written by a Contra Costa County writer, a UCLA graduate, a Ph.D. in pharmacology. It deals with the Air Force in which I was a meteorologist, San Bernardino’s March Air Field Base where I once served, and the City of Antioch which we all know. A Distant Melody turns out to be very well written. Anyone who has been in a B-17 has to read it. I look forward to reading the next book in the series.

*Genreflecting: A Guide to Reading Interests in Genre Fiction.* 5th edition. Englewood, CO: 2000. Large book catalogs and reviews must be broken into categories. This work on WC Library’s reference shelves helped me find more to read!
Trustees, Commissioners, System Advisory Board Members, Friends, Library Advocates, and all members of the library community:

SAVE THE DATE

CALTAC - Spring 2011 - Workshops

Strong Library Communities –
– Making it work in Your Hometown

Saturday, February 26, 2011: Milpitas Public Library

Saturday, March 12, 2011: Monrovia Public Library

Panels will share success stories of Friends, Foundations, Trustees and Directors working together.

The California Association of Library Trustees and Commissioners (CALTAC) invites you to share your interest and concerns and explore options on important library issues.

Watch for more information: www.caltac.org

PLEASE SAVE THE DATE!
Contra Costa County, CA:

The County
Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 771 square miles extending from the northern limit of San Francisco Bay to the south of Napa County. The County is bordered to the south and west by Alameda County and on the north by Santa Clara County. Contra Costa County has a population of 1,059,000. Contra Costa County is the 32nd most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes urban, suburban, industrial, agricultural, and rural areas and contains 15 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Recreation within the County varies from fishing, boating, and water skiing in the Sacramento-San Joaquin River Delta, backcountry riding and camping at Mt. Diablo State Park, and camping at and hiking in the western counties of Napa and Sonoma Counties, the picturesque rural communities of Central and Monterey, and the Sierra Nevada mountain region, to walking distance of the County. Contra Costa County provides a full range of services through 21 County Departments divided into service areas such as: Public Health, General Government, Health and Human Services, Growth Management, Special Districts and Authority. There is also a number of Affiliated Organizations.

The County has a FY 2009-2010 budget of approximately $1.2 billion, and a countywide staff of approximately 6,000. The County's diverse economy provides many opportunities for future business and job expansion, and the communities provide a wide range of recreational, cultural, and entertainment activities.

The Library
Contra Costa County's award-winning Library plays a vital role in bringing people and ideas together. The Library's primary goal is access to high-quality services for over 450,000 children, teens, and adults, and the provision of collections that meet the variety of cultural, informational, and entertainment needs of the county's diverse community. The Library has almost 400 staff members (80 FTEs) and an operating budget of $24 million.

Library services are provided through:
- 23 community libraries in 18 cities and unincorporated areas
- The virtual library http://library.org
- Juvenile Hall and the Oriole Allen Youth Rehabilitation Facility
- North Richmond Youth Empowerment Center
- Monument Park in Concord
- Contra Costa Library for Learning, Library Avenue (Ashland, scheduled to open January 2011)
- Library-a-Go-Go book lending machines at BART stations and a shopping center

The Contra Costa County Library has received numerous national, state, and regional awards for the creative and innovative use of technology services to accommodate needs, youth, literacy, services for the disabled, and library promotion. Highlights include:
- American Library Association (ALA) Outstanding Academic Library Services Award 2009
- ALA/NISO/ACRL: National Organization on Disability Award 2008
- California Library Association Leadership Award 2008
- California Library Association Print Excellence Award 2008
- Contra Costa County Juvenile Justice Commission, Contracting Service by a Facility (2007)
- Contra Costa County Department of the Year 2001
- NACO (National Association of Counties) Youth Literacy Award 2009
- Contra Costa County Board of Supervisors, Innovations in Technology Award, 2001, 2002

The Contra Costa County Library is particularly known for its innovative use of technology to improve service and decrease costs. The Library was the first library in the country to:
- Provide上门omaxx book lending machines
- Create a mobile library platform that supports the use of QR (quick response) codes
- Utilize QR codes to support readers' advisory and library marketing
- Offer self-return in a metropolitan area
- Offer online library card self-registration and integration with library borrower record
director of Library Services

There are four programs within the Department:
- Administrative Services, including Library Administration, Technical Services, and Collection Management.
- Library Services, which includes both Reference Services and Circulation Management.
- Facilities Services, including Technology, Network Administration, and Facility Management.
- Systems Services, which includes the Library’s Information Technology (IT) and Digital Services teams.

The Library’s mission is to provide high-quality services to the community, and the position of Director of Library Services is critical to the success of the Library. The Director is responsible for the overall operation of the Library, including the management of the Library’s resources, staff, and budget.

Upcoming Goals, Challenges, and Opportunities

- Complete process to transition ownership and fiscal responsibility for facilities to the cities.
- Complete the Libraries in 2010/11, and begin the new facility planning process.
- Increase the number of patrons and users of the Library.
- Expand the Library’s role in the community, including partnerships with local businesses and organizations.
- Enhance the Library’s services and programs to meet the needs of the community.

The Position

The Director of Library Services is responsible for the overall operation of the Library and for providing services within established budgetary limits. The Director directs the Library’s services, administers the Library’s policy and plans, and coordinates the ongoing public library service needs of the City. The focus of the position is on providing community, administrative, and professional leadership for the planning, development, implementation, and provision of Library services in the City. The Director of Library Services has been chosen as one of three Deputy Directors, two Administrative Services Officers, and two Executive Secretaries.

Upcoming Goals, Challenges, and Opportunities

- Complete the transition to new technology to enhance access to library services.
- Engage patrons in the planning and development of the Library’s services and programs.
- Develop and maintain effective partnerships with the community.
- Enhance the Library’s services and programs to meet the needs of the community.

The Candidate

Education and Experience

Exemplary credentials in an accredited college or university and a graduate degree from a school of librarianship, or an equivalent, are highly desirable. The ideal candidate will have a strong background in library science, and a commitment to professional development, strategic planning, and fundraising.

Experience:
- Three years of full-time experience in a large public library, as a Library Director, Assistant Library Director, or Deputy Director, or head of a major library division.
- Significant experience in personnel management, strong public relations, and fundraising.

Knowledge, Skills, and Abilities

- The principles and practices of public library administration, including large librarians.
- Library administration in a large city, including planning, development, implementation, and provision of Library services in the City.
- The principles of supervision, training, and personnel management, and the ability to manage a large group of employees.
- The ability to work effectively with a diverse group of individuals.

Additional Benefits

- 8.5% management longevity differential after 10 and 20 years of service.
- Deferred Compensation Plan (401k), including Company contribution.
- Professional development allowance of $15,000 every two years.
- Health insurance of $60,000 per month.

Ago to the Community Credit Union to determine if the credit union’s services are right for you.

Application and Selection Procedure

The deadline for this position is Friday, August 20, 2010 (noon, local time). Applications must be submitted online at the post’s official website. Applications must be submitted online at the post’s official website. Applications must be submitted online at the post’s official website.

Compensation and Benefits

The total compensation for this position is $70,000, with an opportunity for advancement based on qualifications and experience. In addition to a competitive salary, benefits include:

- Health insurance
- Retirement program
- Vacation and sick leave

Applicant Information

Applicants should include a cover letter, resume, and three references with their applications.

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July 22, 2010

TO: County Library Commissioners

FROM: Greg Enholm  
East County Library Commissioner

RE: Comments on the Walnut Creek Library Opening

I attended the opening of the Walnut Creek Library last Saturday. I enjoyed myself thoroughly. The building is beautiful and the people attending the opening were excited to enter the building.

Having been a Library Commissioner for six years, I have long thought that a new library opening was my most satisfying experience as a Library Commissioner. On Saturday, as I was looking at the people waiting to enter the new library, I started to wonder how many of those people were about to enter a library for the first time. Then it occurred to me, I realized how happy I was to know there would be people entering a library for the first time and will likely be returning for the rest of their lives.

Now I look forward both to have as many people as possible enter one of our County’s community libraries for the first time. I also want to see more new libraries opened and existing libraries improved.

Now is the time for the Library Commission (and individual Commissioners) to focus on finding ways to reach the goal of having everyone in the County visit a County Library at least once. Why now? In the past 10 years, we have opened new libraries in Dougherty Station (San Ramon), Hercules, Lafayette, and Orinda (Thank you Anne and your staff!).

We need to assure that people, especially those who have never been to a library, go to these and the established libraries whether through our actions as individual Commissioners or as the County Library Commission.