MEETING OF THE LIBRARY COMMISSION

AGENDA

DATE: Thursday, September 22, 2011
TIME: 7:00 p.m.
LOCATION: Library Administration, Room C
75 Santa Barbara, Pleasant Hill, CA 94523
- Electronic agenda packet viewing is available at: http://guides.ccclib.org/commission
- Hard copy agenda packets are available for viewing at each Contra Costa County Library

The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 48 hours before the meeting, at (925) 646-6423.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Library Administration, 75 Santa Barbara Road, Pleasant Hill, CA 94523.

Library Commissioners, please call Corinne Kelly, Executive Secretary, at (925) 927-3206 by 5 p.m. Wednesday, September 21, 2011 if you will NOT be at the meeting. A quorum must be established before a meeting can be held. A record is maintained of Commissioner’s attendance.

1. 7:00 p.m. CALL THE MEETING TO ORDER
The Library Commission Chairperson will call the meeting to order.

2. COMMISSION BOOKSHELF
Library Commissioners can provide suggestions for current reading.

3. ROLL CALL

4. INTRODUCTIONS
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

5. ITEMS FROM THE PUBLIC
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may fill out a speaker card. Public comment on agenda items can also be e-mailed to the Library Commission at ccclibcommission@ccclib.org to be received one day prior to the Library Commission meeting.

6. ACTION
ACCEPTANCE OF MINUTES – Agenda Attachment 1
Commissioners will approve or amend the minutes for the meeting of July 28, 2011.

7. ACTION
APPROVAL OF AGENDA
Commissioners will approve or amend the agenda for the meeting of September 22, 2011.

8. ACTION
ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS – Agenda Attachment 2
Commissioners or Library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.

9. CORRESPONDENCE – Agenda Attachment 3
Receipt and referral of Library Commission correspondence.

10. COUNTY LIBRARIAN REPORT – Agenda Attachment 4
Barbara Flynn, County Librarian, will report on items of interest to Commissioners.
11. 7:30 p.m.  OLD BUSINESS

A. REVIEW BY-LAWS - Agenda Attachment 5
   ACTION
   The By-laws Committee of the Library Commission will present proposed By-law amendments to the
   Commission for discussion.

12. 7:50 p.m.  NEW BUSINESS

   A. ACCESSIBILITY EFFORTS - Agenda Attachment 6
      Vickie Sciacca, Librarian, Adult & Teen Services, Danville Library, will update Commissioners on
      accessibility efforts put forth by the Library to serve customers’ accessibility needs.

   B. NEW DISTRICT BOUNDARIES - Agenda Attachment 7
      Commissioner Enholm (District 5) will lead the discussion of the revised boundaries for the five
      districts of the Contra Costa County Board of Supervisors as it affects the communities
      represented by the five County Library Commissioners appointed by the Board of Supervisors.

   C. DISSEMINATION OF COMMUNITY LIBRARY INFORMATION - Agenda Attachment 8
      Commissioner Enholm (District 5) will present a resolution for Library Commission consideration.
      This resolution will ask City Councils and Municipal Advisory Councils to include information about
      their community library on billboards, public bulletin boards, websites, newsletters, and other
      methods available to them.

   D. 2011 ANNUAL REPORT AND 2012 WORK PLAN PLANNING WORKSHEET - Agenda Attachment 9
      The Library Commission is required to submit an annual report and work plan to the Board of
      Supervisors to satisfy the County’s advisory body annual report requirements. Commissioners will
      be asked to complete a worksheet and bring it to the next meeting or return it to ckelly@ccclib.rog
      or fax to (925) 646-6461, before October 23, 2011. The draft 2011 Annual Report and 2012 work
      plan will be available for Commissioner’s consideration at the November 17, 2011 meeting.

   E. NOMINATIONS FOR 2012 LIBRARY COMMISSIONER OFFICERS - Agenda Attachment 10
      Commissioners will consider making nominations for the Library Commission for 2012.
      Nominations can be made during this meeting or submitted to Corinne Kelly, Executive Secretary,
      at Library Administration, 1750 Oak Park Blvd. Pleasant Hill, CA 94523 or by email to
      ckelly@ccclib.rog. Officers for 2012 will be selected at the November 17, 2011 meeting.

13. ACTION  AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
   Commissioners will suggest items for future meetings, including:
   ▪ Members of the Board of Supervisors are invited to attend a future meeting.
   ▪ Patriot Act Update
   ▪ Library Lease Operating Agreement
   ▪ Library A-Go-Go review and update
   ▪ Procedural Changes in Computer Time Management (November 17)
   ▪ Information on special library collections (ie: Walnut Creek’s Russian collection; Historical
     collection {climate controlled} and San Ramon’s jazz collection)
   ▪ Electronic books (e-books) and addressing concerns about e-books expiring
   ▪ Library Databases
   ▪ Employment or Career Enhancement
   ▪ Collection Survey

14. 9:00 p.m.  ADJOURNMENT TO THE NOVEMBER 17, 2011 LIBRARY COMMISSION MEETING
   Commissioners will adjourn to the November 17, 2011 Library Commission Meeting.