MEETING OF THE LIBRARY COMMISSION
AGENDA

DATE: Thursday, November 17, 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, November 16, 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 September 22, 2011.

7. ACTION APPROVAL OF AGENDA
Commissioners will approve or amend the agenda for the meeting of November 17, 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
   The By-law Committee of the Library Commission considered County Counsel's recommended changes to the Library Commission By-laws. The revised Library Commission By-laws will be presented to Commissioners for approval prior to being sent to the Board of Supervisors for consideration.

B. 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. The Library Commission was reauthorized for five more years, through June 30, 2016. 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. The five special appointees are (Central Labor Council, Superintendent of Schools, Contra Costa Council, Contra Costa Community College District{with revised By-laws approval by the Board of Supervisors}, and Friends Council) will change with approval of the revised Library Commission By-laws. Lots will be drawn.

C. ELECTION OF 2012 LIBRARY COMMISSION OFFICERS – Agenda Attachment 6
   Commissioners will have the opportunity to nominate additional candidates. Commissioners will elect officers of the Library Commission.
   - Commission Chair Brown (Orinda) nominated Commissioner Meisch (Walnut Creek), for Chair
   - Commissioner Ruehlig (Antioch) nominated Commissioner Enholm (District V), for Vice-chair
   - Commissioner Reed (Friends Council) nominated Commissioner Peck (Brentwood), for Vice-chair

D. LIBRARY FUNDING IN JEOPARDY – YOUR HELP IS NEEDED – Agenda Attachment 7
   Commissioners will consider the 2011-12 budget challenges facing the three major library programs – the California Library Services Act, the Public Library Foundation, and the state literacy program, and will consider the request of the California Library Association to send letters.

12. 7:45 p.m. NEW BUSINESS

A. LIBRARY COMMISSION MEETING DATES – Agenda Attachment 8
   Commissioners will confirm the meeting dates for 2012.

B. 2011 ANNUAL REPORT AND 2012 WORK PLAN – Agenda Attachment 9
   The Library Commissioner will review and edit the Draft 2011 Annual Report and 2012 Work Plan. The Commission will be asked to authorize the Chair and Vice-chair to review the final document and authorize that it be sent to the Board of Supervisors.

C. COMPUTER TIME MANAGEMENT
   Bill Kolb, Teen Services Librarian, Walnut Creek, will present the procedural changes that the Library is implementing regarding Computer Time Management.

D. ACCESSIBILITY COMMITTEE ROLLATOR DRILL TEAM
   Commissioners will receive a presentation from the AccessABILITY @ Your Library event that was held at the Lafayette Library and Learning Center on October 22, 2011
   http://youtu.be/k-BwsUcXnWc and http://www.youtube.com/watch?v=k-BwsUcXnWc

E. DISSEMINATION OF COMMUNITY LIBRARY INFORMATION – Agenda Attachment 10
   This item was tabled from the September 22, 2011 meeting, due to meeting time constraints. Commissioner Enholm (District 5) will propose consideration of a resolution for Library Commission to adopt at a later meeting. This resolution would ask City Councils and Municipal Advisory Councils to include information about their community library(ies) on billboards, public bulletin boards, websites, newsletters, and other methods available to them.
13. **ACTION**  
**AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings, including:
- Board of Supervisors are invited to attend a future meeting.
- Employment or career enhancement library assistance (Commissioner Wetter [Contra Costa Council] will assist)
- Patriot Act Update
- Library Lease Operating agreement
- Library A-Go-Go review and update
- Information on special library collections (i.e.: Walnut Creek’s Russian collection; Historical collection {climate controlled} and San Ramon’s jazz collection)
- Alternatives to the Gale databases: including a review of subject guides, online federal documents, and other resources
- Electronic books (e-books) and addressing concerns about e-books expiring
- Reference directories, newspapers, and periodical sets
- Historical societies and the community library connections
- Collection survey

14. 9:00 p.m. **ADJOURNMENT TO THE JANUARY 2012 LIBRARY COMMISSION MEETING**
Commissioners will adjourn to the January 2012 Library Commission Meeting.