MEETING OF THE LIBRARY COMMISSION
AD HOC COMMITTEE

Minutes

DATE: Tuesday, February 23, 2016

1. CALL THE MEETING TO ORDER
   Kathy Gilcrest called the meeting to order at 5:30 p.m.

2. ROLL CALL
   Ad Hoc Committee members Alan Smith (District IV), Peter Wilson (District IV Alternate), Laura Canciamilla (Pittsburg), Juan Kelly (Orinda), Bryan Scott (District III Alternate), Diane Riise (District II), and Kathy Gilcrest (San Ramon) were present. Ad Hoc Committee members Walter Ruehlig (Antioch) and Rodger Lum (Moraga) were absent.

3. ITEMS FROM THE PUBLIC
   There were no public speakers.

4. HOUSEKEEPING
   Ad Hoc Committee member Smith nominated Gilcrest as Chair, which she accepted after it was seconded and approved.

   Discussion of an official name for the Committee took place. It was suggested that the name should be the Ad Hoc Committee on Needs, Priorities, and Resources. A motion was made, seconded and approved.

   The Ad Hoc group discussed a plan of action for the group.

5. REVIEW COMMUNITY NEEDS ASSESSMENT AND STRATEGIC PLAN
   Library Staff Brooke Converse provided all community Library’s 2015 Community Services Plans. The Ad Hoc group discussed the Community Service Plans and the Library’s overall 2014-2017 Strategic Plan. Ad Hoc Chair Gilcrest asked when the 2016 Community Services plans would be available. Staff Converse was not sure.

   The group discussed the Library’s resources and hiring abilities. Ad Hoc members Wilson and Smith expressed concern about the Library’s triennial review. Chair Gilcrest suggested the idea of the Commission forming another committee to review the Commission and respond to the County Librarian’s concerns. The group discussed supporting the Commission at the Board of Supervisor’s Internal Operations Committee, where the Triennial review will be reviewed.

   Ad Hoc member Wilson expressed concern about inequities among community libraries in regard to facilities. The group briefly discussed the idea of system-wide fundraising to be studied by the Commission after the committee’s current efforts to assess needs is completed.

6. COMPARATIVE DATA ON LIBRARY SERVICES
   The Ad Hoc Committee reviewed documentation that member Smith provided. The document shows books per capita and expenditures per capita.

7. NEXT STEPS
   Ad Hoc Chair Gilcrest and Ad Hoc members Kelly and Wilson will draft a report for the Ad Hoc committee summarizing findings, conclusions and recommendations for the Ad Hoc committee’s review and discussion at it’s next meeting.
8. SCHEDULING OF ADDITIONAL MEETINGS
   The next meeting is tentatively scheduled for Tuesday March 15th, 2016 at the Walnut Creek Library.

9. ADJOURNMENT
   The meeting adjourned.

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Submitted by Brooke Converse
Department and Community Media Relations Coordinator, Contra Costa County Library