MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, November 17, 2016

1. CALL THE MEETING TO ORDER
Chair, Alan B. Smith, called the meeting to order at 7:30 p.m.

ROLL CALL

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Total Commission positions: 29
Commission positions filled: 23
Commission positions vacant: 6
Commission quorum: 15

With 15 Library Commissioners present, a quorum was established.
3. INTRODUCTIONS
The Chair introduced the new County Librarian, Melinda Cervantes. County Librarian Cervantes previously worked for Contra Costa County Library as Deputy County Librarian: Public Services, leaving in 2002 to become Director of Santa Clara County Library District for the next ten years. The last five years Ms. Cervantes has been the Director of Pima County Public Library in Tucson, Arizona. Ms. Cervantes is thrilled to be back to work for the Contra Costa County Library.

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

5. ACCEPTANCE OF MINUTES
Corrections to the minutes included the following corrections:
1. Roster and throughout voting for July minutes. Kathy Fuller, Martinez left last year so should not be listed as a member; the position will be listed as “vacant”.
2. Correction to Corrections in of May 2016 minutes: “...Rodger Lum leaving that commission...” should be changed to “Rodger Lum leaving the commission.”
3. Where the minutes read, “Alan B. Smith will served...” should be “Alan B. Smith will serve...”
4. Page 2 - “motioned” should be changed to “made a motion” (Commissioner Gilcrest).
5. Rodger Lum voting Aye three times (noted throughout on votes) He wasn’t here. Page 2 under 6 bottom of page 2 under 7 top page 4 under 11-B (Commissioner Kelly).

Motion to accept minutes of the July 28, 2016 meeting by Commissioner Hoisington. Second by Commissioner Gilcrest.

Commissioners adopted the minutes of the July 28, 2016 meeting with the above corrections as amended.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilse; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

6. APPROVAL OF AGENDA
Chair Smith said that the meeting may not include the budget presentation tonight due to other items having a very high priority. The Budget, item 10 D, will be moved to the end of the meeting if there is time available. Commissioner Kelly had a correction that #11 “New Business: Approving the 2016 Annual Report and Work Plan for 2017” cannot be an “Action” item, must be changed to a “Discussion” item.

Commissioner Canciamilla made the motion to approve the agenda with changes two changes noted, second by Commissioner Atkinson.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilse; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.
7. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Miller shared that the Hercules Library celebrated their tenth anniversary last week. The day's highlights included visits from many dignitaries visiting including County Librarian Cervantes, Congressman Thompson, several city council members, several past library commissioners and over 1000 attendees at various times. Performers included a magician; dancers; singers dressed as "Elsa" and "Anna" from Frozen; a selfie photo booth and face painting. Community members had a wonderful time.

Commissioner Bracken shared that Measure K passed as of November 8, 2016. This will help provide funding for building a new library, repaving and maintaining neighborhood streets, fixing potholes, maintaining and upgrading the City's storm drains, adding new sidewalks, walking and bike paths and funding other city projects and services that Pleasant Hill residents have identified as key priorities in Pleasant Hill.

Commissioner Faye announced that the Brentwood library closed for remodeling on October 22, 2016 with a grand finale Friends of the Library book sale and reopened 2 weeks later at a temporary location at the Brentwood Community Center adjacent to City Hall. The Friends and Foundation is focusing on fundraising and getting an outside service to research who are the significant donors to speak to for fundraising.

Commissioner Gilcrest shared that the City of San Ramon's library expansion/remodeling project is almost finished. The building is bigger and brighter. March 11, 2017 is the scheduled grand opening day. Commissioner Gilcrest is working on a pre-opening celebration fundraiser scheduled for February 4, 2017. Commissioner Gilcrest and Chair Smith conducted meetings with County supervisors relating to the commission's "Promoting Excellence Report" distributed to Contra Coast County Board of Supervisors' offices and followed up with individual meetings except for Supervisor Piepho who was not available. Commissioners Gilcrest, Smith and Wilson met with County Supervisors individually including Supervisor Glover, Supervisor Mitchoff, Supervisor Gioia and Supervisor Anderson.

- The Supervisors already knew that the library is underfunded dating back to Proposition 13.
- Supervisor Glover wants to work with Supervisor Gioia to find funding for building maintenance costs for Pinole Library and Antioch Library to get each library more than 35 open hours. Supervisor Gioia noted that the County Board of Supervisors could give the library more money out of the County General Fund, "in good times", but the definition of when "good times" will be is to be determined.
- Supervisor Andersen voiced opposition to any effort to equalize resources that are available to the library that would cause a differential allocation of property tax revenue to balance out the fact that some libraries have more resources from their Friends groups and cities. Commissioner Gilcrest assured Supervisor Andersen that was not the point of the report and that the commission wasn't trying to push that.
- There was disappointment over the loss of Richmond from the commission, noting that Richmond residents pay property taxes that benefit the Contra Costa County Library.
- Chair Smith shared that in their meetings with Supervisors Andersen and Gioia both supervisors said that they did not intend to let the library commission go away.
- Commissioner Fitzpatrick shared that the Oakley library is experiencing business overflow from the Brentwood Library closure for remodel.
- Chair Smith shared that the Concord Library recently completed a “refresh” paid for by the City. New paint, furnishings and more comfortable reader’s chairs have been added. The space looks much more open and inviting for a building opened in 1959.
- Chair Smith distributed his notes from the California Library Association (CLA) Conference in November. (attached).
- Chair Smith shared that on Monday, December 5, 2016 new senators will be available in the morning from 9-11 in the State Capital building in Sacramento in their respective chambers. This is a good opportunity to go talk to them about supporting library funding. There are three new legislators in place; Senator Nancy Skinner West County; Bill Dodd in Martinez and Pleasant Hill; and Tim Grayson in the Assembly. Commissioner Smith encouraged all commissioners to plan a trip to visit legislators on December 5, 2016 and ask for their support of library and literacy funding.
- Commissioner Canciamilla shared that the Pittsburg Library had another successful year of the “Lunch in the Library” program, a summertime partnership through the local school district.
- Commissioner Canciamilla also shared that the San Francisco Library (Larkin St. location) will issue anyone with a California Driver’s License a San Francisco Library card. This enables patrons to check out a large collection of materials including e-Books. San Francisco Library has the largest collection of e-Books relative to the population served and they loan materials similar to the Contra Costa County Library e-Book service.
- Commissioner Faye shared that visually challenged patrons qualify for delivery of Braille books from San Francisco Library. Chair Smith shared that the Braille Institute covers most of Northern California for this service and San Francisco Library has their own program.
- Commissioner Ruehlig shared that there are still 100,000 votes to be certified by December 13 for Contra Costa County mayoral candidates.
- Commissioner Hoisington shared a flyer of upcoming programming at the Lafayette Library.

8. CORRESPONDENCE
There was no correspondence received.

9. COUNTY LIBRARIAN REPORT
County Librarian Cervantes reported on library activities including the expansion of the San Pablo Library into the former Walgreen’s building, due to open in April 2017 and personnel hiring overall. The library is actively filling vacant positions. Often positions are filled through promotion, which is great for employees interested in furthering their career with Contra Costa County Library, but results in new vacancies. It will take time to fill all vacant positions. Two libraries have experienced a rise in security issues which are being addressed with various solutions. The Antioch Library now has a security service working a varied schedule; and interviews for a security service for the Walnut Creek downtown library were held recently. Other possible security enhancements include improved exterior lighting, upgrading security cameras and adding fisheye viewers to exterior doors. Staff training opportunities on personal safety and de-escalating difficult situations and other security related topics are also available.
Information was shared about the Hercules “Exploration Station” event Saturday, November 19, 2016; many STEAM projects and workshops will be available.

10. OLD BUSINESS

STATE LIBRARY FUNDING ISSUES
Chair Smith updated the commission on the status of the state budget process.

- Transaction – Based Reimbursement (TBR) has been discontinued. TBR program has been statutorily eliminated. The Governor distributes the budget usually around January 10th. In January 2017 the commission will talk about the kind of letter to send to the Contra Costa County Board of Supervisors to encourage legislators to support library funding.
- Libraries that lost funding may consider an out-of-jurisdiction fee to offset lack of funding, or not share as many resources. An example given was Santa Clara County Library.
- Contra Costa County Library pays approximately $60,000 annually to participate in the LINK+ consortium to share and receive books and other materials from other libraries.

11. AD HOC COMMITTEE UPDATE – TRIENNIAL REVIEW
Reauthorization of the library commission takes the vote of both the County Board of Supervisors and the Mayors Conference. County Librarian Cervantes has requested that the library commission reauthorization be added to the Board of Supervisors’ agenda on December 13, 2016. The Library will submit an electronic update to the Mayors Conference.

Chair Smith reviewed the suggested changes to the Triennial Review for the Commission.

Commissioners voted on the following agenda revisions in response to the Triennial Review.
- A motion to eliminate “the Commission Bookshelf” was made by Commissioner Smith, second by Commissioner Gilcrest.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canclamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Holsington; Juan Kelly; Lynn A. Meisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Susy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilse; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

- A motion to change “Items From the Public” to “Public Comment” was made by Commissioner Meisch, second by Commissioner Kelly.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canclamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Holsington; Juan Kelly; Lynn A. Meisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Susy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilse; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.
• Motion by Commissioner Gilcrest to change wording regarding the end of each term for the commission; change the word “Reinstatement” to “Reauthorization”

Motion by Commissioner Gilcrest, second by Commissioner Kelly.

*Recorded votes –

AYES: Joyce Atkinson; Laura Cancliamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Revise membership as described in section 3, page 3, “Membership and Voting” in “Responses to Report (Bylaws)” section of the Revitalization report. Motion to accept changes to membership by Commissioner Miller, second by Commissioner Ruehlig.

*Recorded votes –

AYES: Joyce Atkinson; Laura Cancliamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Lynn A. Melisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

OPPOSED: Juan Kelly.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Voting Changes

Commissioner Gilcrest made motion to change current vote process to simple majority of commissioners’ votes (see notes on red line report), second by Commissioner Atkinson.

*Recorded votes –

AYES: Joyce Atkinson; Laura Cancliamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Continue with six meetings per calendar year. Motion by Commissioner Cancliamilla to Continue with six meetings per calendar year, second by Commissioner Faye.

*Recorded votes –

AYES: Joyce Atkinson; Laura Cancliamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.
• Continue to have Alternate Commissioners.

Motion by Commissioner Faye to continue to have alternates and encourage cities to appoint alternates, second by Commissioner Canciamilla.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melsch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilie; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Commission Purpose. Motion made by Commissioner Ruehlig to redefine the commission purpose as detailed in the “Technical Revisions” as, “... Provides community level support and advocacy for Library Services” second by Commissioner Canciamilla.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melsch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilie; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Streamline minutes. No need to repeat commissioners’ city notation after first page.

Motion to streamline the minutes by Commissioner Kelly, second by Commissioner Hoisington.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melsch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilie; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Move away from the paper agenda packets to electronic except for those commissioners who request a paper packet. Motion to default to electronic agenda packet by Commissioner Gilcrest, second by Commissioner Atkinson.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Melsch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Rilie; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Motion for mid-year elections shall occur at the next scheduled commission meeting if a Chair or Vice-Chair position becomes vacant for any reason by Commissioner Gilcrest, second by Commissioner Canciamilla.

*Recorded votes –
• Requests for Information of Library Administration staff specific to commissioners’ work should come from the Chair or the Vice Chair. This does not include communication between commissioners and their community library staff. Commissioner Gilcrest moved that all communication to Library Administration staff members be directed through the Commission Chair or Vice Chair, second by Commissioner Miller.

*Recorded votes –
AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Holsington; Juan Kelly; Lynn A. Meisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

• Work Plan and Annual Report to align with purpose and duties of the commission. Motion by Commissioner Fitzpatrick to make the commission work plan and annual report clear, concise, aligned to the commission’s purpose. Second by Commissioner Gilcrest.

*Recorded votes –
AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Holsington; Juan Kelly; Lynn A. Meisch; Brian Miller; Tom Panas; Walter Ruehlig; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

Chair Smith thanked the Ad Hoc Committee members: Commissioner Gilcrest, Commissioner Miller, Commissioner Bracken, Commissioner Canciamilla, Commissioner Holsington and Commissioner Wilson (alternate).

Chair Smith appreciated working with Allison Picard, Chief Deputy County Administrator, and Terry Speike, former County Librarian thanking them for their help and support during the Internal Operations Committee (IOC) meeting. The commissioners gave Allison Picard and Terry Speike a round of applause. Commissioners also thanked Chair Smith and gave him a round of applause.

12. AD HOC COMMITTEE UPDATE – BYLAWS

Commissioner Gilcrest and summarized the Ad Hoc Committee suggested updates to the Bylaws (attachment 4). The date after “As Amended” will change when the bylaws are adopted by the County Board of Supervisors.

Commissioner Wilson (alternate) summarized how bylaws duties are the same, and are now categorized by subject, i.e. Finance, Planning, etc.
13. NOMINATIONS AND ELECTIONS

Commissioner Kelly nominated Commissioner Faye for Chair. Commissioner Faye declined the nomination. Commissioner Smith was nominated as Chair by Commissioner Wilson.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Meisch; Brian Miller; Tom Panas; Walter Ruehl; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

Commissioner Canciamilla nominated Commissioner Gilcrest for Vice Chair. Commissioner Wilson nominated Commissioner Bracken. Nine votes were recorded for Commissioner Gilcrest. Five votes recorded for Commissioner Bracken.

14. SET COMMISSION DATES FOR 2017

Commissioners voted on the following proposed meeting dates for 2017:

Thursday, January 26, 2017
Thursday, March 23, 2017
Thursday, May 25, 2017
Thursday, July 27, 2017
Thursday, September 28, 2017
Thursday, November 16, 2017

Commissioner Kelly made a motion to accept the proposed dates. Second by Commissioner Miller.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; Juan Kelly; Lynn A. Meisch; Brian Miller; Tom Panas; Walter Ruehl; Alan B. Smith; Suzy Taherian; Margie Valdez.

VACANT: Contra Costa Council; Friends Council; City of Martinez; City of Pinole; City of Richmond; City of San Pablo.

NOT PRESENT: Tobias Lester; Diane Riise; Karen Sakata; Ruth Sison; Dr. Pramod Vaid; Judy Waterson; Patty Wernet; Don Woodrow.

15. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

For the January 26, 2017 meeting:

- Library Budget Presentation
- Commission Orientation
- Discussion of Friends Council

16. ADJOURNMENT TO THE January 26, 2017 LIBRARY COMMISSION MEETING

Commissioners adjourned the meeting at 9:00 p.m.

Submitted by Shannon Ladage
Office Manager, Contra Costa County Library