CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, March 23, 2017
AGENDA ITEM #: 6
ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes of the meeting of January 26, 2017.
MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, January 26, 2017

1. CALL THE MEETING TO ORDER
Chair, Alan B. Smith, called the meeting to order at 7:00 p.m.

2.

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Total Commission positions: 29
Commission positions filled: 21
Commission positions vacant: 8
Commission quorum: 13

With 13 Library Commissioners present, a quorum was established.
3. **INTRODUCTIONS**
   Mr. John Murphy, a library patron, introduced himself. Commissioners introduced themselves for new Commissioners.

4. **ITEMS FROM THE PUBLIC**
   Mr. John Murphy commented on the usability of the library public website, ccclib.org. Mr. Murphy presented his comments in writing as well. Mr. Murphy commented that he'd like to be able to find out from the Contra Costa County Library's website if the Contra Costa County Library will or will not be offering various new book titles as titles are released. County Librarian Cervantes responded that this may be a funding issue rather than a website issue. County Librarian Cervantes will respond to Mr. Murphy's inquiry outside of the meeting, as this item is not on the agenda.

5. **ACCEPTANCE OF MINUTES**
   Corrections to the minutes included the following corrections:
   - The Chair: Commissioner Scott, District 3 (Alternate) attended his last meeting in March 2016 so should not be listed as having voted for any motions after that date.
   - Commissioner Kelly: Change “form” to “from” on the fourth bullet point on page 4.

   Motion to accept minutes of the November 17, 2016 meeting by Commissioner Hoisington. Second by Commissioner Valdez. Commissioners unanimously adopted the minutes of the November 17, 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; John M. Huh, Ph.D.; Juan Kelly; Lynn A. Meisch; Sandra Menichelli; Brian Miller; Tom Panas; Diane Rilse; Alan B. Smith; Margie Valdez.

   VACANT: Contra Costa Council; Contra Costa Community College District; Friends Council; City of Concord; City of El Cerrito; City of Martinez; City of Pinole; City of San Pablo; District 3; District 5.

   NOT PRESENT: Karen Sakata; Patty Wernet; Don Woodrow.

6. **APPROVAL OF AGENDA**
   - Chair Smith moved the Tour of the building to the end of the meeting, changing item 11 to 8:45p.m.
   - Chair Smith noted changed in numbering, item 11.C. change to 11. B., item 11.D. change to 11.C.

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

   * Recorded votes –

   AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Lynn A. Meisch; Sandra Menichelli; Brian Miller; Tom Panas; Diane Rilse; Alan B. Smith; Margie Valdez.

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   NOT PRESENT: Karen Sakata; Patty Wernet; Don Woodrow.
7. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

- Commissioner Hoisington shared Gloria Duffy’s article from the Commonwealth Club brochure regarding Benjamin Franklin forming a group in 1727 called “The Leather Apron Club” which later formed the country’s first subscription public library to which the club donated their own books. Commissioner Hoisington also shared Lafayette Library and Learning Center Foundation’s upcoming programs which include the main fundraiser for the library, “Night at the Library.” This information is to let other Commissioners know how the foundation promotes the library.

- Commissioner Miller shared that on January 31, 2017 the Hercules library will have a celebration of the Chinese New Year, including lion dancers, martial arts and tumbling demonstrations. Earlier in the week a bilingual storytime will be presented in Mandarin.

- Commissioner Gilcrest shared progress on the San Ramon library’s renovation. Reopening is now scheduled for March 11, 2017. The San Ramon city council may extend that date to April 2017.

- Chair Smith shared that California State Library emeritus Kevin Starr had passed away and distributed the article dated January 21, 2017 from the San Francisco Chronicle.

- Chair Smith shared that he attended the Mayors Conference earlier in January. He met Martinez Councilman Martin Ross.

- On December 5th, 2016 Chair Smith went to Sacramento to talk to new legislators. He met with 6 senators, assembly members and their staff. Many legislators agreed that an increase in literacy funding should take place. Chair Smith suggested the constitutional amendment to reduce the voting threshold should be reduced to 55% for libraries to several Senators. Senator Nancy Skinner said that she would be “proud and honored” to be a supporter of that amendment. Senator Dodd also said he supported reducing the voting threshold to 55%.

- There is an exhibit in the Governor’s office for the Braille Talking Book Libraries that features an interactive tactile map of California. This display helps bring awareness to the legislators of the services of the Braille Talking Book Library. Chair Smith thinks this would be a good display for a Public Library Association (PLA) conference.

8. CORRESPONDENCE
No correspondence was received.

9. COUNTY LIBRARIAN REPORT
County Librarian Cervantes reported on library activities.

- The significant event since the last meeting was the reauthorization of the Library Commission through December 31, 2019. County Librarian Cervantes is going to put together a proposal to create an annual half-day forum for Friends of the Library groups and Commissioners to meet and share best practices. This will be on a future agenda to discuss.

- Regarding Library personnel, the Library is hiring and a large amount of activity goes into the process. The County Board of Supervisors approved a board order to add 11 new positions and increase the hours of an additional 7 positions that will be in the community libraries.

- The Brentwood Library has moved to a temporary location in the Brentwood Community Center. The city is moving along with their design on the new building.

- San Pablo’s new library is targeted to open in summer 2017. The city of San Pablo is renovating a former Walgreen’s building for the library. There may be a coffee and music venue in the same building. There will be live music at the venue after library hours.

- Greg Lucas, California State Librarian wrote an article titled, “Libraries Need a Little More Love” focused
on lowering the percentage level for voters to approve tax increases.

- Samples of the Library’s Annual Report for cities and the overall County report were distributed. Samples include drafts for three communities. It is an Infographic meant to be shared online.
- County Librarian Cervantes and Chair Smith attended the Mayors conference. Both Concord & Pleasant Hill State of the city events were held January 25th and January 26th. Because measure K passed for Pleasant Hill, the mayor devoted most of his speech about what the new library will mean to the city.
- County Librarian Cervantes has been in meetings with Diablo Valley College (DVC) and the city of San Ramon and will amend their operational hours now that the San Ramon Library is set to reopen in April.
- County Librarian Cervantes thanked Commissioner Hoisington for introducing her to the Lafayette city council at their recent meeting. Lafayette city council members relayed to County Librarian Cervantes that they are very grateful for the work that Commissioner Hoisington does for the Lafayette Library and Learning Center.
- Chair Smith reminded Commissioners that the Commission agreed that whenever library staff goes to speak at city council meetings, the Commissioner for that city and appropriate County District Commissioner will be notified so that they may go and support staff.

10.A OLD BUSINESS

STATE LIBRARY FUNDING ISSUES
Chair Smith updated the commission on the status of the state budget process.
State Budget for libraries this year is the same as last year. Budget for literacy is at 4.8 million. Several legislators said they were in support of an increase of that amount. Governor Brown recently acknowledged the public library’s role as part of workforce development. Chair Smith was at a meeting in Sacramento and found out Senator Dodd is putting together a constitutional amendment to lower the threshold for libraries. In January the County adopts their legislative priorities for the year, the top page includes three standard priorities for libraries. Chair Smith described the letter drafting and writing process for voicing support for legislation.

Commissioner Faye made the motion to empower the Chair and Vice Chair to draft letters of support of the state budget and Institute of Museums and Libraries (IMLS) and to the County Board of Supervisors at the appropriate time. Second by Commissioner Kelly. Commissioners voted unanimously.

*Recorded votes –

AYES: Joyce Atkinson; Laura Ciancimilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Lynn A. Melsh; Sandra Menichelli; Brian Miller; Tom Panas; Diane Rilse; Alan B. Smith; Margie Valdez.

VACANT: Contra Costa Council; Contra Costa Community College District; Friends Council; City of Concord; City of El Cerrito; City of Martinez; City of Pinole; City of San Pablo; District 3; District 5.

NOT PRESENT: Karen Sakata; Patty Wernet; Don Woodrow.

10.B AD HOC COMMITTEE UPDATE – TRIENNIAL REVIEW
Chair Smith described the Triennial Review process that the Commission participated in during 2016, which leads to final step, approving the bylaws that were updated at the November 17, 2016 meeting.

10.C AD HOC COMMITTEE UPDATE – BYLAWS
Commissioner Gilcrest reviewed formatting to bylaws that were completed since the November 17, 2016 meeting.
- County Librarian Cervantes shared that the next step is to submit the update to bylaws to the County
Board of Supervisors for approval via a Board Order.

- The Clerk of the Board recommends a fixed number of terms, staggered terms and appointment of alternates. Some cities and towns do not assign alternates.

Commissioner Gilcrest made a motion to recommend the updated bylaws to the County Board of Supervisors striking the sentence in section V., item G. "Alternates as ex-officio members may only vote in the absence of the regular member. Recommend that voting members, not ex officio members be full participants for motions, committee assignments, etc."; correct Roman numerals from "IV. Officers" to the end of the document; update the first page from “September 1991 Amended” to “September 1991 Adopted”; update the first page from “January 2017” to “January 2017 Amended”.

Second by Commissioner Miller. Commissioners voted unanimously.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Lynn A. Meisch; Sandra Menichelli; Brian Miller; Tom Panas; Diane Riise; Alan B. Smith; Margie Valdez.

VACANT: Contra Costa Council; Contra Costa Community College District; Friends Council; City of Concord; City of El Cerrito; City of Martinez; City of Pinole; City of San Pablo; District 3; District 5.

NOT PRESENT: Karen Sakata; Patty Wernet; Don Woodrow.

10.D 2016 ANNUAL REPORT and WORK PLAN

Vice Chair Gilcrest reviewed the 2016 Annual Report and the Work Plan for 2017. Both documents were created from input from Commissioners in 2016.

- Commissioner Canciamilla asked for clarification on the “2016 Workplan Goals and Objectives Commissioner Checklist” item that reads, “Schedule/hold regular meetings with individual library managers to increase communications and continue to learn about the library.” County Librarian Cervantes said that the meaning of this sentence needs to be further clarified to define how activities will be coordinated versus scheduled meetings. Commissioner Gilcrest confirmed that this sentence is not in the “Contra Costa County Library Commission 2017 Workplan”.

- Some Commissioners did not have the “Contra Costa County Library Commission 2017 Workplan” in their printed packets. This page will be emailed to Commissioners after the meeting.

- Commissioner Gilcrest discussed now that the Commission has developed this 2017 Workplan, how should Commissioners go about achieving the goals and objectives the document describes.

- Commissioner Hoisington suggested that the 2017 Workplan be reviewed as the Commission develops their agendas.

- Forming of additional Ad Hoc meetings was discussed. County Librarian Cervantes said that the Library would confirm if Ad Hoc committees fall under the same Brown Act rules as regular advisory commission meetings.

Commissioner Hoisington made the motion to approve the 2016 Annual Report and the 2017 Workplan. Second by Commissioner Atkinson. Commissioners voted unanimously.

*Recorded votes –

AYES: Joyce Atkinson; Laura Canciamilla; Katherine Bracken; Vivian Faye; Arnold Fitzpatrick; Kathy Gilcrest; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Lynn A. Meisch; Sandra Menichelli; Brian Miller; Tom Panas; Diane Riise; Alan B. Smith; Margie Valdez.

VACANT: Contra Costa Council; Contra Costa Community College District; Friends Council; City of Concord; City of El Cerrito; City of Martinez; City of Pinole; City of San Pablo; District 3; District 5.

NOT PRESENT: Karen Sakata; Patty Wernet; Don Woodrow.
11.A FUTURE DISCUSSION OF FRIENDS COUNCIL.

- Chair Smith led discussion on how to revive the Friends Council. The Friends Council consisted of various Friends presidents that would meet periodically to share best practices and work on mutual activities to support the library. The focus was on fundraising. The Friends Council met quarterly or less. There was a Volunteer Coordinator that was a library staff member. For the most part it was technical assistance to Friends groups.
- County Librarian Cervantes asked what the Friends Council provided to the Library Commission. Not all Commissioners participated with the Friends Council. Not all Friends groups were described as engaged in political activities.
- Commissioner Bracken said that she could share some Friends best practices in future “Items of Interest”.
- County Librarian Cervantes said she would like to start an annual training and exchange of best practices for the Friends Presidents, and the Commissioners would also attend to collaborate.

11.B ORIENTATION OF NEW COMMISSIONERS

Time ran out to discuss this item.

- County Librarian Cervantes shared that she would like to meet with new commissioners at 5:30p.m. on March 23, 2017 before the regularly scheduled Commission meeting to conduct an in-depth orientation.
- The 2016 Attendance Report that accompanies the 2016 Annual Report was distributed to Commissioners at this meeting (and via email on January 27, 2017) with the request to communicate any corrections to Library Administration. The 2016 Attendance Report is submitted to the County Board of Supervisors with the Annual Report.

12. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

For the March 23, 2017 meeting:
- Future Topics for the Year in 2017
- Library Budget
- Fine Amnesty
- Commission Orientation

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*