MEETING OF THE LIBRARY COMMISSION

AGENDA

DATE: Saturday, September 16, 2017
TIME: 8:30 a.m.  LIBRARY COMMISSION MEETING

LOCATION: Walnut Creek Library, Oak View Room
1644 N. Broadway, Walnut Creek, CA 94596

- 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) 608-7700.

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 Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please call Library Administration, at (925) 608-7700 by 5 p.m. Friday, September 15, 2017 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. 8:30 a.m. CALL THE MEETING TO ORDER
The Library Commission Chair will call the meeting to order.

2. ROLL CALL
The Library Commission Chair will call the meeting to order.

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

4. PUBLIC COMMENT
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.

5. ACTION
ACCEPTANCE OF MINUTES – Agenda Attachments 1 and 2
Commissioners will approve or amend the minutes for the meetings of May 25, 2017 and August 24, 2017.

6. ACTION
APPROVAL OF AGENDA
Commissioners will approve or amend the agenda for the meeting of September 16, 2017 and confirm time allocation for each agenda item.

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

8. CORRESPONDENCE
No new correspondence at this time
9. COUNTY LIBRARIAN REPORT
County Librarian Melinda S. Cervantes will report on items of interest to Commissioners.

10. OLD BUSINESS
No Old Business to take up at this meeting.

11. 8:15 a.m.  NEW BUSINESS
A. LIBRARY MARKETING and COMMUNICATIONS - Agenda Attachment 3
Library Commission will hear a presentation about the Library's marketing and communication plans then discuss.

12. ACTION  AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
Commissioners will suggest items for future meetings.

13. 9:00 a.m. ADJOURNMENT TO THE SEPTEMBER 16, 2017 LIBRARY COMMISSION, FRIENDS AND FOUNDATIONS FORUM.