MEETING DATE: Thursday, November 16, 2017
AGENDA ITEM #: 5
ITEM: ACCEPTANCE OF MINUTES / August 24, 2017

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes of the meeting of August 24, 2017.
MEETING OF THE LIBRARY COMMISSION

Minutes

DATE:
Thursday, August 24, 2017

1. Orientation of New Commissioners

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

3. 

<table>
<thead>
<tr>
<th>LASTNAME</th>
<th>FIRSTNAME</th>
<th>TITLE</th>
<th>REPRESENTING</th>
<th>PRESENT</th>
<th>ABSENT</th>
<th>EXCUSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkinson</td>
<td>Joyce</td>
<td>VACANT</td>
<td>City of San Pablo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boyd</td>
<td>Jeanne</td>
<td>Library Commissioner</td>
<td>City of Clayton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bracken</td>
<td>Katherine</td>
<td>Library Commissioner</td>
<td>City of Pleasant Hill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canclamilla</td>
<td>Laura</td>
<td>Library Commissioner</td>
<td>City of Pittsburg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conescu</td>
<td>Jeremy</td>
<td>Library Commissioner</td>
<td>City of Orinda (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowder</td>
<td>John</td>
<td>Library Commissioner</td>
<td>District 3 (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faye</td>
<td>Vivian</td>
<td>Library Commissioner</td>
<td>City of Brentwood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitzpatrick</td>
<td>Arnold</td>
<td>Library Commissioner</td>
<td>City of Oakley (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fischer</td>
<td>Michael</td>
<td>Library Commissioner</td>
<td>City of El Cerrito</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gabriel</td>
<td>Andrew</td>
<td>Library Commissioner</td>
<td>City of Hercules (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilcrest</td>
<td>Kathy</td>
<td>Library Commissioner</td>
<td>City of San Ramon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herrick</td>
<td>Leanne</td>
<td>Library Commissioner</td>
<td>City of Pittsburg (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoisington</td>
<td>Mary Ann</td>
<td>Library Commissioner</td>
<td>City of Lafayette</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Huh</td>
<td>Dr. John M.</td>
<td>Library Commissioner</td>
<td>City of Antioch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly</td>
<td>Juan</td>
<td>Library Commissioner</td>
<td>City of Orinda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaLanne</td>
<td>Yvonne</td>
<td>Library Commissioner</td>
<td>City of Walnut Creek (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McCormick</td>
<td>Don</td>
<td>Library Commissioner</td>
<td>CCC District 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meisch</td>
<td>Lynn A.</td>
<td>Library Commissioner</td>
<td>City of Walnut Creek</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menichelli</td>
<td>Sandra</td>
<td>Library Commissioner</td>
<td>Town of Danville</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miller</td>
<td>Brian</td>
<td>Library Commissioner</td>
<td>City of Hercules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phillips</td>
<td>Laurie</td>
<td>Library Commissioner</td>
<td>City of Lafayette (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pursley</td>
<td>George</td>
<td>Library Commissioner</td>
<td>City of Pinole</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rennie</td>
<td>Donna</td>
<td>Library Commissioner</td>
<td>City of Martinez</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rilee</td>
<td>Diane</td>
<td>Library Commissioner</td>
<td>CCC District 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Alan B.</td>
<td>Library Commissioner</td>
<td>CCC District 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Tommy</td>
<td>Library Commissioner</td>
<td>City of Concord</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valdez</td>
<td>Margie</td>
<td>Library Commissioner</td>
<td>Central Labor Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wernet</td>
<td>Patty</td>
<td>Library Commissioner</td>
<td>Town of Moraga</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson</td>
<td>Peter</td>
<td>Library Commissioner</td>
<td>CCC District 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodrow</td>
<td>Don</td>
<td>Library Commissioner</td>
<td>CCC District 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wright</td>
<td>Cindy</td>
<td>Library Commissioner</td>
<td>CCC District 2 (Alternate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pena-Mendrek</td>
<td>Yolanda</td>
<td>Library Commissioner</td>
<td>City of Oakley</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Commission positions: 24
Commission positions filled: 23
Commission positions vacant: 1
Commission quorum: 13
With sixteen commissioners present, a quorum was established.

4. INTRODUCTIONS
The Chair requested everyone introduce themselves, and asked if new commissioners would identify themselves as such for the benefit of all present. Guest was Justin Decker, Representative of Local 21.

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

6. ACCEPTANCE OF MINUTES
The minutes from the May 25, 2017 meeting will be presented for approval at the September meeting.

7. APPROVAL OF THE AGENDA
The agenda was approved by consensus as submitted.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS
   • Commissioner Miller / Hercules: The Hercules library just celebrated their first Friday being open. The library had always been closed on Fridays. This came about as the result of negotiations between the City, the Library Foundation and the County Library. Some additional funds were approved and some hours were moved around to accommodate being open on Fridays now. The celebration of the first Friday included a wheel that kids could spin to win free books and a selfie booth. It was a fun event.
   • Commissioner Fischer / El Cerrito: The El Cerrito City Council recently approved an annual expenditure of $129,000 to extend the weekly open hours of their library from 35 to 50. The library will now be open every day, including four hours on Sundays. This was a joint effort of the City, the Foundation, Friends and community. The vote before the City passed unanimously.
   • Commissioner Hoisington / Lafayette: A flyer was passed around with details about four Fall programs being presented at the Lafayette Library. There is an information session to get more details at the library on September 7 from 1:30 to 3:30 in the afternoon. Also, Noelle Burch, who is the branch Librarian at Juvenile Hall, received a $350 donation from the Moraga Rotary Club to be used to purchase books for the library there. She brought the funds to the bookstore at Lafayette, and because she could purchase the books at half price she added quite a few volumes to the Juvenile Hall Library. Thank you to the Moraga Rotarians!
   • Commissioner Kelly / Orinda: The Orinda Library, in conjunction with City Hall, is sponsoring a new program on Thursdays from 5 to 9 p.m. There will be taco trucks parked out front so folks can grab a bite and something to drink. The trucks will also call attention to the program. There will be music as well. Mr. Kelly stopped by before this meeting to have a bite and check out the festivities and it looked like a lot of fun.
   • Chair Smith / District IV: Chair Smith will be heading south this weekend to do a workshop for the San Benito County Friends. This is a fascinating Library: They have no commission, so the Friends fill both roles. The County was the first to apply for CENIC funds from the State and were the first to receive them. They now have the fastest connectivity in the county. Also, San Benito County and the local post office there said they could no longer process passport applications, so the Library has taken over that function. They’ve processed 576 applications operating two days per week and have netted a $15,000 profit. For a library with a $700,000 annual budget,
this is a nice infusion of cash, but over and above the cash, they are able to issue new library cards to these people and as a result library usage has increased. It’s interesting to see what a small library can do. They still have a bookmobile that travels around the southern part of the county also.

- Commissioner Fitzpatrick / Oakley: Learned something recently about BART and the Library. The Library is offering free BART tickets during the month of October to anyone who is granted entrance passes through the Discover & Go program. This will be advertised on the Library’s website, on social media and on screen savers on the Library’s computers.

9. CORRESPONDENCE
The Library received a letter addressed to the Commission as well regarding offering some coding/programming classes through the library. This is being looked into and Amy Mockoski, the Children’s Services Librarian, will reach out to them to respond.

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

San Pablo Opening: The San Pablo Library reopened last Saturday after quite an effort. This really was an “all hands on deck” undertaking, involving all staff, coordination with architects and general contractors, the City, plus working with AT&T and PG&E to make sure things would all work. The opening was attended by 3300 people and there was music, things for the kids, storm troopers, balloon tying and so forth. People were able to return books, after the library being closed for a couple of weeks. For the first time ever there was a grand opening and now the library is closed for a couple of weeks while the city and the contractors finish up a few loose ends. County Librarian Cervantes mentioned that any time there are events like this opening, or an anniversary, that the Commission members should consider attending. They are an excellent opportunity to see what is happening at other libraries.

Hiring: El Cerrito has a new SCLM. Heidi Goldstein, who was the acting manager, has been selected for the permanent position. A new manager has been hired for the El Sobrante/Pinole Libraries as well. He will start on September 18.

Special thanks: To Shannon Ladage for stepping back into the role of supporting the Commission during Walter’s medical leave of absence. Walter returns on Monday.

11. OLD BUSINESS
STATE LIBRARY FUNDING ISSUES AND LEGISLATION
11.A. Chair Smith updated the Commission on the status of the state budget process.

State Budget: The State budget was passed on time. Literacy did not receive any new funding, but there will be a new governor in a year and a half so we’ll see what happens. CENIC funds did not get any new money either. We will try again next year for increased funds for literacy projects.

11.B. Senate Constitutional Amendment No. 3 (SCA 3 – Dodd)
Due to political maneuvering at the state level, SCA-3 appears stalled for the foreseeable future. For those new to the Commission, SCA-3 is the proposed State Constitutional Amendment that would lower the passage threshold to 55% (down from two-thirds) for passage of library construction and renovation bonds. Commissioner Smith asked whether or not bi-partisan support for SCA-3 was a possibility. Chair Smith answered that so far no Republican legislators have been willing to raise their hands in favor of it. Commissioner Holsington mentioned that you never know which way Glazer might vote. Chair Smith stated that Glazer was in favor of it. Commissioner Fischer then mentioned that at the recent meeting with Catharine Baker, she mentioned that she might be moveable on this issue. County Librarian Cervantes then stated that,
for the benefit of the new commissioners, writing letters to legislators is fine however you may not do so in your capacity as Library Commission members, only as private citizens. She also mentioned that the Board of Supervisors is in favor of SCA-3 and has written letters of support. Commissioner Pena-Mendrek inquired if it were possible to send letters from the entire commission as one body. Chair Smith answered that five years ago or so that would have been possible, but other advisory bodies were writing letters taking positions contrary to those of the BOS and so the rules changed so that no advisory body could send out those types of letters. Everything must now be done through the BOS. Commissioner Fischer stated that it is possible to work with the various friends and foundations in this regard.

11.C.  
Federal Budget / Institute of Museum and Library Services (IMLS)
The IMLS is an organization through which we receive grant money, sometimes very substantial depending upon when and what was applied for. They have been spared for the time being. Their funding is in place for FY2017/18 so now we must concern ourselves with their continued survival. County Librarian Cervantes stated that the IMLS has allocations for every state. The allocation for California is approximately $16 million each year. The State Library makes some of those funds available through a competitive grant process but they truly are federal dollars funneled through the state. Then there are other grants that you can apply directly to the IMLS for. These tend to be larger, $50,000 - $100,000, multi-year, planning grants that are very well defined online if you’d like to read about them. It is the only office at the federal level that represents libraries and museums, and it’s a way of coordinating some activities. There is a very concerted effort by libraries and museums to provide services to veterans and veteran’s families. To do this on a national scale you need a federal office. They also do a lot of work with Native Americans, Barbara Bush Literacy grants come through the agency. It’s really very substantial.
Commissioner Smith/Concord asked if it were possible to apply for workforce development grants. County Librarian Cervantes stated that the County has both a workforce development office and an economic development office, which, until recently, did not have directors. We are reaching out to try to leverage the strengths of all parties to provide the types of workforce services that are needed. Don McCormick/Dist. III mentioned that EDD in Concord and Contra Costa County have had a program for a number of years called Experience Unlimited where classes are offered in resume writing, interviewing and such and people on unemployment can be referred there. It’s the only place in Northern California where the State and County work directly with a non-profit. They’re separate entities but they work together.

12.  
NEW BUSINESS

Safety and Security Update

12.A  
Gail McPartland, Deputy County Librarian presented the update originally scheduled for the May 2017 meeting. Ms. McPartland began by stating that the presentation at this meeting is the same, unchanged presentation that was to have been presented at the previous meeting and that it should serve to inform both the current and new commissioners about how the library views safety and security. There are four main elements that will be reviewed this evening.
First is the Patron Conduct Policy, which is really the bedrock of everything the library does regarding safety and security. The reason is because it is our official policy, which has been approved by the Board of Supervisors back in 2015. The salient information is located right at the top of the document where it mentions an environment that is “safe, pleasant and conducive to comfortable library use.” Every patron has the right to use and benefit from library facilities. This is what we are striving for. The policy is available on the library’s website (ccclib.org). It is a multi-page document, which we will not go over line by line, however we will look at several sections to give you an idea of what is in the policy. The policy goes into pretty good detail regarding Unacceptable Behaviors. Things like no fights, no contraband, etc. The one thing that comes up more than any other is refusal to follow the reasonable direction of staff. We hire reasonable staff with reasonable expectations of patron behavior and we believe those expectations are what keep people safe and secure. When that doesn’t happen, however, then other things happen, which is why there is a bullet regarding harassing,
threatening, fighting and so forth. While we don’t want to have these things happening, keep in mind we are a public place. We had seven million visits last year, but what we are talking about is a very small handful of people who misbehave. This is not to minimize what they do, only to say that by and large our patrons are very well behaved and most come and go with no problems. There are some things that do happen, though. People do block entrances, or bring large amounts of possessions into the library, which can be fine, but everything we try to do is with a view toward making the library safe for them, for the other patrons and for staff. There is also a specific policy for unattended children and a suspension policy. These were added to the original policy, which was a one page document that amounted to “be nice to people.” Back in the economic downturn in 2008 this policy no longer worked for the library or the patrons, so these more specific policies came to be. The suspension policy is a relatively new tool for the library. The philosophy with administering these policies is to nip problems in the bud. If staff notices something amiss, they approach the patron, kindly ask them to refrain and let them know if they are unable to comply they will be asked to leave the library. This works probably 90% of the time. There are a number of folks who are either unwilling or unable to take direction from staff, due to mental illness, lack of a job or a home, or other difficult circumstances. We are proud to be a place where everyone is welcome, but sometimes these behaviors require us to ask patrons to leave for longer than just the day. Usually things escalate to this point. For example, we might ask someone to turn down their music, at which point they want to argue about it. Fine, as long as they comply. If not, they might be asked to leave for the day. All of our library staff is empowered to ask a patron to leave. Managers, in the event of repeated or escalated negative behavior, are permitted to suspend someone for up to six days. Longer suspensions are issued through administration. The policy currently allows us to suspend someone for up to one year. Over the life of the current policy, this has only happened three or four times.

Commissioner Kelly inquired if being suspended denied them the use of the website. Ms. McPartland answered that what a suspension covers is the physical buildings, using the computers, or anything where a library card is required. Additionally, the suspension covers not just the branch where the behavior occurred but all libraries in the county.

Mr. Kelly then asked if, in light of a recent event at the Chabot observatory (where an autistic child came in as part of a larger group, had an episode and started attacking people then died) the library was reviewing their policies. Ms. McPartland answered that there had been no review yet but it certainly made sense to do so. The library continually reviews policies when these sorts of incidents occur.

Peter Wilson/Dist. V asked what was the age range for unattended children and was told eight and younger. That being said, unless a child was misbehaving, they probably would be fine to stay. The library staff won’t go around kicking kids out who are eight or less. They would take action if they noticed bad behavior, or if there were a complaint from another patron.

Back when the PCP was being created, we realized we also needed a way to communicate internally about things happening in the branches. When something would happen a form would be filled out, then it would be filed away and not much else happened. At the time, the Berkeley Library was working with a developer to create a communication system. We saw it, we loved it, so we approached the company and asked them to customize a version for Contra Costa County Library. The result is PITS, our Patron Incident Tracking System. It’s not just for patron incidents, however. Anytime something happens in a branch, such as someone falls in the parking lot, or a roof leaks and 200 books get ruined, it all gets entered into PITS. It’s our means of communicating with each other what is happening across the library. In the software we are able to track the dates and types of incidents, whether police or an ambulance was called, it tracks patrons (if we know them) and their physical descriptions. If a patron is suspended all the corresponding paperwork is uploaded into the system and every library employee with access to a computer can review the information. The dashboard
that pops up when you first sign on will show you all the patrons currently suspended and for how long. It has greatly improved communication throughout the library.

Commissioner Smith asked if the data was exportable so that reports could be printed and given to the police. Ms. McPartland answered that the system does have some limited reporting capabilities and that we are working with the local police in all of our cities. However, reports do not take the place of good relationships. We try to foster good relationships with city staff and law enforcement. That is the best way to get a quick response when asking for help.

We do work with library staff. One thing we ask is that they be aware. We are a public place and you never know who will walk up to the desk on a given day. We address behavior, we do not address personalities (there is a difference). We ask them to be aware of surroundings and to keep doors locked that need to be. When approaching patrons, we encourage them to keep a barrier between them and the patron, to approach the patron in a public place, and when possible to approach in pairs. One thing unique to our library staff is that they are empowered to call 911 if they feel threatened or unsafe. A number of institutions either don’t allow this or require permission to be granted first. Our primary concern is staff safety. PITS reports are also sent to risk management. They don’t just circulate around the building here.

Every employee hired by the library goes through new employee training, where they learn the various rules and policies. They also learn how and when to use the PITS system. We constantly reevaluate our training and supplement it when necessary. About eighteen months ago we had an active shooter training. We have also had training regarding working with the mentally ill and continue to seek training on how to work with this troubled segment of the community. We will occasionally contract outside sources to come sponsor training, such as the black belt librarian, who came in and audited each of our buildings then did several days of in-house training. We also have some training on homelessness in the library coming up.

Often when we’re on this topic the question of security guards comes up; where do we have them, why do we have them? They are currently in place at Antioch, Prewett, Brentwood and Walnut Creek. The old San Pablo building had them but this may not be an issue in the new building. Alison McKee mentioned that contracts with Antioch and Walnut Creek were going well. The Walnut Creek guard is there all the time, patrolling the building inside and out as well as the parking garage. The contract with Antioch allows for random visits twice a day plus availability on call. Incidents in both locations have been reduced significantly with the presence of security guards.

Commissioner Smith asked if there had been a noticeable decline in PITS reporting due to the presence of guards. Ms. McPartland’s answer was “yes, but.” The “but” comes from the fact that while the guards were being added, all employees were being trained to use PITS and in fact being encouraged to use it more, so it is difficult to tell, although it seems to have helped somewhat.

Commissioner Kelly asked for some stats on 911 calls, like how often were we calling? County Librarian Cervantes said she thought the frequency was about two calls per week across the entire library and some of those calls were for medical help.

County Librarian Cervantes then spoke about the trespass letters. We have them on file with the various agencies shown on the forms in the packet. These include Walnut Creek and the unincorporated areas of the county. Walnut Creek used to call theirs a Citizen’s Arrest form. A poor choice for a form designed to allow police to enter a building and actually arrest someone. We are trying to have these forms on file with all of our cities. Some do not have such a form, and in those cases we are using the Pleasant Hill form as a model to have them adopt.

To wrap up, Ms. McPartland stated that the library does not work in isolation. We work with risk management, the County Administrator’s Office, County Counsel, as well as local law enforcement and our employee assistance program for employee well-being. We make every effort to get this right and keep our patrons and employees safe.
Mr. Decker from Local 21 had two questions. First, who was involved in the formulation of the PCP? The answer was a team of library staff came up with the policy. Second (this question will be answered after some research), how was the need for security determined? Was it only the number of incidents or were financial resources part of the equation?

12.B Fiscal Year 2018/2019 Library Budget (Linda Martinez, Administrative Services Officer, Finance)

County Librarian Cervantes began by stating that some of the new commissioners in the room had gotten a taste of what the budget is about due to the new commissioner orientation prior to this meeting. If it seems like we talk about the budget all the time, it's because we do. The budget is now an active year-round process. The opportunity for the Commission is to think about the things that rise to the top as far as your community goes and be thinking about things you'd like to see programmatically, something with our facilities. Our biggest expense is employee salaries and benefits and so what we have to work with does not go too far; salaries, benefits and collections. After that there's maybe $200,000. We do want your ideas, we want to work with you and we will engage with you throughout the year. Linda Martinez will walk you through the budget process then we'll circle back for the discussion.

Ms. Martinez began by saying that we are wrapping up the 2016/17 budget year. We've started the FY2017/18 budget on July 1, and now it's time to look toward the FY2018/19 budget. The actual new budget process begins in January and it's a time to start thinking about what we want and need here at the library. The packet information describes the County's budget process. We have to follow their deadlines and submit our budget in a timely manner. The other materials provided are what we placed in our FY2017/18 budget, our expenditures and our revenues. As Melinda said, employee salaries and benefits are roughly 74% of the budget. The rest of the budget is outlined here as well. On the revenue side, 87% of our revenue comes from property taxes. 10.4% comes from intergovernmental. These are the payments for extra hours that we get from the cities. $70,000 comes from the State and that is for Project Second Chance, then there are fines and fees and other, which is small grants, bequests, gifts, etc. Commissioner Wilson asked for a breakdown of the Intergovernmental. (This will be provided separately). Commissioner Miller asked where the checks they write for collections would go.

The answer is Other, as intergovernmental is used exclusively to keep track of the payments from the cities. Commissioner Wilson said his reason for wanting the breakdown is to verify his supposition that because some cities are financially able to afford more, their libraries are in a position to do/provide more. He's looking for an equitable distribution. During his two years as an alternate, it's been the only time where access to the distribution as a whole has been visible to him as opposed to just being able to see one small slice of the budget. The Commission is the body that would be able to view the entire budget and be able to possibly come up with ways to help the communities that have less available to them. Commissioner Kelly then stated that the upcoming Forum might be a place to talk about this if we were given a breakdown to drive the conversation. County Librarian Cervantes mentioned that at the Forum there will be a brief business meeting first and the friends and foundations have a broader mission. Time is also set aside in the November meeting to talk about the budget, so perhaps between the two we could find time to pull together that information so everyone would have a chance to look at it. Commissioner Wilson then said that one of the conclusions reached in the NPR report was that there were differential levels of resources in the county due to geographic and jurisdictional issues, and that we might consider ways to develop a funding mechanism to augment certain areas for certain programs. We need the data to be able to do that.

Chair Smith then asked the Commission since they've now seen the budget, what would they like to add and what would they like to change. This is the time to have input. Commissioner Kelly mentioned that he volunteers for sorting duty in Orinda. This is a process where books are weeded out and determination is made whether to donate them or sell them. He wondered if there was a way across the various friends organizations to do this more efficiently. County Librarian Cervantes stated that that could be a potential topic for the upcoming forum. Commissioner Wilson inquired if the Strategic Plan was related to the budget. County Librarian Cervantes stated that it is, inasmuch as the spending relates to the achievement of the four goals in the plan. Commissioner Wilson then asked if it were possible to devote more than the current 0.8% to communications, given the goal in the plan of informing people about the library and educating them about what the library has to offer. His next question was about Goal 1, Objective A in the plan: "The Library will expand its services to additional identified
"underserved populations in each community..." As he reviewed the responses about what had been done, he felt a lot had been devoted to expanding services for everyone, but not so much was targeted to the underserved specifically. He questioned what more could be done in this regard. Chair Smith floated out the idea of an outreach librarian for the purpose of identifying the underserved. County Librarian Cervantes stated that that could be one way to accomplish the goal but for the purposes of this discussion it would be better to keep the ideas at a higher level and let her and the other admin staff come up with the "how." Commissioner McCormick mentioned that in Alameda County they use corporate outreach to fund various programs and have brought many millions of dollars to the library through that effort. They target specific corporations with specific needs and secure sponsorship of those projects, but they are always able to get the funding. Commissioner Valdez stated that she would be remiss if she didn't remind everyone that Ms. Martinez' presentation stated that the library employees were the library's biggest asset. As such, more should be done to understand the high turnover and to get a sense of where people are going when they leave. Perhaps salary surveys could be used for this effort. Commissioner Hoisington then mentioned that she has lived in Lafayette since 1957 and through all the ups and down at the library there, the most important thing is always the people running it. When she reported back to the friends group there that staff was being lost to other counties because they could make more money, the friends were not terribly happy about that. Commissioner Miller noticed that not much had been done to reach out to the LGBT community. Any effort made along those lines had been done locally by him and Alison and he was wondering about making a countywide effort to bolster the LGBT outreach. Collections and so forth. Commissioner Smith mentioned the idea of the Library Commission becoming, in effect, a foundation itself with a fiduciary relationship and responsibility for raising funds and helping to level the playing field for those communities with less resources. Chair Smith allowed that that was a good idea, but as a separate entity from the Commission, since the Commission is answerable to the BOS and is primarily there to advise the Board. Commissioner Fischer asked if there was any way the Commission, in their capacity as advisors to the Board, could engage them in a dialogue, perhaps over a period of time, to consider increasing the 1.49% of property taxes that the library now receives. Even if it were done in incremental steps it could be a significant increase. Chair Smith stated that that had been something done as part of the NPR report. Looking at the source of funding becomes a delicate issue because someone loses when someone else gains. County Librarian Cervantes suggested that if there were any more suggestions that the Commission email them to Shannon and Walter and perhaps a survey could be sent out in order to prioritize the Commission's ideas and get the focus on the most important ideas.

12.C Library Marketing and Communications – (Brooke Converse) Postponed to future meeting due to time constraints.

12.D FORMATION OF A NOMINATING COMMITTEE
CHAIR SMITH informed the Commission that traditionally there would be nominations for the next Chair and Vice-Chair at the September and November meetings. This year however, County Librarian Cervantes had come up with a different way to proceed so he turned the floor over to her. County Librarian Cervantes stated that when any ad-hoc committee is formed and meets, it needs to be supported just as a regular Commission meeting would be, so being mindful of everyone's time, she suggested the formation of an ad-hoc Nominating Committee that would meet once with perhaps three people, and that body would be tasked with identifying and contacting any Commissioners to determine their interest in these roles. Then a slate of candidates could be presented in November, as well as taking nominations from the floor. This has worked well in the past. The Commission would need to form an ad-hoc committee to proceed this way. Chair Smith said that a motion would be required.

Motion to form an ad hoc Nomination Committee, by Commissioner Miller. Second by Commissioner Fischer.

The motion passed with 15 AYES, No NAYS and 1 abstention.

*Recorded votes –
AYES: Joyce Atkinson; Katherine Bracken; Michael Fischer; Mary Ann Holsington; John M. Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson

VACANT: City of San Pablo;

NOT PRESENT: Patty Wernet; Don Woodrow. Sandra Menichelli, Lynne Meisch, Kathy Gilcrest, Vivian Faye, Laura Canciamilla, Donna Rennie

Abstain: Tommy Smith

As a point of order, County Librarian Cervantes stated that anyone serving on the Committee should not be one of the nominees. With this in mind, Chair Smith called for volunteers for the Committee. The three volunteers, in order, are Katherine Bracken, Juan Kelly and Margie Valdez.

12.E. CHANGE THE DATE FOR THE SEPTEMBER 2017 MEETING

Chair Smith next stated that the meeting in September needed to have the date changed and suggested a two-step process. First, the meeting on September 28 needs to be cancelled.

Motion to cancel the September 28, 2017 Commission Meeting, by Commissioner Tommy Smith. Second by Commissioner Atkinson.

The motion passed with 16 AYES, 0 NAYS.

*Recorded votes –

AYES: Joyce Atkinson; Katherine Bracken; Michael Fischer; Mary Ann Holsington; John M. Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson, Tommy Smith

VACANT: City of San Pablo;

NOT PRESENT: Patty Wernet; Don Woodrow. Sandra Menichelli, Lynne Meisch, Kathy Gilcrest, Vivian Faye, Laura Canciamilla, Donna Rennie

Second, a replacement date needs to be considered.

Motion to hold a short business meeting on September 16, 2017 prior to the Forum event, by Commissioner Wilson. Second by Commissioner Pena-Mendrek.

The motion passed with 15 AYES, 1 NO.

*Recorded votes –

AYES: Joyce Atkinson; Katherine Bracken; Michael Fischer; Mary Ann Holsington; John M. Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson

VACANT: City of San Pablo;

NOT PRESENT: Patty Wernet; Don Woodrow. Sandra Menichelli, Lynne Meisch, Kathy Gilcrest, Vivian Faye, Laura Canciamilla, Donna Rennie

NO: Mary-Ann Holsington

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Chair Smith called for agenda items for the September 16, 2017 meeting:

. Work plan and annual report.
ADJOURNMENT TO THE SEPTEMBER 16, 2017 LIBRARY COMMISSION MEETING, FRIENDS AND FOUNDATIONS FORUM.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library