MEETING OF THE LIBRARY COMMISSION
AGENDA

DATE: Thursday, November 17, 2016
TIME: 7:00 p.m.
LOCATION: Library Administration, Room C
75 Santa Barbara, Pleasant Hill, CA 94523

- Electronic agenda packet viewing is available at: http://guides.ccplib.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) 646-6423.

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 Library Administration, 75 Santa Barbara Road, Pleasant Hill, CA 94523.

Library Commissioners, please call Library Administration, at (925) 646-6423 by 5 p.m. Wednesday, November 16, 2016 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. 7:00 p.m. CALL THE MEETING TO ORDER
   The Library Commission Chair will call the meeting to order.

2. ROLL CALL

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

4. ITEMS FROM THE PUBLIC
   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 ccplibcommission@ccplib.org to be received one day prior to the Library Commission meeting.

5. ACTION ACCEPTANCE OF MINUTES – Agenda Attachment 1
   Commissioners will approve or amend the minutes for the meeting of July 28, 2016.

6. ACTION APPROVAL OF AGENDA
   Commissioners will approve or amend the agenda for the meeting of November 17, 2016 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
   Receipt and referral of Library Commission correspondence.

9. COUNTY LIBRARIAN REPORT – Agenda Attachment 2
   County Librarian Melinda S. Cervantes will report on items of interest to Commissioners.
10. 7:30 p.m. OLD BUSINESS
    A. STATE LIBRARY FUNDING ISSUES
       Discussion
       Commissioners will address the State Library funding.

    B. AD HOC COMMITTEE UPDATE – TRIENNIAL REVIEW – Agenda Attachment 3
       Action
       Library Commissioners will vote on items regarding changes to the Library Commission in response to the Triennial Review.

    C. AD HOC COMMITTEE UPDATE – BYLAWS - Agenda Attachment 4
       Discussion
       The Chair will discuss changes to the bylaws proposed by the Ad Hoc Committee.

    D. BUDGET UPDATE – Agenda Attachment 5
       Discussion
       Finance Officer Linda Martinez will provide an overview of the Library budget.

11. 8:30 p.m. NEW BUSINESS
    A. NOMINATIONS AND ELECTION OF 2017 LIBRARY COMMISSION OFFICERS – Agenda Attachment 6
       Action
       Commissioners will make nominations and hold elections of the Library Commission Officers for 2017.

    B. 2016 ANNUAL REPORT AND WORK PLAN FOR 2017 – Agenda Attachment 7
       Action
       The Library Commission is required to submit an annual report and work plan to the Board of Supervisors to satisfy advisory body requirements. The draft 2016 Annual Report and Work Plan for 2017 will be available for Commissioners’ consideration at the January 2017 meeting.

    C. FUTURE DISCUSSION OF FRIENDS COUNCIL
       Discussion

    D. ORIENTATION OF NEW COMMISSIONERS
       Action

12. Action
    SET COMMISSION MEETING DATES FOR 2017 – Agenda Attachment 8
    Commissioners will vote on meeting dates for 2017.

13. Action
    AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
    Commissioners will suggest items for future meetings, including:
    ▪ Finding ways to engage more teens in the Library
    ▪ More Arts and Music in the Library

14. 9:00 p.m. ADJOURNMENT TO THE January (date to be determined by the Library Commission) 2017 LIBRARY COMMISSION MEETING.

    The January 2017 Library Commission Meeting will be held at the new Library Administration office:

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