MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, November 16, 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: 24
Commission positions filled: 22
Commission positions vacant: 2
Commission quorum: 13

With nineteen commissioners present, a quorum was established.
3. **INTRODUCTIONS**
   The Chair requested everyone introduce themselves and explained to any members of the public that this was not required.

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

5. **ACCEPTANCE OF MINUTES**
   The minutes from the meetings of May 25\textsuperscript{th}, August 24\textsuperscript{th} and September 16\textsuperscript{th}, 2017 were all submitted to the Commission for approval.

   Commissioner Kelly (Orinda) pointed out that in the minutes from May 25\textsuperscript{th} the Roll Call section shows that 14 commissioners were present at the meeting, but on page 2, under **ACCEPTANCE OF MINUTES**, the vote tally shows 14 Aye votes and 1 Abstention, totaling 15 votes. (Sandra Menichelli is listed as voting but was not present at the meeting). Commissioner Kelly also asked if the bequests made by patrons of the El Cerrito Library (under **County Librarian Report**) were to be used only for that branch or the library as a whole. He suggested if they are only for the ECL that should be made clear.

   Commissioner Hoisington made a motion to accept the minutes for May 25\textsuperscript{th}, with the suggested changes. Commissioner Canciamilla seconded the motion.

   *Recorded votes –

   **AYES:** Katherine Bracken; Laura Canciamilla; Vivian Faye; Michael Fischer; Mary Ann Hoisington; Juan Kelly; Yvonne LaLanne; Brian Miller; Sandra Menichelli; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Tommy Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson; Donna Rennie; Don Woodrow

   **VACANT:** City of San Pablo; City of Walnut Creek

   **NOT PRESENT:** Patty Wernet; Kathy Gilcrest, Joyce Atkinson; John Huh, Ph.D.

   **With 19 AYES and Zero NAYS, the minutes from May 25\textsuperscript{th} were accepted with changes.**

   The minutes for the August 24\textsuperscript{th} meeting required no changes. Commissioner Miller made a motion to accept the minutes as presented. Commissioner Canciamilla seconded the motion.

   *Recorded votes –

   **AYES:** Katherine Bracken; Laura Canciamilla; Vivian Faye; Michael Fischer; Mary Ann Hoisington; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Tommy Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson; Donna Rennie; Don Woodrow

   **VACANT:** City of San Pablo; City of Walnut Creek

   **NOT PRESENT:** Patty Wernet; Kathy Gilcrest, Joyce Atkinson; John Huh, Ph.D.

   Abstain: Sandra Menichelli

   **With 18 AYES, Zero NAYS and 1 Abstention, the minutes from August 25\textsuperscript{th} were accepted as submitted.**

   The minutes for the September 16\textsuperscript{th} meeting also required no changes. Commissioner Fischer made a motion to accept the minutes as presented. Commissioner Smith (Concord) seconded the motion.

   *Recorded votes –

   **AYES:** Vivian Faye; Michael Fischer; Mary Ann Hoisington; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Tommy Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson; Donna Rennie; Don Woodrow

   **VACANT:** City of San Pablo; City of Walnut Creek
NOT PRESENT: Patty Wernet; Kathy Gilcrest, Joyce Atkinson; John Huh, Ph.D.

Abstain: Sandra Menichelli, Katherine Bracken; Laura Canciamilla; Juan Kelly.

With 15 AGES, Zero NAYS and 4 Abstentions, the minutes from September 16th were accepted as submitted.

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

7. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS
   - Commissioner Bracken/Pleasant Hill: The new Pleasant Hill Library project is moving forward. The architect is sponsoring the first of a series of workshops to reach out to the community. The first of these will be November 27th at the Pleasant Hill Community Center on Taylor Blvd. This will be a chance to have input into what the community wants in a new library.
   - Commissioner Fischer/El Cerrito: El Cerrito is still interested in a new library. One new development that surfaced after a recent city council meeting is that BART is planning a possible retail/housing development project adjacent to the BART station there which may include space for a library. The city has requested comment from BART and an ad hoc committee is being established to determine what will be included in the project.
   - Commissioner Hoisington/Lafayette: In a recent issue of AARP there was an article that was worth sharing with the group. The title is Fifty Great Ways to Live Longer and #37 is “You need to read.” Science supports the longevity benefits of reading. Magazines and newspapers are okay, but picking up a book is the best. Thirty minutes spent with a book every day can add years to your life.
   - Commissioner Menichelli/Danville: On December 12th the Danville Library will be dedicating its newly renovated teen space. After a lot of input from the teens who use the space, it is now ready to be opened for business.
   - Commissioner Kelly/Orinda: Over the summer the city of Orinda tried a pilot program on Thursday evenings with taco trucks and live music. This was so successful at drawing large crowds that the city has extended the program indefinitely. Some of the local fast food restaurants have complained, but the weekly event is getting people into the library. You’ve got food, music and books...what more could you ask for? Commissioner Kelly encouraged the other commissioners to come down some Thursday and check it out.
   - Commissioner Pursley/Pinole: The Pinole Library just held its semi-annual cd and book sale which went very well. As a new commissioner, Mr. Pursley expressed concern that the Pinole Library has the fewest open hours of all libraries in the County. Working with some of the library’s friends group, they are attempting to aggressively push the city towards, at a minimum, paying the maintenance costs which would increase their open hours to the base 35 hours that most other cities receive. Chair Smith suggested meeting with Pinole’s Mayor. County Librarian Cervantes mentioned that the list should be sent to Walter who would share it with the other commissioners.
   - Commissioner Wilson/District V: Since he represents a district and not a specific library, Commissioner Wilson has begun making the rounds of the libraries in his district. He began by checking out the Bay Point Library near Pittsburg. He was impressed by the staff at the branch, who he said were extremely helpful and efficient. He was most complimentary about the manager there who he said was very effective in her role. He congratulated County Librarian Cervantes on such a wonderful addition to the staff there.
   - Commissioner Pena-Mendrek/Oakley: The Oakley Library is undergoing a refresh in December. The flooring in the library is being replaced. Due to its small size and location in a school modifications must be coordinated with the High School. Commissioner Miller/Hercules: The Hercules Library Foundation recently helped purchase new furniture for the children’s section of the library. The new items are all brightly colored and really make the space look nice.
Chair Smith/District IV: Chair Smith began by noting the absence of an appointment of a representative from San Pablo. San Pablo City Council member Paul Morris reported at the Mayor’s Conference that prior to the recent reopening of the new library there, daily attendance was averaging 200 patrons per day. Since the reopening, library attendance has shot up to 700 patrons per day. Bear in mind this a community with a total population of around 30,000. Next Chair Smith mentioned that Catherine Stenbeck was elected last month as president of the Friends of the Oakland Public Library. Smith and Stenbeck recently spoke to a friend’s board in San Benito County Library, Hollister and learned of their plans to build a new library. Finally, Chair Smith announced that he was re-elected Vice Chair of the Braille and Talking Book User Advisory Council and was looking forward to continuing his work there.

Commissioner Faye/Brentwood: The November 8th Author’s Luncheon at the Brentwood Library was a very successful event. Part of the festivities included a silent auction that resulted in a check for $4,655 being presented to the Library Foundation. Several of the artists whose work was included in the auction saw fit to donate as well, resulting in an additional $2000.

8. CORRESPONDENCE
No correspondence was received.

9. COUNTY LIBRARIAN REPORT
MAJOR ACCOMPLISHMENTS:

1. LIBRARY COMMISSION
- The Annual Library Friends, Foundation and Commission Forum was held on Saturday, September 23, 2017 at the Walnut Creek Library/Oak Room with over 65 in attendance
- Draft Triennial Review of the Library Commission presented to the Commission on Nov. 16, 2017
- Draft Restated and Amended Library Commission Composition and Powers presented on Nov. 16, 2017
- 2017 Annual Report and 2018 Work Plan presented for discussion on Nov. 16, 2017
- Nominations and Election of Officers on Nov. 16, 2017

2. PERSONNEL
- Actively hiring qualified candidates to stabilize branch staffing:
  - Ruth Boyer was promoted to Senior Community Library Manager, Antioch/Prewett libraries
  - Chad Helton, Deputy County Librarian resigned to accept a position with Los Angeles Public Library
  - Internal opportunity for Deputy County Librarian (Temporary Upgrade) in process
  - Internal opportunity for Community Library Manager (TU) at Martinez Library in process
- Held the Annual All Staff Training Day on October 9, 2017 at the Pleasant Hill Community Center

3. FACILITIES
- Brentwood Library construction began the week of May 22, 2017 and is well underway. Tentative reopening projected for summer 2018
- Bohlin Cywinski Jackson (BCJ) Architects and Margaret Sullivan Studio contracted by the City of Pleasant Hill to design the new Pleasant Hill Library. Community engagement process begins at 6:30pm-8:30pm, Nov. 27 with a Town Hall workshop for residents
- In partnership with Supervisor Gioia, County Public Works Department and SPAWNERS celebrated the opening of the El Sobrante Library/Mini Park Improvements on September 9, 2017. The exterior areas now include walking paths, sustainable plantings, porous
asphalt and concrete surfaced parking lot, outdoor amphitheater and new wrought iron fence near the creek

4. BUDGET/GRANTS/LEGISLATION

- Numerous grants have been awarded during the last few months:
  - Grant awarded for equipment in the form of two 3-D printers from the California State Library as administered by the Southern California Library Cooperative Technology TNT for Libraries project, for the period September 1, 2017 through December 31, 2019
  - Grant awarded in the amount of $30,000 from the California State Library to provide twelve laptops and one Laptops Anytime Kiosk to the Oakley Library for the period November 1, 2017 through January 31, 2019
  - Grant awarded in the amount of $15,000 from the Pacific Library Partnership to create STEAM Career Success: A STEAM Awareness Outreach Program. STEAM Career Success will consist of fifteen speaker sessions that will convey the important message of STEAM (Science, Technology, Engineering, Art, & Math) careers to underserved high school students in Contra Costa County for the period of January 1, 2018 to December 31, 2018.
  - Grant awarded in the form of ten Starling wearable word counting devices from the California State Library for the San Pablo Library for the period October 1, 2017 through September 31, 2018.
  - Applied for a grant in the amount of $8,020 from the Pacific Library Partnership to provide materials and equipment to the Antioch Library for the period of November 1, 2017 through July 1, 2018

5. COMMUNITY OUTREACH / TRAINING

- New Pleasant Hill Library planning, community engagement and design meetings/workshops: Pleasant Hill City Council, Pleasant Hill Library Steering Committee, Pleasant Hill Library Task Force Meetings, September 2017 through 2020
- CCC Health, Housing and Homeless (H3) meetings with Friends of the Library and the community regarding the pilot Family Care Center to be located during closed hours at the Antioch Library facility, 501 W. 18th St. The Family Care Center will operate from 8:00pm – 7:00am, Monday – Thursday from December 2017 through April 2018 to connect homeless families with resources and services.
- San Ramon Valley State of the District Meeting held at the DVC/SRV Campus on September 28, 2017. Encouraged the new Chancellor to consider making an appointment to the CCC Library Commission
- BALIS Administrative Council Meeting, in Berkeley on October 6, 2017
- California State Library Directors Forum, Riverside, November 1, 2017
- California County Librarians Association Business Meeting, November 2, 2017
- California Library Association Annual Conference, Riverside, November 2-4, 2017. Presented as part of a panel on topic of leadership development, Creativity Does Not Equal Innovations! Don’t Wait for new Worlds to Emerge – Create Your Own
- North Richmond MAC presentation on $60,000 grant awarded to establish a reading room at the Shields-Reid Community Center in partnership with the Richmond Public Library
- Attended the 2017 ULC Annual Forum: Leading in a Democracy, St. Paul, MN Oct. 10-13
- Attended the East County Reads Authors Lunch, in Brentwood on November 8, 2017
Responses to questions raised during the meeting:

- **Forum Feedback:** County Librarian Cervantes informed the commission that thanks to Walter, summaries of the input from the breakout session at the Library Friends, Foundation and Commission Forum event were available and would be sent out to them via email. Alan asked if they thought another event was warranted and the response was quick and unanimous that at a minimum it should be an annual event. County Librarian Cervantes floated out the date of May 5th, 2018 as a possibility for the next event, which she had always intended to be held in the spring. If not the first Saturday in May then possibly the last Saturday in April. A poll to gauge the desires of the group would be sent out sometime in the future so that folks could start planning for it.

- **LINK+:** County Librarian Cervantes responded to a question from Commissioner Faye having to do with joint use library cards (cards that can be used at the public library but also at college and university libraries as in San Mateo County). County Librarian Cervantes explained the library's participation in a service called LINK+ that provides access to materials from other sources. The service takes a couple of additional days, but you can request items from public libraries in the Bay Area as well as a large number of college libraries. The books delivered to library administration then forwarded to the branch designated by the patron.

- **Dougherty Valley and Concord Naval Weapons Station:** Commissioner Wilson brought up the library’s relationship with Diablo Valley College and the Dougherty Valley library while still on the topic of college libraries. He had recently attended a Contra Costa College District board meeting in Dougherty Valley. County Librarian Cervantes explained that the CCCCL does have a relationship with DVC and their San Ramon Valley campus/library. Per agreement, DVC funds $100,000 of the costs of staffing the library. A plan to develop some of the land adjacent to the library building is in the works, part of which would include an independent structure which would house a new library, albeit one without books, since that is what college libraries do now. At a recent state of the CCCD event it was discussed whether it would be possible to have the new building immediately adjacent to the existing one. No decisions were made but the topic is under discussion. Commissioner Wilson stated that he’s interested in how things turn out there as it relates to the development of the Concord Naval Weapons Station and the potential for not only a new library but also for including higher education facilities.

- **California Library Association:** County Librarian Cervantes shared that the CLA has just adopted a policy on outsourcing/subcontracting library services. There is some concern about the movement toward privatization of library operations. The CLA is very active and particularly concerned about communities that are struggling to keep their libraries open and staffed.

- **New Library Website:** A question was raised about progress on a new website for the library. County Librarian Cervantes gave the floor to Deputy County Librarian Alison McKee to answer. An RFP is in process and when ready will be released to solicit bids. The expectation is to have a contract in place by July of 2018. At that point the work would begin, input will be gathered and the site’s construction can begin. A new website is projected to be up and running in early 2019.

10. OLD BUSINESS

10.A. **RESTATED/AMENDED COMMISSION FORMATION DOCUMENT (DRAFT)**

County Librarian Cervantes began by reminding the commissioners that they had done some work on the bylaws a year ago, going so far as to rewrite the commission’s bylaws and preparing them to be approved by the Board of Supervisors (BOS). County Librarian Cervantes was advised that changes cannot be made to the bylaws without first making changes to the Commission’s formation document. Following approval of the amended/restated composition and powers document by the Board of Supervisors, the Commission can move forward with recommended changes to the bylaws.
County Librarian Cervantes noted that there are a number of critical changes to make. First is the composition of the Commission. In the revision, the Commission will consist of twenty-four voting members, not twenty-nine. There will be four special district representatives that will be ex-officio, non-voting positions (and the names of those will reflect the name changes that have happened since the Commission was formed) and the City of Richmond will be dropped, reflecting their desire to no longer participate in the Commission. Next, changes will be made to simplify voting procedures. Voting will be done by consensus unless a vote by members is called. A simple majority will be required except when voting on changes to the bylaws, which would require 60% for passage. The purpose and duties shown originate from the 1991 Commission formation document.

The next area of significance are the commissioners' terms of appointment. Currently terms are not standardized. Some cities elect commissioners for 2 year terms, some for 3, 4 or 5 years. Per the Clerk of the Board of Supervisors, the standard term of office for a member of a BOS advisory body will be four years. This should make it easier to establish a quorum at Commission meetings.

Commissioner Canciamilla inquired at this point about staggering the terms of the commissioners. In a number of groups in which she participates, the terms of office are usually staggered in such a way that all the experienced members terms do not end at the same time. County Librarian Cervantes informed the commission that a plan for achieving staggered terms is included in the recommendation.

Commissioner Kelly at this point mentioned that an issue that the Commission had discussed at length was that, if and when a Friends Council was created, the chair would be a voting member. This would bring the number of votes to twenty-five which would eliminate the possibility of a tie vote. Chair Smith at this point reminded the group that this had been their goal during the previous revision but in discussing it with the Board they were told that since there was currently no Friend’s Council they could not include that in the revision, but that, yes, the intention was always that they would be a voting member.

Next, Commissioner Fischer expressed some concern with the seemingly harsh language on page three, right above Governance, which begins: “The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the...” While he thought he understood the intent of the statement, he also thought its wording was almost like a slap on the wrist, especially since he could imagine, in an extreme situation, where it might actually be necessary to have such an investigation. He thought that some broader language might be appropriate, language that expresses what the Commission is instead of what it’s not. Commissioner Canciamilla then told the group that her role on the ad hoc committee and the NPR working group had been to clean up the language used and had she been asked to rewrite this paragraph, it would read something like this: “As the Library Commission is an advisory body, it is normally beyond the scope of their role to undertake any inquiry...”

Chair Smith then brought up the fact that in the previous revision of the bylaws, the ad hoc committee had crafted some language around the idea of advocacy that he thought got right to the heart of what the Commission spends most of their effort on and asked why nothing along those lines was included in this document. County Librarian Cervantes stated that as long as the Commission was advocating for a position with which the BOS was in agreement, there would be no problem. Historically with this body that is how things have worked and language exists in the formation document allowing for this. Understanding that the Commission would like the word advocacy included, however, she agreed to look again at the language used in the previous revision and see if there was a way to work that into the current document.

Commissioner Wilson next mentioned that when working on the previous bylaws revision, the Purpose and Duties remained as separate sections, with the Duties broken down into five categories to be more easily identified. County Librarian Cervantes explained that the purpose of the composition and powers document is to identify what the Commission is authorized to do; the bylaws describe how the work gets done. A revision of the bylaws will follow once the composition and powers document is approved by the BOS. The intent is to restate and amend the formation document to reflect the major changes that are necessary such as the reduced membership, terms of appointment and voting procedures.
Chair Smith then asked what would happen from this point. County Librarian Cervantes stated that next a draft including the Commission’s suggestions will be reviewed by the CAO’s office, then submitted to the BOS for approval. If at any point particular concerns were raised, then the Internal Operations Committee (IOC) would be asked to review and comment.

Commissioner Fischer at this point suggested that as far as the voting, passage should require a majority of those present and voting, not a majority of the number of members with a vote. Some discussion around this point was held and it was decided that this was fine for most votes taken but a vote to change the bylaws should still require 60% of the full voting membership for passage.

County Librarian Cervantes thanked the Commission for their input and agreed to provide updates to the Commission until finalized.

10.B. LIBRARY FUNDING

State Budget: Chair Smith began by saying he was changing the order around slightly and would begin with the state budget. As of now there is nothing on what the 2018/19 fiscal year state budget might include but the Governor’s first draft of a budget is due in January so by the meeting in January the Commission should have an idea of what’s in there. SCA-3, the constitutional amendment that lowers the passage threshold to 55% for library construction bond measures will be a second year bill so that will be an issue the Commission can spend some effort on.

Federal Budget: As for federal funding, Chair Smith mentioned that the Institute of Museum and Library Services (IMLS) was approved by both the House and the Senate with a $4.1 million budget increase. The American Library Association (ALA) has had great success getting stakeholders to contact congressional representatives with requests to keep the IMLS in place. Commissioner Miller asked if the new Bible museum was eligible for funding by the IMLS. County Librarian Cervantes stated that if it were a public museum then the chances were good that they would qualify for funding from the IMLS.

Library Budget: Chair Smith reminded everyone that at the meeting in August he had asked the commissioners to think about any changes, additions or modifications they might want to see included in the FY2018/19 budget since now was the time to provide input. Commissioner Wilson asked what the budget projections looked like for the next fiscal year. County Librarian Cervantes stated that an increase of 5% for property tax revenue is projected but that number doesn’t take into account the increased cost of operations.

- **Commissioner Wilson** then stated that instead of the Commission getting bogged down in the minutiae of the numbers that perhaps a better use of the time available would be to offer suggestions about where any increase in the budget could be directed. Going around the room, the responses were as follows:
  - **Commissioner Wilson:** Realizing that the library was doing a fine job of upgrading facilities, he’d like to see that continue, as well as an emphasis on marketing the library and all it has to offer to the public, especially to the schools;
  - **Commissioner Fischer:** One of the problems alluded to in the Annual Report was the library’s fixed percentage of annual property tax revenue. He wonders if lobbying for an increase was appropriate or simply a fool’s errand;
  - **Commissioner Menichelli:** Piggybacking on Peter’s response, she would like to see more on how the library is becoming more relevant. Technology is changing things so rapidly that people might not realize that the library is capable of delivering things to them in a number of ways and they might not be aware;
  - **Commissioner Smith** (Concord): Hours. Always hours. The more hours the library is open and accessible, the better. More people will be able to enjoy it the more it’s open;
- **Commissioner Kelly**: Accelerate the development of the library’s new website;
- **Commissioner Rennie**: She would like to see more community outreach for funding. She has a background in corporate marketing and said it’s all yours to use;
- **Commissioner Faye**: Thumb drives available for use by patrons;
- **Commissioner LaLanne**: Salaries. With the turnover the library is experiencing (such as Chad’s recent departure) she wonders if the people leaving are telling the truth about why. One way to stop the drainage might be to pay people better;
- **Commissioner Hoisington**: Staffing Sunday hours. In Lafayette the manager there works many Sunday shifts because the library has a hard time staffing them. Some branches aren’t even open on Sundays;
- **Commissioner Valdez**: People. The library claims the employees are their biggest asset, and once again Commissioner Valdez wants to go on the record as saying they should be treated that way;
- **Commissioner Cancliamilla**: Access to the electronic technology at the library is important, so increasing that technological effort by teaching folks how to access it is critical. As the library moves towards more technology, the library’s collections will become centralized via the cloud;
- **Commissioner McCormick**: Increased technology- if increased funding is not available through the budget then it could come from corporate outreach and sponsorship;
- **Commissioner Wilson**: Having access to the cloud is great, but making sure people have the knowledge and ability to access it is the critical component; Just having it there isn’t enough;
- **Commissioner Miller**: More LGBTQ outreach (Collection, materials) available. The library should be a place where folks can go to get their questions answered, including those questions they might have about themselves that are too difficult to ask at home;
- **Commissioner Pursley**: If a funding increase is not possible through negotiating an increase then perhaps initiate a series of meetings with the librarians, school and city officials and see if increased funding for more hours is possible that way;
- **Commissioner Fitzpatrick**: More hours, especially on Sundays and Mondays. The library in Oakley also serves the areas of Bethel island, Knightsen and Byron and with no hours on those days someone who needs access to a library is forced to drive all over the county to find one;
- **Commissioner Pena-Mendrek**: She asked if the library had applied for a grant through CENIC. County Librarian Cervantes informed her that we currently have a contract in place with AT&T that still has a few years before it expires. CENIC is working to put a gigabyte into many public libraries (we have about 250MB) in California. CCCL is completing an evaluative process to determine current and future needs for broadband expansion.

11. **NEW BUSINESS**

**2017 ANNUAL REPORT AND WORK PLAN FOR 2018**

Chair Smith introduced this topic by saying what a fine job Kathy Gilcrest had done putting the reports together. As she was unable to attend the meeting, Commissioner Wilson shared her thoughts in order to keep the discussion moving forward. He began by stating that Vice Chair Gilcrest was grateful for the input she’d received from the commissioners who contributed and she tried, as much as possible, to use all of that input. Rather than read the entire report, Commissioner Wilson asked if there were any suggestions or comments from the group. Commissioner Kelly thought the content of the report was appropriate and accurate but for the sake of readability suggested breaking the report into more paragraphs as opposed to a single large block of text. Several others agreed, suggesting that breaking it out by the individual goals would make it a little easier on the eyes. Commissioner Wilson asked if there were other suggestions, commenting that he thought overall the annual report read very well and that the combination of having a nice working relationship with the new County Librarian plus the addition of quite a few new members had added a measure of vitality to the group that they hadn’t enjoyed for some time. Commissioner Bracken suggested that the phrases Friends and Friends
Council did not need the quotation marks around them. She also noted that her first name was misspelled (should be “Katherine”).

Next Commissioner Wilson moved to the 2018 Work Plan. One new item under individual objectives is a completion date. This had been discussed between the Chair and Vice-Chair with a decision to include it here. Commissioner Wilson walked the group through each portion of the work plan and specific comments were addressed as they were mentioned, as follows:

- **Goal 2: Advocate for public library funding required to meet assessed county needs.** Commissioner Kelly asked who had done the assessment. Assessments can come from a variety of avenues; the strategic plan, feedback from the public plus any number of other sources.
- **Goal 2, Objective 2:** “Continue to advocate for reduction in majority requirement for library-only bond measures, from two-thirds to 55% at the state level (Mar—May).” It was mentioned that this should begin even earlier, perhaps in January. Chair Smith informed the group that until SCA-3 comes out of suspense, there is nothing to be done. It isn’t currently known when the bill will come out of suspense.

There being no other items for discussion, Commissioner Wilson called for a round of applause for Vice Chair Gilcrest’s effort in putting the report together. The final version of the report will be brought back to the Commission in January.

**11.B TRIENNIAL REVIEW**

County Librarian Cervantes introduced this item and stated that most of the report is the work of staff, answering questions about the behind the scenes work that goes on to support the Commission. The section labeled “Challenges” on page 8 is where the Commission’s input is needed. County Librarian Cervantes had discussed this area with Chair Smith, whose effort is shown here. She then asked the commissioners for their comments and suggestions.

Commissioner Canciamilla commented that under **Community Outreach, Meetings and Notifications**, she thought that moving the commission meetings around the county might bring more public participation to the meetings, especially if it was promoted to the public that the meetings would be coming to them. She thought the public might be having a hard time finding the current administration office, and indeed had had a difficult time finding the previous one that was part of the Pleasant Hill Library when it was the central library of the County. Commissioner Miller opined that, rather than move the meetings around which would cause a huge disruption for staff, why not stream the meetings to meeting rooms in the individual branches and invite the public to participate live using technology. Commissioner Wilson thought that might be a workable idea and that the new chair and vice-chair of the commission could work out the details of how to accomplish this.

There being no other comments at this time, County Librarian Cervantes suggested that if anyone had additional suggestions that they email them directly to Chair Smith or Administrative Aide Beveridge for inclusion in the December 1st submission of the review.

**11.C SET COMMISSION MEETING DATES FOR 2018**

Included in the packet for this meeting is a list of dates for Library Commission meetings in 2018. The list uses the usual convention for dates (every other month on the 4th Thursday except for November when the meeting is on the third Thursday to avoid Thanksgiving). There was no discussion of this item, which was then approved by the Commission by consensus. Therefore, in 2018 the schedule of meetings will be:

- Thursday, January 25;
- Thursday, March 22;
- Thursday, May 24;
- Thursday, July 26;
- Thursday, September 27;
11.D NOMINATION AND ELECTION OF 2018 LIBRARY COMMISSION OFFICERS

County Librarian Cervantes began by reminding the commissioners that at the August meeting an ad hoc nominating committee had been formed that included Katherine Bracken, Juan Kelly and Margie Valdez. Their purpose was to present a slate of candidates at the meeting tonight nominated for the positions of Chair and Vice-Chair of the Commission for 2018. She then turned the floor over to Commissioner Bracken, Chair of the ad hoc nominating committee. Chair Bracken mentioned briefly when the committee had met, then announced that the slate the group came up with was as follows:

Commissioner Miller (Hercules) was the nominee for Chair of the Commission, and Commissioner Wilson (District V) was the nominee for Vice-Chair of the Commission.

County Librarian Cervantes asked if there were any nominations from the floor for Chair. Current Chair Alan Smith was nominated. He then graciously declined the nomination, citing that he had served in that capacity for six of his twenty years on the Commission and thought it a good idea to get a new person into the position that had some different ideas about how to move forward. There being no other nominations, County Librarian Cervantes asked Commissioner Miller if he would accept the nomination (he would), then called for a vote for Brian Miller for Chair of the Commission. Commissioner Miller was elected chair of the Commission by unanimous vote.

Next County Librarian Cervantes asked if there were any nominations from the floor for Vice-Chair. There being none, she asked Commissioner Wilson if he would accept the nomination for Vice-Chair (he would), then called for a vote for Peter Wilson for Vice-Chair. Commissioner Wilson was elected Vice-Chair of the Commission by unanimous vote.

12. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Chair Smith called for agenda items for the January 25, 2018 meeting:

- Move Commission meetings around the system to different libraries

13. ADJOURNMENT TO THE JANUARY 25, 2018 LIBRARY COMMISSION MEETING.

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Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library