MEETING DATE: Thursday, September 25, 2014
AGENDA ITEM #: 6
ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes for the meeting of July 24, 2014.
MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, July 24, 2014

1. CALL THE MEETING TO ORDER
Commission Chair, Shirley Peck (Brentwood), called the meeting to order at 7:00 p.m.

2. COMMISSION BOOKSHELF

<table>
<thead>
<tr>
<th>Title</th>
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<tr>
<td>The Rosie Project</td>
<td>Graeme Simsion</td>
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<td>The Last Voyage of Captain Vancouver</td>
<td>Stephen Bown</td>
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<td>The Last Viking, The Life of Roald Amundsen</td>
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<td>To the End of the Earth: Our Epic Journey to the North Pole and the Legend of Perry and Henson</td>
<td>Tom Avery</td>
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<td>How I Killed Pluto and Why It Had It Coming</td>
<td>Mike Brown</td>
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<td>In the Empire of Genghis Kahn: A Journey Among Nomads</td>
<td>Stanley Stewart</td>
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<td>A Curious Man: The Strange and Brilliant Life of Robert “Believe it or Not” Ripley</td>
<td>Neal Thompson</td>
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<td>The Pirates of Somalia: Inside Their World</td>
<td>Jay Bahadur</td>
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<td>Built From Scratch: How a Couple of Regular Guys Grew The Home Depot from Nothing to $30 Billion</td>
<td>Bernie Marcus and Arthur Blank</td>
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<td>A Captain’s Duty: Somali Pirates, Navy Seals, and Dangerous Days at Sea</td>
<td>Richard Phillips, Stephen Talty</td>
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<td>The Man in the Rockefeller Suit: The Astonishing Rise and Spectacular Fall of a Serial Impostor</td>
<td>Mark Seal</td>
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<td>Curry: A Tale of Cooks and Conquerors</td>
<td>Lizzie Collingham</td>
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<td>On the Noodle Road: From Beijing to Rome, with Love and Pasta</td>
<td>Jen Liu-Liu</td>
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<td>Lucky Dog: How Being a Veterinarian Saved My Life</td>
<td>Sarah Boston</td>
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<td>A Street Cat Named Bob</td>
<td>James Bowen</td>
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3. ROLL CALL

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Library Commission Minutes  
July 24, 2014

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<th>Sakata</th>
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<td>Woodrow</td>
<td>Don</td>
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Total Commission positions: 28  
Commission positions filled: 24  
Commission positions vacant: 4  
Commission quorum: 15  

With 19 Library Commissioners present, a quorum was established.

VOTING  
According to the By-Laws of the Library Commission, in order for a vote to pass, a majority of the city representatives and a majority of the County representatives must approve it. Upon reauthorization of the Library Commission, the five special appointees to the Library Commission draw lots to determine whether their votes count with the cities or the County. Through June 2016 the special appointees will be counted as follows:

Three representative votes count with the County:
- Friends Council
- Contra Costa Council
- Contra Costa Community College District

Two representative votes count with the cities:
- Central Labor Council

4. INTRODUCTIONS  
Lisa Kennedy, District 5 resident; Helen; PSC volunteer.

5. ITEMS FROM THE PUBLIC  
None.

6. ACCEPTANCE OF MINUTES  
Commissioners* approved the May 22, 2014 Meeting minutes.

*Recorded votes -
AYES: Joyce Atkinson, City of Clayton; Cip Ayala, City of Hercules; Katherine Bracken, City of Pleasant Hill; Judy Waterson, City of Concord; Mary Joseph, City of Oakley; Rodger Lum, Town of Moraga; Charlene O'Rourke, City of Pinole; Dr. Shirley Peck, City of Brentwood; Walter Ruehlig, City of Antioch; Gerry Jackson, City of Pittsburg; Jessica Lawler, Library Friends Council; Karen Sakata, Office of Education; Don Woodrow, CCC District 1; Penny Prater, City of San Ramon; Diane Riise, CCC District 2; Alan B. Smith, CCC District 4; Janice Woo, City of El Cerrito; Margie Valdez, Central Labor Council.

VACANT: Contra Costa Council; City of Orinda; City of Richmond; CCC District 5.

NOT PRESENT: Katie Diamond, Town of Danville; Kathy Fuller, City of Martinez; Mary Ann Hoisington, City of Lafayette; Mojdeh Mehdizadeh, Contra Costa Community College District; Dr. Pramod Vaid, CCC District 3; Leonard McNeill, City of San Pablo; Lynn A. Meisch, City of Walnut Creek.

7. APPROVAL OF AGENDA  
Commissioners* approved the agenda for the meeting of July 24, 2014.

*Recorded votes -
AYES: Joyce Atkinson, City of Clayton; Cip Ayala, City of Hercules; Katherine Bracken, City of Pleasant Hill; Judy Waterson, City of Concord; Mary Joseph, City of Oakley; Rodger Lum, Town of Moraga; Charlene O'Rourke, City of Pinole; Dr. Shirley Peck, City of Brentwood; Walter Ruehlig, City of Antioch; Gerry Jackson, City of Pittsburg; Jessica Lawler, Library Friends Council; Karen Sakata, Office of Education; Don Woodrow, CCC District 1; Penny Prater, City of San Ramon; Diane Riise, CCC District 2; Alan B. Smith, CCC District 4; Janice Woo, City of El Cerrito; Margie Valdez, Central Labor Council.

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8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS  
Commissioner Atkinson (Clayton) said that the Library had a Paws to Read themed float in Clayton's 4th of July Parade.
Commissioner Panas (El Cerrito) said that El Cerrito is opening a seed library.

Commissioner Smith (District IV) recently visited Banff, Canada and shared an article about youths, ages 9 – 12, acting as junior librarians by helping behind the scene. (attachment to the minutes)

Commissioner Ayulin (Hercules) mentioned that 2,000 people attended Hercules’ 4th of July event, which can be viewed online: www.Hercules4thofjuly.com.

Commission Lawler (Friends) is the newly appointed Friends Council representative on the Commission. She shared a flyer for the Brentwood Library Foundation’s Murder Mystery fundraiser. (attachment to the minutes)

Commissioner Faye (Brentwood) mentioned that El Sobrante Library is groundbreaking on a new Mini-Park that includes many native plants. She also mentioned that Napa’s Main Library offers a $10 fine forgiveness to participants of the summer reading program.

Commission Chair Peck (Brentwood) said that the newly formed Brentwood Library Foundation is looking to other Foundation groups for advice.

Project Second Chance’s (PSC) Adult Literacy Program Manager, Laura Seasholm, introduced PSC’s literacy student, Ike. Ike read from his published book of poetry, which he began writing twenty-two years ago when he was 54 years old. He credited his success to the PSC’s program directors, and to his PSC tutor Helen who has over 2,000 volunteer hours with PSC.

9. CORRESPONDENCE
There was no new correspondence or comments.

10. COUNTY LIBRARIAN REPORT
Jessica Hudson, County Librarian, announced that Cathy Sanford, Deputy County Librarian: Support Services, retired on July 11, 2014. Commissioners agreed that Cathy Sanford made a tremendous impact in her 14+ years with the Library.

The County lifted the hiring freeze and as a result, recruitment for new staff is underway. The Library held its first round of interviews in late July and is looking forward to filling vacant positions starting in August.

The 2014 Summer Reading Festival, Paws to Read, runs from June 14 – August 23. The “Pet of the Week” has received votes from over 26,000 visitors who voted for their favorite photo of staff members’ pets. The August 7, 2014 author event with author Jane Smiley is sold out.

The Library responded to the communities’ request through Strategic Planning surveys and town hall meetings by extending the maximum checkout period for all platforms of eBooks and Audio books from 14 days to 21 days.

Facility updates included:
• The El Sobrante Library’s ribbon cutting event for the Mini-Park Plan;
• The San Ramon Library is finalizing the floor plans for the upgrade that will add a 4,500 square foot mezzanine to the Library, pending City Council approval;
• Floor plans will be available soon for San Pablo’s new library facility, pending Planning Commission approval;
• Brentwood unveiled an exterior rendering for the planned new library facility;
• Oakley is considering commissioning an exterior rendering for a new library facility;
• Pleasant Hill is working on identifying funding for a new library facility. In addition, the Pleasant Hill Library will reinstate Monday open hours in September. [Date confirmed following the Commission
11. OLD BUSINESS

STATE LIBRARY FUNDING ISSUES
Commissioner Smith (District IV) said that state funding for libraries has increased by $3 million in the State Budget.

Smith was invited to attend Assemblymember Skinner’s Day in the District for the arts community. The State Budget increased funding for the arts from $2 million to $5 million. Smith said libraries also received an increase in the budget because library supporters are active in supporting libraries and send many letters in support of libraries to legislators.

SB1455, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2016, has competing interests such as water and schools. Money will not likely be invested in libraries for SB 1455 as there are many competing needs such as debt, water, and schools.

Commission Chair Peck attended the recent California Public Library Advocates (CPLA) meeting and recommends attending.

12. NEW BUSINESS

WAR INK
Chris Brown, Walnut Creek/Ygnacio Valley Senior Community Library Manager, and Project Director for War Ink, shared information about the online veteran memorial tattoo art project. (attachment to the minutes)

One of the Library’s strategic goals is to develop community partnerships. War Ink developed from programming based on research that identified veterans as members of an underserved demographics. Many veterans have tattoos as a way of memorializing their stories. War Ink provides veterans with a vehicle to get their stories told, their way. One hundred California veterans were identified and out of that, thirty were selected for the project.

This first phase of War Ink includes a curated website with images of tattoos, supplemental audio commentary from each participant, and a five minute mini-documentary. StoryCorps @ at your library, the American Library Association’s national program which partners with public libraries across the country to engage their communities, will be recording the veteran’s spoken testimonials about their tattoos.

The War Ink project team includes an international based web design firm, a photographer who is featured in GQ, a former Discovery Channel videographer, a California veteran advocate, along with Chris Brown and the Library.

War Ink will launch the weekend before Veterans’ Day, which is November 11, 2014. The Library is working with Brown and Miller Associates to develop the War Ink press kit, which be available early September, and will be shared with the Commission at the September 25 Commission meeting.

Jessica Hudson, County Librarian, added that much of the War Ink project is credited to Chris Brown, Project Director, who has gathered support for this project, which includes many grants and sponsorships. The Library has received over $160,000 in grants and in-kind donations for War Ink, including grants from Cal Humanities, Pacific Library Partnership, and the Pitch An Idea grant from the California State Library.
SAFETY AND SECURITY PLANNING FOR THE ANTIOPCH LIBRARY

Jessica Hudson, County Librarian, said that safety and security concerns have increased over the past six months at the Antioch Library located on 18th Street. There have been numerous incidents, both internal and outside of the library facility. Many incidents relate to a need for not only library services, but other services, such as mental and social services. Through the Strategic Planning process, it was noted that there may be a broader section of the community that would like to use the library but doesn’t feel that the current facility meets its needs in the area of security.

There are two County Library facilities located within Antioch City limits. The Antioch Library, located on 18th Street in addition to the Prewett Library, which is a smaller limited service facility located in the southeast portion of the City. The Prewett building is owned by the City while the Antioch Library is owned by the County.

Hours at the Antioch Library were reduced from 35 hours per week to 28 hours per week starting in July 2014 due to a decrease in funding provided by the City (noted and discussed in previous Library Commission meetings). The Library was concerned about decreasing hours which result in a corollary decrease in staffing. The Library decided to maintain the same staffing levels and address the balance between staffing needs with safety and security.

The Library developed a nine month plan to explore options for security and safety improvements to make the Antioch Library a safer environment for the public and staff. Jessica distributed a Safety and Security Planning timeline for fiscal year 2014-15 (attachment to the minutes). Antioch is not the only facility facing an increase in incidents; Antioch will be used as a case study for other County Library locations.

The Library formed a Security Task Team, which is made up of different classifications of library staff throughout the system. The Library recently hired a security consultant who performed an internal audit. A variety of security recommendations were provided. Some recommendations are easy to implement, while others are more difficult due to factors such as policy changes and costs. The consultant provided bullet points for the recommendations and the Library will create a workable document and share it with the Commission at the September 25, 2014 meeting.

The Library’s Standards of Behavior policy is being updated and a banning policy is being added. Library incident reports are being redesigned to be more quantifiable and the Library is considering an incident reporting system that is being tested in other Bay Area libraries to better track reoccurring problem issues.

The Library is asking Commissioners for input and suggestions for security recommendations. The Library is hoping to meet with other groups beyond those they have already identified.

Commissioner Faye (Brentwood) commented that social workers and uniformed security are used in libraries throughout the Bay Area.

Commissioners suggested contacting the County’s Employment and Human Services Department or the County Mental Health Department, both of which might offer intern opportunities for working with the Library. They also suggested Rotary and other community organizations. John F Kennedy University may offer mental health internships as a source of assistance to the Library. Commissioners mentioned the REACH program, high school leadership groups, church ministers, ROTC program coordinators, Guardian Angels, Grey Panthers, and senior citizen activists.

FRIENDS OF THE LIBRARY GROUPS

Jessica Lawler introduced herself to the Commission as the newly appointed Commissioner representing the Friends Council. She previously volunteered with the Walnut Creek Friends and is currently a member of the Concord Friends. She recognizes the diversity of the various Friends of the Library groups from her experience in being involved in two different Friends’ groups.
She recently sent an email to all of the Library’s Friends of the Library Presidents in an effort to gather information to share with the Commission. She hopes to find a way for the Friends to coordinate and work together and to find a way that communication can flow freely. This will leverage ideas amongst the Friends’ groups. She opened the discussion to Commissioners to add anything that they would like relayed to Friends Presidents.

Suggestions made by Commissioners included:
- Commissioners can work with Friends to generate letters to the legislators for library support;
- Commissioner Smith (District V) is willing to attend the Friends meetings and lead an advocacy discussion;
- Identify ways to retain volunteers, possibly include outreach to local schools for community services opportunities at the community libraries;
- Provide nametags and / or t-shirts for volunteer identification.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

September 24, 2014 meeting:
- Nomination for new officers of the Library Commission (September)
- Presentation of the War Ink press packet (September)
- Floor plans for the San Pablo Library (September)
- Promoting library services to communities (September)

Future topic suggestions:
- Contra Costa County Historical Society
- Employment or career enhancement library assistance for job seekers
- Ways the Library can meet the needs outlined in the State’s Demographic Report
- Information on special library collections, reference directories, newspapers, and periodical sets (ie: Historical collection {climate controlled} and San Ramon’s jazz collection)

14. ADJOURNMENT TO THE September 25, 2014 LIBRARY COMMISSION MEETING

Commissioners adjourned the meeting at 8:55 p.m.

Submitted by Corinne Kelly
Executive Secretary, Contra Costa County Library
Murder Mystery Dinner Party
Staged by
Murder on the Menu®

To benefit the
Brentwood Library Foundation

Friday, September 5 @ 6:30PM
Shadow Lakes Event Center
401 West Country Club Drive, Brentwood

Join us for dinner, prizes, a silent auction, no-host bar and plenty of fun and mystery at this kickoff event to raise funds for a new Brentwood Library! For further information please call 634-5456 or 240-1012.

Fundraiser tickets are $50 per person; $45 if paid by 8/1
Please write a check to Friends of the Brentwood Library and mail with this form to the Brentwood Library, 104 Oak St, Brentwood, CA 94513.

Name: ___________________________ Number of Tickets ___________________________

Phone or email ___________________________
Networking Environment for Women meets monthly on the second Tuesday. For more information on our events, email: new.BowValley@gmail.com.

Canmore Cancer Connections. Come and join us for tea/coffee and a chat and make new friends. A small new networking group for cancer patients, survivors and thrivers. Find us at the Good Earth coffee shop in Canmore on the second Tuesday of each month at 4:30 p.m. or look us up www.canmorecancerconnections.com.

Living in Canada as a permanent resident. Join us for a free information session about your rights and responsibilities as a permanent resident of Canada. Learn about the “no-cost” programs and services available to you, including language classes, and much more. All sessions take place at Banff Town Hall, registration required. July 22 - 1 to 2:30 p.m., July 29 - 6 to 7:30 p.m.

New Art from the Heart Show and Sale. The spring/summer Art from the Heart Show and Sale, runs until Sept. 28, at the Canmore hospital. Numerous Bow Valley artists will be exhibiting their beautiful works. Art from the Heart will donate 20 percent of all sales proceeds to the Canmore and Area Health Care Foundation.

Art in the Park, every Saturday, Sunday and holiday Monday at the Canmore NWMP Barracks, 609 Main Street until Thanksgiving. Local artists display and sell their artwork. Work includes paintings, photographs, jewelry, handbags, shawls and other crafts.

The Canmore Museum and Geoscience Centre new exhibit Canmore Floods will be open to the public on June 20. The Museum is open Monday-Tuesday noon to 5 p.m. and Wednesday-Sunday 10 a.m. to 5 p.m.

Canmore Public Library is bringing back its ever-popular Summer Reading Game. This summer join us as we explore unfamiliar worlds as we sail the seven seas and become pirates. Join the game, complete awesome challenges and win prizes. Tuesday Fun is back again at 2 p.m., Kids 10 and under who would like some extra help with reading can sign up before July 3, to become a Book Buddy. Kids ages nine to 12 can be junior librarians, helping behind the scenes for one whole hour. The magic show is happening earlier this year on Friday July 25 at 2 p.m. in the program Room.

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**CANMORE PHOTO RADAR NOTICE**

This week, photo enforcement will be conducted in the following areas:

- All School Zones
- All Playground Zones
- 4th Avenue
- 5th Avenue
- 6th Avenue
- 7th Avenue
- Bridge Road
- 9th Street
- Beachlands Trail
- Douglas Creek Drive
- Moraine Road
- Bow Valley Trail
- Three Sisters Drive
- Three Sisters Parkway
- Palliser Trail
- Harvie-Haigis Road
- Construction Zones

**PLEASE SLOW DOWN!**

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*TIS THE START OF BBQ SEASON

DON'T WASTE ONE PRECIOUS MINUTE

---

Ongoing

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**THE VALLEY**

Saturday, July 19

Geoscience Open House, 10 a.m. to 4 p.m. Canmore Museum, free admission to the museum, family crafts and activities. 2 p.m. Cathy Taylor from the Burgess Shale Geoscience Foundation will be speaking on Charles Walcott and the discovery of the Burgess Shale. A tale of good fortune or a discovery by chance, decide for yourself.

Cave Lantern Tours, Come and join National Historic Site at 7 p.m. and 8 p.m. It's after hours at the Cave and Basin, but we're letting you in! All your senses awaken as the light, from your lantern casts shadows on ancient groto walls. Wondrous sounds and voices are a reminder that others, like you, have discovered these thermal waters for centuries. We'll apply the lantern supply the imagination. A family-friendly 20-minute tour. $5-30 per person. Registration required. Please call 403-529-5274 to reserve.

Sunday, July 20

Campfire concert with Heather Jordan at Banff Public Library, 7 p.m. You've heard her at the farmers market, now's your chance to sing along with this lovely Banff Local. Fun for the whole family.

Friday, July 25

Magic show at the Banff Public Library, 10:30 a.m. fool us at the family-friendly 45 minute show by comedy magician Brian Fehn.

Sunday, July 27

Under the Sea at the Banff Public Library from 10 a.m. to noon. Dive deep below the surface and see what you can find in the library. Spot ocean wildlife swimming around the shelves and cast a line for fun-filled fun. A magical hour of crafts, games, and stories. This event is for children, ages three to six and a caregiver. Please register.
ANTIOCH LIBRARY
SAFETY AND SECURITY
PLANNING

WHY?
• Increasing violence in the direct vicinity of the library
• Increasing internal incidences
• Decrease in hours for the facility
• Current facility deficits
• Strategic Planning input

HOW?
• 14/15 FY as a planning period
• Structured timeline for events
• Funding for some items on a planning basis
• Staff, community and additional departmental input
WHAT?
- Security staffing
- Increasing quantity of staff per open hour
- Review of relocation options
- Review of library usage at both Antioch facilities
- Internal security options/changes
- Review of "status quo"

INPUT
- Looking for additional input on:
  - Timeframe
  - Changes being considered
  - Funding
  - Other community involvement/engagement that might be needed