


MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, January 25, 2018
TIME: 7:00 p.m. LIBRARY COMMISSION MEETING
LOCATION: Library Administration, Quail Room
777 Arnold Drive, Suite 210, Martinez, CA 94553

- Electronic agenda packet viewing is available at: <http://guides.ccclib.org/commission>
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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please **call Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, January 24, 2018 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.**
(5 mins.)
CALL THE MEETING TO ORDER / ROLL CALL
The Library Commission Chair will call the meeting to order. Commissioners will introduce themselves for the record.
- 2. 7:05 p.m.**
(5 mins.)
PUBLIC COMMENT
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may fill out a speaker card. Public comment on agenda items can also be e-mailed to the Library Commission at ccclibcommission@ccclib.org to be received one day prior to the Library Commission meeting.
- 3. 7:10 p.m.**
A. ACTION
(10 mins.)
OLD BUSINESS
APPROVAL OF THE 2017 ANNUAL REPORT AND 2018 WORK PLAN – Attachment 1
The Library Commission will review the final draft of the 2017 Annual Report and 2018 Work Plan as amended and vote to approve submission to the Board of Supervisors.
- B. ACTIONS**
(10 mins.)
FINAL REPORT OF THE 2017 AD HOC NOMINATING COMMITTEE – Attachment 2
Chair of the Ad Hoc Nominating Committee will submit the final report to the Commission, who will then vote to disband the Committee.
- C. DISCUSSION**
(20 mins.)
BUDGET PRIORITIES FOR FY 2018/19 – Attachment 3
Library Commissioners will review the summary report of Commission recommended priorities for the FY 2018/19 budget from the November 16, 2017 meeting.
- 4. 7:50 p.m.**
A. DISCUSSION
(20 mins.)
NEW BUSINESS
2018 LIBRARY COMMISSION REVISED BYLAWS – Attachment 4

Library Commissioners will review and discuss the current draft of the revised commission bylaws for 2018.

B. INFORMATION
(10 mins.)

TERMS OF OFFICE IMPLEMENTATION – Attachments 5

Library Commissioners will be informed about the implementation schedule for staggered terms of office as proposed by the County Administrator's Office.

5. 8:20 p.m.
INFORMATION
(5 MINS.)

INTRODUCTIONS

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

6. 8:25 p.m.
ACTION
(5 mins.)

ACCEPTANCE OF MINUTES – Agenda Attachment 6

Commissioners will approve or amend the minutes for the meetings of November 16, 2017.

7. 8:30 p.m.
INFORMATION
(10 MINS.)

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. 8:40 p.m.
INFORMATION
(5 MINS.)

COUNTY LIBRARIAN REPORT – Agenda Attachment 7

County Librarian Melinda S. Cervantes will report on items of interest to Commissioners.

9. 8:45 p.m.
ACTION
(5 MINS.)

AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings.

10. 8:50 p.m.

ADJOURNMENT TO THE MARCH 22, 2018 LIBRARY COMMISSION MEETING.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, January 25, 2018

AGENDA ITEM #: 3.A.

ITEM: APPROVAL OF THE 2017 ANNUAL REPORT AND 2018
WORK PLAN

RECOMMENDED ACTION:

Commissioners will approve or amend the final draft of the 2017 Annual Report and 2018 Work Plan.

Library Commission 2017 Annual Report and 2018 Work Plan

Library Commission meets 4th Thursday of alternating months

At Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553

Alan B. Smith, Chair; Kathleen Gilcrest, Vice Chair

Staff: Melinda Cervantes, County Librarian

2017 Annual Report

- I. **2017 Activities and Accomplishments:** Over the course of the year, commissioners pursued several objectives to meet annual goals set in alignment with purposes and duties proscribed by Commission bylaws. Toward the goal to ***(1) assist in the provision of library services based on assessed public need***, many commissioners drafted letters of support for mayors' and supervisors' submission to state and federal representatives, advocating for literacy funding augmentation, IMLS preservation, and for the reduction in the majority requirement for library-only ballot measures (SCA-3 Dodd).

Commissioner Alan Smith (District 4) continued to spearhead these activities by meeting with numerous legislators on library funding matters, keeping commissioners informed, and testifying at two Senate hearings on SCA-3.

Many commissioners participated in "Day in the District" meetings with six out of seven local county legislators.

Many commissioners regularly reported to their appointing body.

Commissioners Smith and Peter Wilson (District 5) closely tracked the Concord Naval Weapons station and advocated for inclusion of a new library campus.

Commissioners expressed a desire to contribute at an appropriate time to budget development, in advance of approval.

Commissioners also voiced concern for staff retention issues due to non-competitive wages, and the resulting impact of recurrent high costs of recruitment and training, as well the drain that staff turn-over imposes on management and service delivery. Commissioner Margie Valdez (Contra Costa Central Labor Council) noted that increasing numbers of library users are aware of the empty positions and difficulty retaining staff, and pressure is developing to find a solution.

Commissioners met the goal to ***(2) provide a link between the community and Contra Costa County Library*** by participating broadly in friends of the library and foundation groups, as well as on city library advisory committees and other civic and community groups.

Commissioners identified need for revitalization of the Friends Council, an independent leadership consortium representing all friends and foundation support groups of the county's community libraries, to bolster private fundraising at the community level. Commissioner Kathryn Bracken (Pleasant Hill) recruited the president of the Friends of the Pleasant Hill Library to reestablish the Friends Council.

New commissioner Don McCormick (District 3) has proposed and received support for the formation of a new library foundation to raise support for all east county community libraries. Commissioner Smith was re-elected as vice chair of the Braille and Talking Book Library User Advisory Council, and spent a day in Sacramento demonstrating Braille Talking Books Library equipment to state legislators and staff to raise

Contra Costa County Library Commission

awareness of the Library. He also conducted a "Library Friends Efficacy Training" in Hollister for the San Benito County Library.

Together commissioners participated in the successful "Annual Library Friends, Foundations and Commission Forum" convened by County Librarian Melinda Cervantes.

Finally, commissioners were successful in the goal to ***(3) revitalize functions and operation of the Commission*** with development of a productive and cordial relationship with County Librarian Cervantes, who has pursued the Commission's objectives for the filling of vacant commission positions, and new member training.

The Commission was unable to fulfill its 2017 goals ***(4) to monitoring the 2014-17 strategic plan***, and ***(5) to recommend ways to ensure stable and adequate funding***, except for participation in library friends and foundation activities as noted above. These two goals and related activities, as well as securing final approval of proposed bylaws revisions stemming from the 2016 reauthorization effort, will carry over into the 2018 work plan.

II. **Attendance/Representation (Attachment 1)**

III. **Training/certification (Attachment 1)**

2018 Work Plan

Goal 1: Monitor outcomes of existing strategic plan and advise on new plan development

- Obj. 1: Review final report on outcomes of 2014-17 strategic plan and identify areas of success and continuing need (Mar)
- Obj. 2: Identify areas of success and need for further work in subsequent efforts (May)

Goal 2: Advocate for public library funding required to meet assessed county needs

- Obj. 1. With the approval of the County Board of Supervisors, provide letters of support for public funding initiatives to city/town mayors and county supervisors for submission to state and federal representatives (Mar—May)
- Obj. 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)
- Obj. 3: Advise the County Librarian on priorities for spending based on the mission statement, strategic plan and operational necessities (Mar)

Goal 3: Identify ways to ensure stable and adequate funding for county libraries

- Obj. 1. Seek collaboration with Friends of the Library, Library Foundation and Friends Council organizations of Contra Costa County Library to study methods, structures, source types, and results of private fundraising for county libraries (Jan – May)
- Obj. 2. Increase the Commission's understanding of the basis for current county funding for Contra Costa Library (Jan), and explore opportunities for increased funding from public sources (Mar)

Goal 4: Provide a link between the community and Contra Costa County Library

- Obj. 1: Represent commission with "friends of the library," library foundations, community advisory groups, other civic/community groups (Ongoing)
- Obj. 2: Brief City Councils, County Supervisors, and other appointing bodies on library matters and work of Commission (Ongoing).
- Obj. 3. Participate in "Annual Library Friends, Foundations and Commission Forum" organized by County Librarian (May)

Goal 5: Provide a forum for the public to express views regarding Contra Costa County Library

- Obj. 1. Review and respond to communications received by the Commission through the Library website or other means, and during public comment at meetings (Ongoing)
- Obj. 2. Present feedback to the County Librarian and the Board of Supervisors regarding concerns expressed by members of the community concerning CCCL, as appropriate (Ongoing)

Goal 6: Ensure the continued effectiveness of the Contra Costa County Library Commission

- Obj. 1. Commissioners (a) attend meetings; (b) maintain certification of Brown Act/Better Governance Ordinance training; (c) pursue activities adhering to purposes and duties of the Commission (see Bylaws); (d) continue to develop knowledge of county library services and communities it serves; (e) submit an annual report and work plan to the board of supervisors
- Obj. 2. Form committees for nomination of officers (Jul—Sep) and special projects, as needed.
- Obj. 3 Obtain final approval of revisions to Commission bylaws as proposed in the 2016 revitalization effort.

Attachment 1: Attendance/Representation, Training/Certification

Draft

Library Commission Attendance: January 2017 – December 2017

Library Commission Attendance January 2017 – December 2017

signed BROWN ACT &
Ethics Orientation
video viewing
certification

COMMISSIONERS	REPRESENTING	Total Meetings	Total Absent	Total Present	Total Excused	Received
Huh, John M., Ph.D.	City of Antioch	6	1	5	0	x
Vacant	City of Antioch (Alternate)					
Faye, Vivian	City of Brentwood	6	1	4	1	x
Vacant	City of Brentwood (Alternate)					
Atkinson, Joyce	City of Clayton	6	0	3	3	x
Boyd, Jeanne	City of Clayton (Alternate)	6	6	0	0	x
Smith, Tommy	City of Concord	3	0	3	0	x
Vacant	City of Concord (Alternate)					
Menichelli, Sandra	Town of Danville	5	0	2	3	x
Vacant	Town of Danville (Alternate)					
Fischer, Michael	City of El Cerrito	5	0	5	0	x
Vacant	City of El Cerrito (Alternate)					
Miller, Brian	City of Hercules	6	1	5	0	x
Gabriel, Andrew	City of Hercules (Alternate)	6	6	0	0	x
Hoisington, Mary Ann	City of Lafayette	6	0	5	1	x
Phillips, Laurie	City of Lafayette (Alternate)	6	3	2	1	x
Rennie, Donna	City of Martinez	3	0	3	0	x
Vacant	City of Martinez (Alternate)					
Wernet, Patty	Town of Moraga	6	2	1	3	x
Vacant	Town of Moraga (Alternate)					
Pena-Mendrek, Yolanda	City of Oakley	3	0	3	0	x
Fitzpatrick, Arnold	City of Oakley (Alternate)	6	0	6	0	x
Kelly, Juan	City of Orinda	6	0	5	1	x
Conescu, Jeremy	City of Orinda (Alternate)	5	4	1	0	
Pursley, George	City of Pinole	3	0	3	0	
Vacant	City of Pinole (Alternate)					
Canciamilla, Laura	City of Pittsburg	6	1	3	2	x
Herrick, Leanne	City of Pittsburg (Alternate)	6	5	0	1	x
Bracken, Katherine	City of Pleasant Hill	6	0	5	1	x
Vacant	City of Pleasant Hill (Alternate)					
Vacant	City of San Pablo					
Vacant	City of San Pablo (Alternate)					
Kathy Gilcrest	City of San Ramon	6	0	4	2	x
Vacant	City of San Ramon (Alternate)					
Meisch, Lynn A. (Ret'd Oct '17)	City of Walnut Creek	5	1	2	2	x
LaLanne, Yvonne	City of Walnut Creek (Alternate)	6	1	5	0	x
Woodrow, Don	District 1	6	3	2	1	x
Vacant	District 1 (Alternate)					
Riise, Diane	District 2	6	1	5	0	x
Wright, Cindy A.	District 2 (Alternate)	5	2	1	2	x
McCormick, Don	District 3	3	0	3	0	x
Crowder, John	District 3 (Alternate)	2	1	1	0	x
Smith, Alan B.	District 4	6	0	6	0	x
Vacant	District 4 (Alternate)					
Wilson, Peter	District 5	5	0	5	0	x
Vacant	District 5 (Alternate)					
Sakata, Karen	Office of Education	6	5	0	1	x
Valdez, Margie	Contra Costa Central Labor Council	6	0	6	0	x
Vacant	Contra Costa Council					
Vacant	Friends Council					
Vacant	Contra Costa Community College District					

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, January 25, 2018

AGENDA ITEM #: 3.B.

ITEM: **TERMINATION OF THE 2017 AD HOC NOMINATING
COMMITTEE**

RECOMMENDED ACTION:

Committee members will vote to accept the minutes of the final meeting on November 16, 2017 and disband the Committee.

MEETING OF THE LIBRARY COMMISSION AD HOC NOMINATING COMMITTEE
Minutes

DATE: Thursday, November 16, 2017

1. CALL THE MEETING TO ORDER

Meeting was called to order at 6:30 p.m.

2.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	X		
Kelly	Juan	Library Commissioner	City of Orinda	X		
Valdez	Margie	Library Commissioner	Central Labor Council	X		

With two commissioners present (at the beginning of the meeting), a quorum was established.

Total Ad Hoc committee positions: 3
Committee positions filled: 3
Committee positions vacant: 0
Committee quorum: 2

3. ITEMS FROM THE PUBLIC

There were no speakers from the public.

4. ACCEPTANCE OF THE MINUTES FROM 10-5-2017

Commissioner Valdez made a motion to accept the minutes as presented.

Commissioner Kelly seconded the motion. The minutes were accepted as written by unanimous vote.

5. REVIEW OF THE SLATE OF POTENTIAL CANDIDATES FOR LIBRARY COMMISSION CHAIR AND VICE CHAIR

County Librarian Cervantes began by reminding those present of the procedures that had been agreed upon at the previous meeting in terms of contacting, in the agreed upon order, those chosen by the committee as possible nominees for the positions of Chair and Vice-Chair of the Commission. She then advised the committee that after several declinations by the proposed nominees (one of which indicated the other position would be more acceptable), she consulted with Chair Bracken, as there was no plan in place for this particular set of circumstances.

Chair Bracken offered her advice on how to move forward. County Librarian Cervantes then made several more calls, resulting in the following slate to be put forth to the full commission:

- Brian Miller (Hercules) would be the nominee for Chair of the Commission
- Peter Wilson (District V) would be the nominee for Vice-Chair of the Commission

After several minutes of questions about the process and the people that had been contacted, Commissioner Kelly made a motion for the slate above to be put forward to the full Commission. Commissioner Valdez seconded the motion. By unanimous vote, the slate of candidates will be put to the full commission when the item comes up around 8:45pm later this evening. Nominations from the floor will also be taken.

It was agreed when the nominating process came up at the full meeting, Chair Bracken would take the lead in introducing the slate of candidates.

6. ADJOURNMENT

6:45pm The meeting was adjourned by Chair Bracken.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, January 25, 2018

AGENDA ITEM #: 3.C.

ITEM: BUDGET PRIORITIES FOR FY 2018/19

RECOMMENDED ACTION:

No action required.

Excerpt from the minutes of the November 16, 2017 Library Commission meeting

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 Canciamilla:** 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;

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, January 25, 2018

AGENDA ITEM #: 4.A.

ITEM: 2018 LIBRARY COMMISSION REVISED BYLAWS

RECOMMENDED ACTION:

Commissioners will review and discuss the draft of proposed commission bylaws.

BYLAWS

OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION

ADOPTED SEPTEMBER 1991
AMENDED SEPTEMBER 1992
AMENDED JANUARY 1999
AMENDED JANUARY 2012
AMENDED MARCH 2018
ADOPTED APRIL 2018

**BYLAWS
OF THE CONTRA COSTA COUNTY
LIBRARY COMMISSION
As Adopted March xx, 2018**

I. NAME

The name of the commission is the Contra Costa County Library Commission ("the Commission").

II. AUTHORITY

The Commission is organized and exists as an advisory board to the Board of Supervisors of Contra Costa County (the "Board") and the County Librarian pursuant to an Order of the Board dated March 12, 1991 and reconstituted pursuant to an Order of the Board dated December 19, 2017.

III. PURPOSE

The Commission is created for the following purposes:

- A. To serve in an advisory capacity to the Board of Supervisors and the County Librarian.
- B. To provide community linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.
- C. To serve as a forum for the community to express its views regarding the goals and operations of the County Library.
- D. To assist the Board of Supervisors and the County Librarian in providing library services based on assessed public need.
- E. To develop and recommend proposals to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

IV. DUTIES

The Commission shall perform the following advisory functions:

A. Planning

- 1. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.
- 2. Review progress made in achieving goals set forth in plans adopted by the Board of Supervisors

B. Policy Review

- 1. Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library, and service to the public.

2. Discuss and make recommendations to the Board of Supervisors and County Librarian on major policy issues.

C. Finance

1. Make recommendations to the Board of Supervisors and County Librarian if the Commission has concerns or questions regarding the library budget.
2. Discuss and recommend funding necessary to provide each level of service (e.g. hours of operation, *etc.*) proposed by the Commission, the Board of Supervisors or the County Librarian.
3. Explore alternative methods of establishing stable and adequate funding for each level of service. Report the Commission's findings, along with any related recommendations, to the Board of Supervisors or County Librarian.

D. Community Outreach

1. Encourage the expression of community views on matters related to the County Library at regular commission meetings.
2. Participate in community activities supporting the library, such as "friends of the library" groups and library foundations, or city/town library advisory groups.
3. Provide community feedback to the County Librarian and Board of Supervisors.

E. Other

1. Oversee the actions of working sub-committees of the Commission.
2. Submit reports to the Board and County Librarian when the Commission deems such reports to be timely and appropriate.
3. Perform other tasks and assignments that are referred to the Commission by the Board or County Librarian.
4. The Library Commission is an advisory body and as such is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, (ii) day-to-day administrative operations of the County Library, and, (iii) from taking any action that would imply the County's support or opposition to legislation in the absence of or inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*

V. COMPOSITION

The composition of the Library Commission will be no fewer than 24 voting members and no more than 28 total members.

- A. Eighteen (18) representatives, one from each of the 18 cities (towns)¹ in the County Library Service area, to be appointed by the city (town) council and to be other than a member of the city council.
- B. Five (5) representatives of the County, one appointed by each member of the Board of Supervisors, other than a member of the Board of Supervisors.
- C. Four (4) representatives to serve as ex officio (non-voting) members of the following:
 - Contra Costa County Office of Education
 - Contra Costa Friends Council
 - East Bay Leadership Council
 - Contra Costa Community College District
- D. One (1) representative of the following:
 - Contra Costa Central Labor Council
- E. Alternate members may be appointed and, when seated due to the absence of the primary member, may serve as the voting member for their appointing authority.
- F. Appointments made by a city (town) council must be of someone other than a member of that city (town) council.
- G. The appointment made by the Contra Costa County Community College District must be of someone other than a member of the District's board.
- H. When a vacancy occurs, the Board of Supervisors or entity represented by the vacant seat may appoint a replacement representative.
- I. Each board member or entity eligible to nominate/appoint a member to the Commission may also nominate/appoint an alternate. Commission alternates may attend meetings at any time; however, Commission alternates may only vote in the absence of the regular member.

VI. DURATION AND TERM

- A. The Commission terminates on December 31, 2019, unless extended by the Board of Supervisors with the approval of the Mayors Conference (any such extension is called a "reauthorization").
- B. Members will each serve a 4 year term and may be reappointed by respective appointing authorities. The terms of new commissioners will be staggered so that each Supervisorial District and cities/towns within each District are equally represented; this may result in one, two, three or four year first terms. Each term of reappointment will commence on July 1 in the year appointed and end on June 30 of the final year of the 4 year term or until the vacant term is completed as follows:
- C. An appointment made to fill a vacancy will be for the term remaining for the vacated seat.

VII. ATTENDANCE REQUIREMENTS

- A. Regular attendance at meetings of the Commission is required. An unexcused absence from three regularly scheduled consecutive meetings will be considered grounds for the Commission to recommend to the Board of Supervisors that it rescind the absentee member's appointment. Excused absences will be granted for the following reasons: illness of self, member of immediate family, or close friend; death of member of immediate family or close friend; requirements of the member's job or elected/appointed position; vacation. A member must contact the Secretary prior to the meeting to be excused from a meeting.
- B. The Chair will notify any member at risk of having his, her or their appointment rescinded before recommending rescission to the Board.
- C. Rescission of an appointment to the Commission may only be effected by an action of the Board of Supervisors or appointing entity.

VIII. OPEN MEETINGS AND CONFLICT OF INTEREST

Commission meetings shall be conducted open to the public in accordance with the Ralph M. Brown Act, (Gov. Code 54950 *et seq.*) and the Contra Costa County Better Government Ordinance. Commission members shall adhere to the principles and rules of the Political Reform Act of 1974 (Gov. Code 81000 *et seq.*).

IX. OFFICERS

- A. The Commission shall elect its own Chair and Vice Chair. The County Librarian will be the Secretary.
- B. The Chair shall (i) preside at all business meetings, (ii) set the agenda and review minutes for all meetings in consultation with the Secretary, (iii) have general supervision over all Commission business and (iv) have such other powers and duties as may be assigned to him/her/they by the Commission.

- C. The Vice Chair shall, in the absence or inability of the Chair to act, exercise all the powers and perform all the duties of the Chair. He/she/they shall also have such other powers and shall perform such other duties as may be assigned to him/her/they by the Commission.
- D. The Secretary will keep the minutes of the meetings of the Commission. In consultation with the Chair, he/she/they shall prepare all agendas. He/she/they shall distribute all agendas, act as custodian of Commission records, keep a register of the contact information of each member, which will be furnished to the Secretary by each member and, in general, perform all duties incident to the office of Secretary.
- E. The Chair and Vice Chair shall be elected annually at the regular November meeting for a term of one year and may succeed themselves for one additional consecutive term. Majority votes of members present, constituting a quorum, are required to elect officers to the Commission. Officer vacancies shall be filled by election at the next regular meeting.

X. MEETINGS

- A. The regular meetings of this Commission shall be held at least quarterly at 7:00 p.m. at the Contra Costa County Library Headquarters, 777 Arnold Drive, Martinez, CA 94553, or other designated location. Notice of ninety-six (96) hours must be given for all regular meetings.
- B. A special meeting may be called at any time by the Chair or by a Commission majority.
- C. A quorum for all meetings shall be one more than half of the total authorized seats of the Commission.
- D. The agenda and minutes of each meeting shall be sent electronically to each member, the Board of Supervisors, and any additional persons as authorized by the Commission. A paper copy of the agenda and minutes of each meeting will be mailed upon request. Other persons requesting the minutes of a meeting must do so in writing to the Secretary and pay the prevailing copying and mailing rates.

XI. VOTING

- A. Special Representatives appointed by the Contra Costa Community College District, the East Bay Leadership Council, the Friends Council, and the Contra Costa County Office of Education shall be *ex officio* members without voting privileges, by their election.
- B. The work of the Commission shall proceed by consensus as long as there is no objection from a member to proceeding in this manner.
- C. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote by the city representatives and a majority vote by the County Board of Supervisors' appointees.
- D. Changes to the Bylaws are the exception, and will require 60 percent approval by voting members.

- E. Alternate members may vote in the absence of the Primary member.
- F. Proxy voting is not permitted.

XII. CONDUCT OF BUSINESS

- A. No business, not on the publicly posted agenda, shall be transacted at any meeting of the Commission.
- B. All meetings of the Commission shall be called to order by the Chair, or in the Chair's absence, by the Vice Chair, or in the Vice Chair's absence, by a Commission member designated for that purpose by the Chair or Vice Chair.
- C. Public comment at all meetings shall be as provided for under applicable law.

XIII. COMMITTEES

- A. The Commission shall appoint working committees of no more than five members for such specific purposes as appropriate for the conduct of the business of the Commission.
- B. All working committees shall make progress reports to the Commission at each of the Commission's regular meetings.
- C. All working committees are encouraged to contain a representative mix of county, city (town), Central Labor Council and ex officio representatives.

XIV. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended by 60% of members of the Commission on advance written notice. All amendments that alter the provisions of the March 7, 1991 Board Order that established the Commission, and the December 19, 2017 Board Order that reconstituted the Commission must be approved by the Board of Supervisors.
- B. Notice of proposed Bylaw amendments shall be presented in writing at a regular meeting of the Commission for discussion. The Commission shall vote on the proposed amendments at the next regular meeting of the Commission. The agenda for the meeting at which the proposed amendments are to be voted upon shall contain an item entitled "Proposed Bylaw Amendment."

XV. PUBLIC ACCESS TO COMMISSION RECORDS

The County Library shall make available to the general public all records of the Library Commission as required by law.

Adopted by the Contra Costa County Library Commission on September 26, 1991
Amended by the Contra Costa County Library Commission on September 24, 1992
Amended by the Contra Costa County Library Commission on January 28, 1999
Amended by the Contra Costa County Library Commission on January 26, 2012

Amended by the Contra Costa County Library Commission on March 22, 2018

Approved by the Contra Costa County Board of Supervisors on April xx, 2018

BYLAWS
OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION

~~BY LAWS~~

ADOPTED SEPTEMBER 1991
_AMENDED SEPTEMBER 1992
_AMENDED JANUARY 1999

AMENDED JANUARY 2012
AMENDED MARCH 2018
ADOPTED APRIL 2018

BY-LAWSBYLAWS

OF THE

CONTRA COSTA COUNTY

LIBRARY COMMISSION

As Adopted March xx, 2018

I. ~~I:~~—NAME

The name of the commission is the Contra Costa County Library Commission ("the Commission").

II. ~~H:~~—AUTHORITY

The Commission is organized and exists as an advisory board to the Board of Supervisors of Contra Costa County (the "Board") and the County Librarian pursuant to an Order of the Board dated March 12, 1991 and reconstituted pursuant to an Order of the Board dated December 19, 2017.

III. ~~HH:~~—PURPOSE

The Commission is created for the following purposes:

- A. ~~A:~~—To serve in an advisory capacity to the Board of Supervisors and the County Librarian.
- B. To provide community linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.
- C. To serve as a forum for the community to express its views regarding the goals and operations of the County Library.
- D. To assist the Board of Supervisors and the County Librarian in providing library services based on assessed public need.
- E. To develop and recommend proposals to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

IV. DUTIES

The Commission shall perform the following advisory functions:

A. ~~A.~~ Planning

1. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.
2. Review progress made in achieving goals set forth in plans adopted by the Board of Supervisors

f. Hold hearings that permit the public to express its views on matters related to the County Library.

| _____

~~G. If the Commission has concerns or questions regarding the library budget, the Commission may make recommendations to the Board and County Librarian.~~

B. Policy Review

~~3.1.~~ Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library, and service to the public.

~~4.2.~~ Discuss and make recommendations to the Board of Supervisors and County Librarian on major policy issues.

V.V.

C.Finance

- 1.Make recommendations to the Board of Supervisors and County Librarian if the Commission has concerns or questions regarding the library budget.
- 2.Discuss and recommend ~~levels of~~ funding necessary to provide each level of service (e.g. hours of operation, etc.) proposed by the Commission, the Board of Supervisors or the County Librarian, ~~as the case may be.~~
- 1.3. Explore alternative methods of establishing stable and adequate funding for each level of service. Report the ~~Commission's~~Commission's findings, along with any related recommendations, to the Board of Supervisors or County Librarian.

D.Community Outreach

1. Encourage the expression of community views on matters related to the County Library at regular commission meetings.
2. Participate in community activities supporting the library, such as "friends of the library" groups and library foundations, or city/town library advisory groups.
- 1.3.Provide community feedback to the County Librarian and Board of Supervisors ~~and the County Librarian.~~

E. Other

- 1.Oversee the actions of working sub-committees of the Commission.
2. Submit reports to the Board and County Librarian when the Commission deems such reports to be timely and appropriate.
3. Perform other tasks and assignments that are referred to the Commission by the Board or County Librarian.
- 4.Submit reports to the Board and County Librarian when the Commission—deems such reports to be timely and appropriate.
- 5.—
6. Oversee the actions of standing and ad hoc committees of the Commission.
- 7.—
8. Discuss and vote on major policy issues.
- 9.—
10. Provide community input for the County Library.

12.4. _____ The Library Commission is an advisory body and as such is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, (ii) day-to-day administrative operations of the County Library, and, (iii) from taking any action that would imply the County's support or opposition to legislation in the absence of or inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*

VI. ~~MEMBERSHIP~~

~~VII.~~

V. COMPOSITION

~~A.A.~~

The composition of the Library Commission will be no fewer than 24 voting members and no more than 28 total members.

- A. Eighteen (18) representatives, one from each of the 18 cities (towns)¹ in the County Library Service area, to be appointed by the city (town) council and to be other than a member of the city council.
- B. Five (5) representatives of the County, one appointed by each member of the Board of Supervisors, other than a member of the Board of Supervisors.
- C. Four (4) representatives to serve as ex officio (non-voting) members of the following:
 - Contra Costa County Office of Education
 - Contra Costa Friends Council
 - East Bay Leadership Council
 - Contra Costa Community College District
- D. One (1) representative of the following:
 - Contra Costa Central Labor Council
- E. Alternate members may be appointed and, when seated due to the absence of the primary member, may serve as the voting member for their appointing authority.

~~F.F.~~

G.F. Appointments made by a city (town) council must be of someone other than a member of that city (town) council.

H.H.

I.G. The appointment made by the Contra Costa County Community College District must be of someone other than a member of the District's board.

J.H. When a vacancy occurs, the Board of Supervisors or entity represented by the vacant seat may appoint a replacement representative.

K.K.

L.I. Each board member or entity -eligible to nominate/~~appointment~~appoint a member to the Commission may also nominate/~~appointment~~appoint an alternate ~~to attend meetings in the absence of the regular member. The Secretary must be given notice prior to a meeting that the alternate will be attending the meeting.~~ Commission alternates may attend meetings at any time; however, Commission alternates may only vote in the absence of the regular member.

~~VIII.~~ VI. DURATION AND TERM

~~1.-~~

~~B.A.~~ The Commission terminates on ~~June 30, 2016~~ December 31, 2019, unless extended by the Board of Supervisors with the approval of the ~~Mayors'~~ Mayors Conference (any such extension is called, a "~~Reinstatement.~~" "reauthorization").

~~1.-~~

~~C.B.~~ Members will each serve a 4 year term and may be reappointed by respective appointing authorities. The terms of new commissioners will be staggered so that each Supervisorial District and cities/towns within each District are equally represented; this may result in one, two, three or four year first terms. Each term of reappointment will commence on July 1 in the year appointed and end on June 30 of the final year of the 4 year term or until the vacant term is completed as follows:

~~D.C.~~ An appointment made to fill a vacancy will be for the term remaining for the vacated seat.

~~IX.~~ VII. ATTENDANCE REQUIREMENTS

~~a.a.~~

~~b.A.~~ Regular attendance at meetings of the Commission is required. An unexcused absence from three regularly scheduled consecutive meetings will be considered grounds for the Commission to recommend to the Board of Supervisors that it rescind the absentee member's appointment ~~be rescinded by the Board~~. Excused absences will be granted for the following reasons: illness of self, member of immediate family, or close friend; death of member of immediate family or close friend; requirements of the member's job or elected/appointed position; vacation. A member must contact the Secretary prior to the meeting to be excused from a meeting.

~~c.c.~~

~~d.~~ The Chair will notify any member at risk of having his, her or their appointment rescinded before recommending rescission to the Board.

~~e.B.~~
~~f.~~

~~g.C.~~ Rescission of an appointment to the Commission may only be effected by an action of the Board of Supervisors or appointing entity.

~~X.VIII.~~ OPEN MEETINGS AND CONFLICT OF INTEREST

~~The~~ Commission meetings shall be conducted open to the public in accordance with the Ralph M. Brown Act, (Gov. Code 54950 *et seq.*) and the Contra Costa County Better Government Ordinance. Commission members shall adhere to the principles and rules of the Political Reform Act of 1974 (Gov. Code 81000 *et seq.*).

~~XI.IX.~~ OFFICERS

~~XII.~~

A. The Commission shall elect its own Chair and Vice~~Chair~~. The County Librarian will be the Secretary.

~~XIII.~~

~~A.B.~~ The Chair shall (i) preside at all business meetings, (ii) set the agenda and review minutes for all meetings in consultation with the Secretary, (iii) have general supervision over all Commission business and (iv) have such other powers and duties as may be assigned to him/her/they by the Commission.

~~I.~~

~~B.C.~~ The Vice-Chair shall, in the absence or inability of the Chair to act, exercise all the powers and perform all the duties of the Chair. He/she/they shall also have such other powers and shall perform such other duties as may be assigned to him/her/they by the Commission.

~~C.C.~~

~~D.~~ The Secretary will keep the minutes of the meetings of the Commission. In consultation with the Chair, he/she/they shall prepare all agendas. He/she/they shall distribute all agendas, act as custodian of Commission records, keep a register of the contact information of each member, which will be furnished to the Secretary by each member and, in general, perform all duties incident to the office of Secretary. - ~~the Commission's~~

~~D.E.~~ The Chair and Vice-Chair shall be elected annually at the regular November meeting for a term of one year and may succeed themselves for one additional consecutive term. Majority votes of ~~both city/town and County~~ members present, constituting a quorum, are required to elect officers to the Commission. Officer vacancies shall be filled by election at the next regular meeting.

~~XIV.X.~~ MEETIN

GS ~~XV.~~

A. The regular meetings of this Commission shall be held at least quarterly at 7:00 p.m. at the Contra Costa County Library Headquarters, ~~1750 Oak Park Blvd., Pleasant Hill~~ 777 Arnold Drive, Martinez, CA 94553, or other designated location. ~~Ninety~~ Notice of ninety-six hours' notice(96) hours must be given for all regular meetings.

~~XVI.~~

~~A.~~ A special meeting may be called at any time by the Chair or by a - ~~majority of the~~

B. Commission majority.

~~XVII.~~

A.C. A quorum for all meetings shall be one more than half of the total authorized seats of the Commission.

~~XVIII.~~

A.D. ~~A copy of the~~ The agenda and minutes of each meeting shall be ~~mailed-sent~~ electronically to each member, the Board of Supervisors, and any additional persons as authorized by the Commission. A paper copy of the agenda and minutes of each meeting will be mailed upon request. Other persons requesting the minutes of a meeting must do so in writing to the Secretary and pay the prevailing copying and mailing rates.

~~XIX.~~ ~~XI.~~ VOTING

~~XX.~~

A. ~~A At the first regular meeting that follows a Reinstatement, the five~~ Special Representatives ~~will be associated with~~ appointed by the Contra Costa Community College District, the East Bay Leadership Council, the city/town representatives for voting purposes Friends Council, and the ~~two Special Representatives will be associated with the~~ Contra Costa County representatives for voting purposes Office of Education shall be ~~determined by drawing lots~~ ex officio members without voting privileges, by their election.

~~XXI.~~ ~~XXI.~~

A.B. The work of the Commission shall proceed by consensus ~~whenever as long as~~ there is no objection from a member to ~~proceeding in this~~ proceeding in this manner.

B.C. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote by the city representatives and a majority vote by the County Board of Supervisors' appointees.

C.D. Changes to the Bylaws are the exception, and will require 60 percent approval by voting members.

D.E. Alternate members may vote in the absence of the Primary member. ~~by the city/town representatives and the Special Representatives associated with them~~

~~XXII.~~ ~~XXII.~~

A.F. Proxy voting is not permitted.

~~XXIII.~~ ~~XII.~~ CONDUCT OF BUSINESS ~~XXIV.~~

A. ~~A~~ No business, not on the publicly posted agenda, shall be transacted at any meeting of the Commission ~~other than on those matters named in the publicly posted agenda.~~

~~XXV.~~ ~~XXV.~~

A.B. All meetings of the Commission shall be called to order by the Chair, or in the

Chair's absence, by the Vice- Chair, or in the Vice- Chair's absence, by a
Commission member designated for that purpose by the Chair or Vice- Chair.
~~XXVI. — XXVI.~~

~~A.C.~~Public comment at all meetings shall be as provided for under applicable law.

~~XXVII.~~XIII.COMMITTEES

~~XXVIII.~~—

~~A.~~ A. The Commission shall appoint working committees of no more than five members for such specific purposes as appropriate for the conduct of the business of the Commission. ~~B.~~—

~~A.B.~~All working committees shall make progress reports to the Commission at each of the Commission's regular meetings.

~~XXIX.~~—

~~A.C.~~All working committees are encouraged to contain a representative mix of county, city (town), Central Labor Council and ~~special-members~~ ex officio representatives.

~~XXX.XIV.~~ ~~A.~~AMENDMENTS AMENDMENTS TO THE
BYLAWS ~~XXXI.~~—

A. These ~~By-Laws~~Bylaws may be amended by 60% of members of the Commission on advance written notice. All amendments that alter the provisions of the March 7, 1991 Board Order that established the Commission, and the December 19, 2017 Board Order that reconstituted the Commission must be approved by the Board of Supervisors.

~~XXXII.~~—

~~A.B.~~ B. Notice of proposed ~~By-Law~~Bylaw amendments shall be presented in writing at a regular meeting of the Commission for discussion. The Commission shall vote on the proposed amendments at the next regular meeting of the Commission. The agenda for the meeting at which the proposed amendments are to be voted upon shall contain an item entitled "Proposed ~~By-Law~~Bylaw Amendment."

~~XXXIII.~~XV. PUBLIC ACCESS TO COMMISSION RECORDS

The County Library shall make available to the general public all records of the Library Commission as required by law.

Adopted by the Contra Costa County Library Commission on September 26, 1991.-
Amended by the Contra Costa County ~~Library~~Library Commission on September 24, 1992.-
Amended by the Contra Costa County Library Commission on January 28, 1999.-

Amended by the Contra Costa County Library Commission on January 26, 2012.-
Amended by the Contra Costa County Library Commission on March 22, 2018
Approved by the Contra Costa County Board of Supervisors on April xx, 2018

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 5

MEETING DATE: Thursday, January 25, 2018

AGENDA ITEM #: 4.B.

ITEM: TERMS OF OFFICE IMPLEMENTATION

RECOMMENDED ACTION:

No action is required.



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: December 19, 2017

Subject: Reconstitution of the County Library Commission in Composition and Powers

RECOMMENDATION(S):

1. RECONSTITUTE the County Library Commission in its composition and powers, as recommended by the Library Commission and County Librarian.
2. DIRECT the County Librarian to return to the Board within 90 days with recommendations for revised Commission bylaws consistent with these changes.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On March 7, 1991, the Board of Supervisors established a Countywide Library Commission (see attached 1991 Board Order). At that time, the Commission comprised 27 members. Two additional members were added when the City of Oakley incorporated in 2000 and the Contra Costa Community College District was invited to join the Commission, bringing the total composition to 29 members.

On December 13, 2016, the Board of Supervisors voted to accept the Library Commission Ad Hoc Revitalization Committee's recommendation to REAUTHORIZE the Commission through December 31, 2019 (Item C.62) with a composition of 24 voting members and 4 non-voting special representatives; the City of Richmond elected to leave the Library Commission.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 12/19/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 19, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: 925-608-7701

cc:

BACKGROUND: (CONTD)

>

The following changes are recommended to reflect the evolution of the Library Commission and its member organizations:

I. COMPOSITION:

Amend the composition of the Library Commission to be no fewer than 24 voting members and no greater than 28 total members. Members will each serve a four year term and may be reappointed by their respective appointing organizations. Appointing organizations may also appoint one alternate for each seat to serve when the primary commissioner is absent. The terms of new commissioners will be staggered so that each Supervisorial District, and cities/towns within each District, are equally represented; this may result in one, two, three or four year initial terms. Successive terms of office will commence on July 1 following expiration of the initial term for a period of four years ending on June 30. The composition shall be:

A. Eighteen (18) representatives, one from each of the 18 cities (towns) in the County Library Service Area, to be appointed by the City (Town) Council and to be other than a member of the city council.

B. Five (5) representatives of the County to be appointed by the Board of Supervisors, one to represent each Supervisorial District and to be other than a member of the Board of Supervisors.

C. Four (4) representatives to serve as ex officio (non-voting) members of the following:

Contra Costa County Office of Education

Contra Costa Friends Council

East Bay Leadership Council

Contra Costa Community College District

D. One (1) representative of the following:

Contra Cost Central Labor Council

E. Alternate members may be appointed and, when seated due to the absence of the Primary member, may serve as the voting member for their appointing authority.

II. PURPOSE AND DUTIES:

A. Serve in an advisory capacity to the Board of Supervisors and the County Librarian.

B. Provide a community linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.

C. Serve as a forum for the community to express its views regarding the goals and operations of the County Library

D. Assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.

E. Develop and recommend proposals to the Board of Supervisors and County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

F. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.

G. Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public.

H. Perform such other tasks and undertake such other assignments as may from time to time, be referred to them by the Board of Supervisors or County Librarian.

I. Provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.

The Library Commission is an advisory body and as such is specifically prohibited from undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day

administrative operations of the County Library; and from taking any action that would imply the County's support or opposition to legislation in the absence of, or inconsistent with, adopted Board positions. Only the Board of Supervisors can send letters on a particular piece of legislation.

III. GOVERNANCE:

- A. The Commission will elect its own Chair and Vice-Chair. The County Librarian or his/her designee will serve as Secretary.
- B. When a vacancy occurs on the Commission, the appointing organization shall fill the vacancy.
- C. A quorum shall be 13 voting members.
- D. Consistent with the policy of the Board of Supervisors on open government, the Library Commission shall govern itself consistent with the Board's policy on conflict of interest and the provisions of the Ralph M. Brown Act and the County's Better Government Ordinance.

IV. VOTING:

- A. Direct that the work of the Commission proceed by consensus whenever there is no objection from a member to proceeding in this manner.
- B. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote by the city representatives and a majority vote by the County Board of Supervisors' appointees.
- C. Changes to the Bylaws are the exception, and will require 60 percent approval by voting members.
- D. Alternate members may vote in the absence of the Primary member.

V. FREQUENCY OF MEETINGS:

- A. The Library Commission will meet at least quarterly and no more than six times each year, to discuss and vote on major policy issues and to be involved in providing local input for the County Library budget and strategic plan.
- B. The County Librarian will provide appropriate staff support to the Commission.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, a change in the composition and powers will not be made, achieving a quorum at meetings will be difficult, and special representative organizations will not be appropriately named.

ATTACHMENTS

1991 Board Order Establishing Library Commission

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 6

MEETING DATE: **Thursday, January 25, 2018**

AGENDA ITEM #: **6**

ITEM: **ACCEPTANCE OF MINUTES**

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes of the November 16, 2017 meeting.

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.

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

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 25th, August 24th and September 16th, 2017 were all submitted to the Commission for approval.

Commissioner Kelly (Orinda) pointed out that in the minutes from May 25th 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 25th, 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 25th were accepted with changes.

The minutes for the August 24th 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 25th were accepted as submitted.

The minutes for the September 16th 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 AYES, 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. In a recent conversation with San Pablo City Council member Paul Morris, it was mentioned 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 the group 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 both 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 CCCL 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**RESTATED/AMENDED COMMISSION FORMATION DOCUMENT (DRAFT)**

- 10.A.** 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 Canciamilla:** 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

- 11.A** 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;

- Thursday, November 15.

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.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 7

MEETING DATE: Thursday, January 25, 2018

AGENDA ITEM #: 8.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

No action is required.

MAJOR ACCOMPLISHMENTS:

1. COMMISSION

- *CCC Board of Supervisors 2017-2019 Triennial Sunset Review* of the Library Commission was submitted to the Clerk of the Board in December 2017
- Reconstituted *Library Commission Composition and Powers* was adopted by the Board of Supervisors on Dec. 19, 2017
- Final Draft of the Library Commission *2017 Annual Report and 2018 Work Plan* to be approved at the Jan. 25, 2018 Library Commission meeting
- *Draft Bylaws Revision* to reflect *Library Commission Composition and Powers* to be reviewed at the Jan. 25, 2018 Library Commission meeting
- Orientation for newly seated Chair Miller and Vice-Chair Wilson held on Dec. 28, 2017

2. PERSONNEL

- Actively hiring qualified candidates to stabilize branch staffing:
 - **Nancy Kreiser**, Senior Community Library Manager/San Ramon and Dougherty Station Libraries has accepted a Temporary Upgrade to Deputy County Librarian
 - **Jessica Lilja**, Youth Services Librarian/Walnut Creek Library has accepted a Temporary Upgrade to Community Library Manager/Martinez Library
 - **Dena Hollowood**, Adult Services Librarian/San Ramon Library has accepted a Temporary Upgrade to Senior Community Library Manager/San Ramon and Dougherty Station Libraries

3. FACILITIES

- Brentwood Library construction began the week of May 22, 2017, furnishings have been selected and the tentative grand opening is scheduled for late summer 2018
- Bohlin Cywinski Jackson (BCJ) Architects and Margaret Sullivan Studio continue to meet with city and library staffs and the community through February 2018 in preparation for the schematic design phase of the project
- New carpeting was installed at the Oakley Library over the holidays and is scheduled to be replaced at the Orinda Library in March
- Facility Refreshes for 2018:
 - ANT – carpet, interior paint and meeting room furniture (meeting room furniture and exterior paint already completed)
 - ECL – carpet, interior paint and furniture
 - ESL – new roof
 - KEN – interior paint
 - OAK – carpet, laptop bar, new seating area for teens
 - ORI – carpet
 - PRW – new self-check machine and increased space for new seating and tables.
 - YVL – new staff service desk, scheduled for installation on Jan. 15, 2018

4. LEGISLATION / BUDGET

The following information will be added to the CCC Board of Supervisors Legislative Platform scheduled to be adopted on January 23, 2018:

STATE

CENIC was funded in FY17 at \$4M statewide, but not renewed for FY18. CCCL is participating in an evaluation this year to determine the degree to which this funding would upgrade our broadband network.

Please delete language about Transaction-Based Reimbursement as this program was eliminated a few years ago. PLF in on the books, but zero funded in recent years.

CENIC connects California to the world—advancing education and research statewide by providing the world-class network essential for innovation, collaboration, and economic growth. This nonprofit organization operates the California Research and Education Network (CalREN), a high-capacity network designed to meet the unique requirements of over 20 million users, including the vast majority of K-20 students together with educators, researchers and individuals at other vital public-serving institutions. CENIC's Charter Associates are part of the world's largest education system; they include the California K-12 system, California Community Colleges, the California State University system, California's public libraries, the University of California system, Stanford, Caltech, the Naval Postgraduate School, and USC. CENIC also provides connectivity to leading-edge institutions and industry research organizations around the world, serving the public as a catalyst for a vibrant California.

FEDERAL

Support funding for the Institute of Museum and Library Services (IMLS). In recent years California has received more than \$16M statewide. IMLS is the federal agency that distributes funds to state libraries who in turn fund statewide initiatives and competitive Library Services and Technology Act (LSTA) grants to public libraries. IMLS was at risk of being eliminated for FY18 and will likely be on the chopping block again this year. CCCL has received funding for Discover & Go, War Ink, STEAM, Career Online High School (COHS) scholarships, and numerous other programs and services over the years.

The Institute of Museum and Library Services is the primary source of federal support for the nation's approximately 120,000 libraries(link is external) and 35,000 museums and related organizations. Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit www.imls.gov.

5. GRANTS / SCHOLARSHIPS / AWARDS

- One of the CCCL Career Online High School graduates will be honored at the January 23, 2018 Board of Supervisors meeting.

- Rashida Skaar, Library Assistant, Journey Level/Hercules Library was awarded an ALA Spectrum Scholarship for 2017-2018 <http://www.ala.org/news/press-releases/2017/06/ala-awards-60-spectrum-scholarships-2017-2018>
- Awarded \$75,000 from Sunlight Giving: staff spent the majority of the past fiscal year evaluating every community library's early literacy space and made recommendations for their improvements. Based on those recommendations, Sunlight Giving awarded the library a grant of \$75,000 to implement the recommended improvements at the following branches: Antioch, Bay Point, Concord, Crockett, El Cerrito, El Sobrante, Martinez, Pittsburg, Pinole, Prewett, Rodeo and San Pablo. These branches were chosen based on the funders' mission to benefit young children in low-income communities.

6. COMMUNITY OUTREACH / TRAINING

- Presentation to the Lafayette Library Foundation, December 13, 2017
- 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
- Graduated from the California State Association of Counties Leadership Institute for Excellence in County Government, December 12, 2017
- Meeting with El Cerrito City Manager, December 18, 2017
- Meeting with Orinda City Manager and staff, December 18, 2017
- Serves on 2018 CENIC Program Committee; attended meeting on December 19, 2017
- BALIS Administrative Council Meeting, in Martinez on January 5, 2017
- Attended the Board of Supervisors Reorganization Luncheon hosted by BOS Chair, Karen Mitchoff, January 10, 2018
- Serves as Chair, CCC Board of Supervisors Cesar Chavez Celebration Committee; celebration will be held at 11:00am in the BOS Chambers on March 27, 2018

Respectfully submitted by Melinda Cervantes, County Librarian