


MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, March 22, 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>
- Hard copy agenda packets are available for viewing at each Contra Costa County Library

 The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 48 hours before the meeting, at (925) 608-7700.

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, March 21, 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.)** **INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
- 3. 7:10 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.
- 4. 7:15 p.m.**
 - A. ACTION
(15 mins.)** **OLD BUSINESS**
RECOMMEND APPROVAL OF THE 2018 REVISED COMMISSION BYLAWS – Agenda Attachment 1
The Library Commission will review the final draft of the 2018 Revised bylaws as amended and vote to recommend approval by the Board of Supervisors.
 - B. 7:30 p.m.
ACTION
(20 mins.)** **FY2018/19 LIBRARY BUDGET AND COMMISSION PRIORITIES –**
Library Commissioners will review the Library's FY2018/19 budget as it relates to Commission recommended priorities for FY 2018/19 from the November 16, 2017 meeting.

5. 7:50 p.m.
A. ACTION
(5 mins.)
- NEW BUSINESS**
ESTABLISH AN ANNUAL REPORT & WORK PLAN WORKING COMMITTEE –
The Library Commission will vote to establish an Annual Report & Work Plan Working Committee and appoint the Commission Vice-Chair as its Chair.
- B. 7:55 p.m.
ACTION
(5 mins.)
- ESTABLISH A LEGISLATIVE WORKING COMMITTEE –**
The Library Commission will vote to establish a Legislative Report Working Committee and appoint a chair for this committee.
- C. 8:00 p.m.
ACTION
(15 mins.)
- WORKING COMMITTEE REPORTS – *Agenda Attachment 2***
The Commission will receive updates from the established working committees.
- D. 8:15 p.m.
INFORMATION
(20 mins.)
- BAYPOINT COMMUNITY MURAL – *Agenda Attachment 3***
Senior Community Library Manager Ginny Golden will give a presentation on the Bay Point Community Mural project taking place at the Bay Point Library.
6. 8:35 p.m.
ACTION
(5 mins.)
- ACCEPTANCE OF MINUTES – *Agenda Attachment 4***
Commissioners will approve or amend the minutes for the meeting of January 25, 2018.
7. 8:40 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. 8:50 p.m.
INFORMATION
(5 MINS.)
- COUNTY LIBRARIAN REPORT – *Agenda Attachment 5***
County Librarian Melinda S. Cervantes will report on items of interest to Commissioners.
9. 8:55 p.m.
ACTION
(5 MINS.)
- AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.
10. 9:00 p.m.
- ADJOURNMENT TO THE May 24, 2018 LIBRARY COMMISSION MEETING.**

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, March 22, 2018

AGENDA ITEM #: 4.A.

ITEM: RECOMMEND APPROVAL OF THE 2018 REVISED
COMMISSION BYLAWS

RECOMMENDED ACTION:

Commissioners will recommend approval of the final draft of the 2018 Library Commission Bylaws.

**AMENDED AND RESTATED BYLAWS OF THE
CONTRA COSTA COUNTY LIBRARY COMMISSION**

Adopted _____ 2018

**AMENDED AND RESTATED BYLAWS
OF THE CONTRA COSTA COUNTY
LIBRARY COMMISSION**

[The month and year the Board approves the Amended and Restated Bylaws]

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. The composition of the Commission and certain of its powers were revised pursuant to an Order of the Board dated December 19, 2017, and an Order of the Board dated _____, 2018.

III. PURPOSE

The Commission is created for the following purposes:

- A. To serve in an advisory capacity to the Board 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 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. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.

- B. 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.
- C. Perform such other tasks and undertake such other assignments as may from time to time be referred to the Commission by the Board or the County Librarian.
- D. Provide reports to the Board and the 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 (i) 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, (ii) from taking any action that would imply the County's support or opposition to legislation, in the absence of, or that is inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*

V. COMPOSITION

When all positions are filled, the Commission will be comprised of no fewer than twenty-four voting members and no more than twenty-eight total members (voting and non-voting members are "Members"). The composition of the Commission will be as follows:

- A. Eighteen city (town) representatives, with each of the eighteen cities and towns in the County Library Service Area¹ having one appointment, and with each appointment being (i) other than a member of the city (town) council, and (ii) a voting Member (each such Member a "City Member").
- B. Five representatives of the County, with each member of the Board having one appointment and each appointment being (i) other than a member of the Board, and (ii) a voting Member (each such Member, a "County Member").
- C. Four ex officio (non-voting) Members, with (i) each of the following entities having one appointment, and (ii) each to be other than an elected member of the appointing authority's governing body.
 - Contra Costa County Office of Education
 - Contra Costa Friends Council
 - East Bay Leadership Council

¹ The eighteen cities/towns are: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, San Pablo, San Ramon and Walnut Creek.

- Contra Costa Community College District

- D. One voting Member appointed by the Contra Costa Central Labor Council (the "Labor Council Member").

An appointing authority may appoint an alternate member to participate as a Member when the primary Member is absent. When the primary Member is absent, the alternate member will serve as the voting Member for the appointing authority. Alternate members may attend any meeting, but may only vote in the absence of the primary Member.

When a vacancy occurs, the entity represented by the vacant seat may appoint a replacement representative.

VI. DURATION AND TERM

A. General.

1. Term. Following any applicable Transition Term, as defined below, each Member will serve 4-year term and may be reappointed by their appointing authority. Each Member, including a Member appointed to fill a vacancy, will hold the seat for which they were appointed until the expiration of the term for that seat, or until that Member's earlier resignation or removal in accordance with these bylaws.
2. Definitions.
 - a) "Class 1" means the group of Members that have a four-year term beginning July 1, 2018.
 - b) "Class 2" means the group of Members that have a four-year term beginning July 1, 2019.
 - c) "Class 3" means the group of Members that have a four-year term beginning July 1, 2020.
 - d) "Class 4" means the group of Members that have a four-year term beginning July 1, 2021.
 - e) "Current Term" means the term in effect at the time these bylaws are amended and restated by the Board in 2018.
 - f) "Transition Term" means the period of time that begins on the day after the Member's Current Term expires, and ends on (i) June 30, 2018, if the Member is in Class 1, (ii) June 30, 2019, if the Member is in Class 2, (iii)

June 30, 2020, if the Member is in Class 3, and (iv) June 30, 2021, if the Member is in Class 4.

3. Class Assignments. Class assignments will be determined by the County Librarian.

- B. Rescission. Either the Board or the appointing authority may rescind an appointment to the Commission.

VII. ATTENDANCE REQUIREMENTS

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 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.

Before making a recommendation of rescission to the Board, the Chair will notify any Member whose appointment is at risk.

VIII. OPEN MEETINGS AND CONFLICT OF INTEREST

Commission meetings must be 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 must 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 meetings of the Commission, (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 by the Commission, provided such powers and duties are consistent with these bylaws.
- 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. The Vice Chair shall also have such other powers and duties as may be assigned by the Commission, provided such powers and duties are consistent with these bylaws.

- D. The Secretary will keep the minutes of the meetings of the Commission. In consultation with the Chair, the Secretary shall prepare all agendas. The Secretary shall distribute all agendas, act as custodian of Commission records, keep a register of the contact information of each member, which information is to 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. Officer vacancies are to be filled by election at the next regular meeting.

X. MEETINGS

- A. The Commission shall hold regular meetings at least quarterly at 7:00 p.m. at the Contra Costa County Library Headquarters, 777 Arnold Drive, Suite 210, Martinez, California 94553, or other designated location. Ninety-six hours' notice 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 is thirteen voting Members.
- D. The agenda and minutes of each meeting is to be sent electronically to each member, the Board of Supervisors, and any additional persons 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. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
- B. Except as provided in Section XIV below, on any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by a majority of the County Members present and a majority of the City Members present. For purposes of this section, the vote of the Labor Council Member will be counted as a City Member vote.
- C. Proxy voting is not permitted.
- D. Alternate members may only vote in the absence of the primary Member.

XII. CONDUCT OF BUSINESS

- A. Only business that is clearly identified as an item of discussion on the publicly-posted meeting agenda may be transacted at a meeting of the Commission, except as permitted under the Ralph M. Brown Act and Contra Costa County Better Governance Ordinance.**
- B. All meetings of the Commission are to 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 Member designated for that purpose by the Chair or Vice Chair. In the absence of any such designation, the Commission may designate an acting chair by majority vote.**
- C. Public comment at all meetings is to be permitted in accordance with applicable law.**

XIII. COMMITTEES

- A. The Commission may 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 Members, City Members and non-voting Members.**

XIV. AMENDMENTS TO THE BYLAWS

- A. Only the Board may amend these bylaws. A recommendation to the Board that these bylaws be amended must be approved by an affirmative vote of 60% of the voting Members.**
- B. Any proposed amendment to these bylaws is to 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 such meeting is to contain an item entitled "Proposed Bylaws 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.

~~CONTRA COSTA COUNTY~~

~~LIBRARY COMMISSION~~

~~BY-LAWS~~

SEPTEMBER 1991

AMENDED SEPTEMBER 1992

AMENDED JANUARY 1999

AMENDED JANUARY 2012

~~BY-LAWS~~ AND RESTATED BYLAWS OF THE

CONTRA COSTA COUNTY LIBRARY COMMISSION

Adopted 2018

AMENDED AND RESTATED BYLAWS
OF THE CONTRA COSTA COUNTY
LIBRARY COMMISSION~~As Amended January 2012~~

I:—

[The month and year the Board approves the Amended and Restated Bylaws]

I. NAME

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

II. ~~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. The composition of the Commission and certain of its powers were revised pursuant to an Order of the Board dated December 19, 2017, and an Order of the Board dated _____, 2018.

III. ~~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 ~~a link between the community and~~ linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.

C. To ~~provide~~ serve as a forum for the ~~public~~ 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.

~~To make recommendations~~ 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, ways to ensure such efforts as insuring a stable and adequate funding level for the libraries in the County.

IV. ~~IV:~~—DUTIES

The Commission shall perform the following advisory functions:-

- ~~— Participate in short and long range the planning activities for libraries.~~
- ~~— Hold hearings that permit the public to express its views on matters related to process, including the Library element of the County Library.~~
- ~~E.A. Monitor progress made in achieving goals set forth in plans adopted by the Board. Report and make recommendations to General Plan and the Board and the County Librarian in this regard. Library Strategic Plan.~~
- ~~— If the Commission has concerns or questions regarding the library budget, the Commission may make recommendations to the Board and County Librarian.~~
- ~~— Assist in the development review of County Library policies that the Commission and the County Librarian determine will improve the operations of, and services available through, the County Library.~~
- ~~J.B. Advocate and recommend the levels of funding necessary to provide each level of and service proposed by the Commission, the Board, or the County Librarian, as the case may be. Explore alternative methods of establishing stable and adequate funding for each level. Report the Commission's findings, along with any related recommendations, to the Board of Supervisors and the County Librarian. to the public.~~
- ~~K.C. Perform such other tasks and undertake such other assignments that areas may from time to time be referred to the Commission by the Board or the County Librarian.~~
- ~~L.D. SubmitProvide reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate.~~
- ~~A. — Oversee the actions of standing and ad hoc committees of the Commission.~~
- ~~B. — Discuss and vote on major policy issues.~~
- ~~C. — Provide community input for the County Library.~~

Note: The Library Commission is an advisory body and as such is specifically prohibited from (i) undertaking any inquiry or investigation into the (i) personnel policies and practices, and (ii) of the County Library or the day-to-day administrative operations of the County Library, and, (ii) from taking any action that would imply the County's support or opposition to legislation, in the absence of, or that is inconsistent with, adopted Board

positions. Only the Board of Supervisors can send letters on a particular piece of legislation.

V. MEMBERSHIP

V. All Board of Supervisors' district nominees COMPOSITION

A. ~~When all positions are approved by the Board. Other representatives are appointed and approved by their community's local government body.~~

~~The filled, the Commission consists will be comprised of up to no fewer than twenty-nine four voting members. The and no more than twenty-eight total members who are appointed by the Superintendent of Schools, the Contra Costa Central Labor Council, the Contra Costa Council, the Friends Council, or the Contra Costa Community College District (voting and non-voting members are "Members"). The composition of the "Special Representatives." All appointments are to Commission will be made as follows:~~

- ~~One member nominated by Eighteen city (town) representatives, with each of the five (5) members of the Board.~~
- ~~One member appointed by each of the nineteen (19) eighteen cities and towns in the County of Contra Costa.~~

~~1. The nineteen (19) cities are: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek.~~

- ~~One member appointed by the Superintendent of Schools~~
- ~~One member appointed by the Contra Costa Central Labor Council~~
- ~~One member appointed by the Contra Costa Council~~
- ~~One member appointed by the Friends Council~~
- ~~One member appointed by the Contra Costa Community College District.~~

A. ~~Nominations made by a member of the Board must be of someone~~ Library Service Area¹ having one appointment, and with each appointment being (i) other than a member of the Board.

M.A. ~~Appointments made by city (town) council, and (ii) a voting Member (each such Member a "City/Town Council must be of someone other than a member of that city's/town's City/Town Council. Member").~~

¹ The eighteen cities/towns are: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, San Pablo, San Ramon and Walnut Creek.

~~N.B.~~ The Five representatives of the County, with each member of the Board having one appointment made by the Contra Costa Community College District must be of someone and each appointment being (i) other than a member of the district's board. Board, and (ii) a voting Member (each such Member, a "County Member").

C. Four ex officio (non-voting) Members, with (i) each of the following entities having one appointment, and (ii) each to be other than an elected member of the appointing authority's governing body.

- Contra Costa County Office of Education
- Contra Costa Friends Council
- East Bay Leadership Council
- Contra Costa Community College District

D. One voting Member appointed by the Contra Costa Central Labor Council (the "Labor Council Member").

An appointing authority may appoint an alternate member to participate as a Member when the primary Member is absent. When the primary Member is absent, the alternate member will serve as the voting Member for the appointing authority. Alternate members may attend any meeting, but may only vote in the absence of the primary Member.

When a vacancy occurs, the ~~Board member or~~ entity represented by the vacant seat may appoint a replacement representative. _

~~A. Each board member or entity eligible to nominate/appointment a member to the Commission may also nominate/appointment 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; however Commission alternates only vote in the absence of the regular member.~~

~~IX: VI.~~ VI. — DURATION AND TERM.

~~— The Commission terminates on June 30, 2016, unless extended by the Board with the approval of the Mayors' Conference (any such extension is called, a "Reinstatement.")~~

~~— The standard term of each member's appointment is two years. An appointment made to fill a vacancy will be for the term remaining for the vacated seat.~~

A. VII. — General.

1. Term. Following any applicable Transition Term, as defined below, each Member will serve 4-year term and may be reappointed by their appointing authority. Each Member, including a Member appointed to fill a vacancy, will hold the seat for which they were appointed until the expiration of the term for that seat, or until that Member's earlier resignation or removal in accordance with these bylaws.

2. Definitions.

- a) "Class 1" means the group of Members that have a four-year term beginning July 1, 2018.
- b) "Class 2" means the group of Members that have a four-year term beginning July 1, 2019.
- c) "Class 3" means the group of Members that have a four-year term beginning July 1, 2020.
- d) "Class 4" means the group of Members that have a four-year term beginning July 1, 2021.
- e) "Current Term" means the term in effect at the time these bylaws are amended and restated by the Board in 2018.
- f) "Transition Term" means the period of time that begins on the day after the Member's Current Term expires, and ends on (i) June 30, 2018, if the Member is in Class 1, (ii) June 30, 2019, if the Member is in Class 2, (iii) June 30, 2020, if the Member is in Class 3, and (iv) June 30, 2021, if the Member is in Class 4.

3. Class Assignments. Class assignments will be determined by the County Librarian.

B. Rescission. Either the Board or the appointing authority may rescind an appointment to the Commission.

X.VII. ATTENDANCE REQUIREMENTS

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 that it rescind the absentee member's ~~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~~member's job or elected/appointed position; vacation. -A ~~member~~Member must contact the Secretary prior to the meeting to be excused from a meeting.

~~The~~Before making a recommendation of rescission to the Board, the Chair will notify any ~~member at risk of having his or her~~Member whose appointment ~~rescinded before recommending rescission to the Board~~is at risk.

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

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

~~The~~Commission meetings ~~shall~~must 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~~must adhere to the principles and rules of the Political Reform Act of 1974 (Gov. Code 81000 *et seq.*).

~~IX.~~

~~XIV.~~IX. OFFICERS

- A. The Commission shall elect its own Chair and Vice_Chair. The County Librarian will be the Secretary.
- B. The Chair shall ~~(1i)~~ preside at all ~~business~~ meetings, ~~(2 of the Commission,~~ (ii) set the agenda and review minutes for all meetings in consultation with the Secretary, ~~(3iii)~~ have general supervision over all Commission business, and ~~(4iv)~~ have such other powers and duties as may be assigned ~~to him/her~~ by the Commission, provided such powers and duties are consistent with these bylaws.
- 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~~The Vice Chair shall also have such other powers and ~~shall perform such other~~ duties as may be assigned ~~to him/her~~ by the Commission, provided such powers and duties are consistent with these bylaws.
- D. The Secretary will keep the minutes of the meetings of the Commission. -In consultation with the Chair, ~~he/she~~the Secretary shall prepare all agendas. -~~He/she~~The Secretary shall distribute all agendas, act as custodian of ~~the Commission's~~Commission records, keep a register of the contact information of each member, which ~~will~~information is to 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 both city/town and County members present constituting a quorum are required to elect officers to the Commission~~ Officer vacancies are to be filled by election at the next regular meeting.

~~XV.X.~~ X. — MEETINGS

- A. The Commission shall hold 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, Suite 210, Martinez, California 94553, or other designated location. Ninety-six hours' notice must be given for all regular meetings.

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

- C. A quorum for all meetings ~~shall is~~ thirteen voting Members.

~~The agenda and minutes of each meeting is to be one more than half of the total authorized seats of the Commission.~~

- ~~E.D. A copy of 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.

~~XVI.XI.~~ XI. — VOTING

~~At the first regular meeting that follows a Reinstatement, the five Special Representatives will be associated with the city/town representatives for voting purposes and the two Special Representatives will be associated with the County representatives for voting purposes shall be determined by drawing lots.~~

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

- ~~C.B. Except as provided in Section XIV below, on any matter where any member a~~ Member requests a recorded vote on a, the matter, approval may only be approved if

it is approved by a majority of the matter shall require County Members present and a majority of the City Members present. For purposes of this section, the vote by the city/town representatives and the Special Representatives associated with them. (For example, one of the Labor Council Member will be counted as a 29 member Commission with all members present, approval of an item would require at least 12 "aye" votes from the 22 city/town representatives and four "aye" votes from the 7 County representatives.) City Member vote.

~~D.C.~~ Proxy voting is not permitted.

~~D. XIII.~~ Alternate members may only vote in the absence of the primary Member.

~~XVII.~~XII. CONDUCT OF BUSINESS-

~~No~~

- A. Only business shall be that is clearly identified as an item of discussion on the publicly-posted meeting agenda may be transacted at any meeting of the Commission other than on those matters named in the publicly posted agenda, except as permitted under the Ralph M. Brown Act and Contra Costa County Better Governance Ordinance.
- B. All meetings of the Commission ~~shall~~are to 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~~Member designated for that purpose by the Chair or Vice-Chair ~~Chair~~. In the absence of any such designation, the Commission may designate an acting chair by majority vote.
- C. Public comment at all meetings ~~shall~~is to be as provided for under permitted in accordance with applicable law.

~~XVIII.~~XIII. ~~XIII.~~ COMMITTEES

- A. The Commission ~~shall~~may appoint working committees of ~~two or no~~ more ~~members than five Members~~ for such specific purposes as appropriate for the conduct of the business of the Commission. ~~Committees may either be standing or ad hoc.~~
- B. All working committees shall make progress reports to the Commission at each of the ~~Commission's~~Commission's regular meetings.
- C. All working committees are encouraged to contain a representative mix of County, ~~city/town, and special members~~ Members, City Members and non-voting Members.

~~All committee meetings shall be conducted under the same policies governing meetings of the~~

~~Commission.~~

~~XXI.XIV.~~ XIV. — AMENDMENTS TO THE ~~BY LAWS~~ BYLAWS

~~A. These By Laws may be amended by two thirds vote of both city/town and County 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 must be approved by the Board.~~

~~Notice of~~

A. Only the Board may amend these bylaws. A recommendation to the Board that these bylaws be amended must be approved by an affirmative vote of 60% of the voting Members.

~~A.B. Any proposed By Law amendments shall~~ amendment to these bylaws is to 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~~ such ~~meeting at which the proposed amendments are is to be voted upon shall~~ contain an item entitled "Proposed ~~By Law~~ Bylaws Amendment."

~~XXII.XV.~~ XV. — PUBLIC ACCESS TO COMMISSION RECORDS.

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

of the

~~Adopted by the Contra Costa County Library Commission on September 26, 1991.~~

~~Amended by the Contra Costa County Library Commission on September 24, 1992~~ as required by law.

~~Amended by the Contra Costa County Library Commission on January 28, 1999.~~

~~Amended by the Contra Costa County Library Commission on January 26, 2012.~~

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: **Thursday, March 22, 2018**

AGENDA ITEM #: **5.C.**

ITEM: **WORKING COMMITTEE REPORTS**

RECOMMENDED ACTION:

No Action Required

The Board of Supervisors

County Administration Building
651 Pine Street, Room 106
Martinez, California 94553

John Gioia, 1st District
Candace Andersen, 2nd District
Diane Burgis, 3rd District
Karen Mitchoff, 4th District
Federal D. Glover, 5th District

Contra Costa County



David Twa
Clerk of the Board
and
County Administrator
(925) 335-1900

February 22, 2018

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

**RE: Library Services and Technology Act (LSTA) Reauthorization, Preserve Institute of
Museum and Library Services (IMLS) Funding**

Dear Senator Feinstein:

On behalf of the Board of Supervisors of Contra Costa County, I write to request your support in reauthorizing the Library Technology and Services Act (LSTA) and preserving funding for the Institute of Museum and Library Services (IMLS) in the FY 2019 budget.

IMLS funding includes the only federal grant program that is exclusively for libraries, supporting lifelong learning and innovative library programs throughout the nation. Contra Costa County Library has been able to fund several innovative programs through such grants. Patronage of the Contra Costa County Library remains strong (over 3.5 million visits last year); services include homework assistance to students, helping with job searches and resume writing, and offering computer access for those who might otherwise lack what has become a basic need in today's society. Additionally, many states' Braille and Talking Book libraries (BTBL) are dependent upon the IMLS for much of their funding. In California BTBL receives 90% of its funding from IMLS.

Your support is also requested to continue the Department of Education's Innovative Grants for Literacy program. To be eligible for 21st century jobs, literacy skills are imperative. Thus, supporting programs that assist Americans who want to learn to read is vitally important for our country's future. With over 1.5 billion library visits a year nationally, it is essential that IMLS and its grant making capabilities be preserved in this year's budget and appropriations process so that public libraries can continue to serve the public and innovate.

Your consideration of this request and your service to our country are greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Karen Mitchoff".

KAREN MITCHOFF
Chair, Board of Supervisors

cc: Senator Kamala Harris

Board of Supervisors
David Twa, County Administrator
Contra Costa County Library Commissioners
Paul Schlesinger, Alcalde and Fay

The Board of Supervisors

County Administration Building
651 Pine Street, Room 106
Martinez, California 94553

John Gioia, 1st District
Candace Andersen, 2nd District
Diane Burgis, 3rd District
Karen Mitchoff, 4th District
Federal D. Glover, 5th District

Contra Costa County



David Twa
Clerk of the Board
and
County Administrator
(925) 335-1900

February 22, 2018

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United States Senate
40B Dirksen Senate Office Building
Washington, D.C. 20510

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Your consideration of this request and your service to our country are greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Karen Mitchoff".

KAREN MITCHOFF
Chair, Board of Supervisors

cc: Senator Dianne Feinstein

Board of Supervisors
David Twa, County Administrator
Contra Costa County Library Commissioners
Paul Schlesinger, Alcalde and Fay

Contra Costa County Letterhead

Karen Mitchoff, Chair

March XX, 2018

The Honorable Edmund G. Brown Jr.
Governor, State of California
State Capitol, Room 1173
Sacramento CA 95814

Subject: Literacy Investment Augmentation

Dear Governor Brown:

Thank you for continuing to support adult literacy programs in California's public libraries, and for recognizing their importance in work force development. These programs serve those who are not eligible for standard adult education. Additionally, thank you for the proposed \$2.5 million augmentation to the FY2018-19 budget. This augmentation will assist California's public libraries to serve many more adults.

In California each year, over 20,000 adults learn to read through such programs. In Contra Costa County, over 200 adults learned to read through our adult literacy program - Project Second Chance. As has been consistently demonstrated, literacy is critical to be eligible for 21st Century jobs, let alone those that pay at least a living wage; and of course has a positive impact on the California economy.

Additionally educated and literate residents cause far less crime and pay more in taxes. As a result, a modest increase in this funding will increase the general fund as well as reducing costs to the criminal justice system and public assistance systems.

Thank you also to the senators and assembly members who represent Contra Costa County for their long term support of these programs. We look forward to working with you through out the budget process to ensure its passage.

Again on behalf of all residents of the County, and especially those who want to learn to read, thank you for this proposed augmentation which will help California's public libraries to continue to grow the economy.

Sincerely

Karen Mitchoff
Chair

CC

Senator Bill Dodd

Senator Steve Glazer

Senator Nancy Skinner

Assemblymember Catherine Baker

Assemblymember Tim Grayson

Assemblymember Jim Frazier

Assemblymember Tony Thurmond

David Twa, County Administrator

Melinda Cervantes, County Librarian

Contra Costa County Library Commission

California



County
Librarians
Association

2019-2020

DUES

Due by November 15th, 2019

Jurisdiction	Contra Costa County Library
Name of County Librarian	Melinda Cervantès
Address	777 Arnold Drive
City/State/Zip	Martinez, CA 94553



Enclosed is my 2019-2020 Dues of \$35.00

Please make checks payable to: **California County Librarians Association.**

And send to: Melanie Lightbody
CCLA Secretary/Treasurer
Butte County Library Administration
1820 Mitchell Ave.
Oroville, CA 95966

From Education Code Title 1, Division 1, Part 11, Chapter 6, Article 3, Section 19168: Annual convention of county librarians. The State Librarian shall annually call a convention of county librarians, to assemble at such time and place as he deems most convenient, for the discussion of questions pertaining to the supervision and administration of the county free libraries, the laws relating thereto, and such other subjects affecting the welfare and interest of the county free libraries as are properly brought before it. All county librarians shall attend and take part in the proceedings of the convention. The actual and necessary expenses of the county librarians attending the convention shall be paid out of the county free library fund.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: **Thursday, March 22, 2018**

AGENDA ITEM #: **5.D.**

ITEM: **BAY POINT COMMUNITY MURAL**

RECOMMENDED ACTION:

No Action Required

A Book-to-Action Project
brought to you by
The Bay Point & Pittsburg Libraries
Mt. Diablo Unified School District



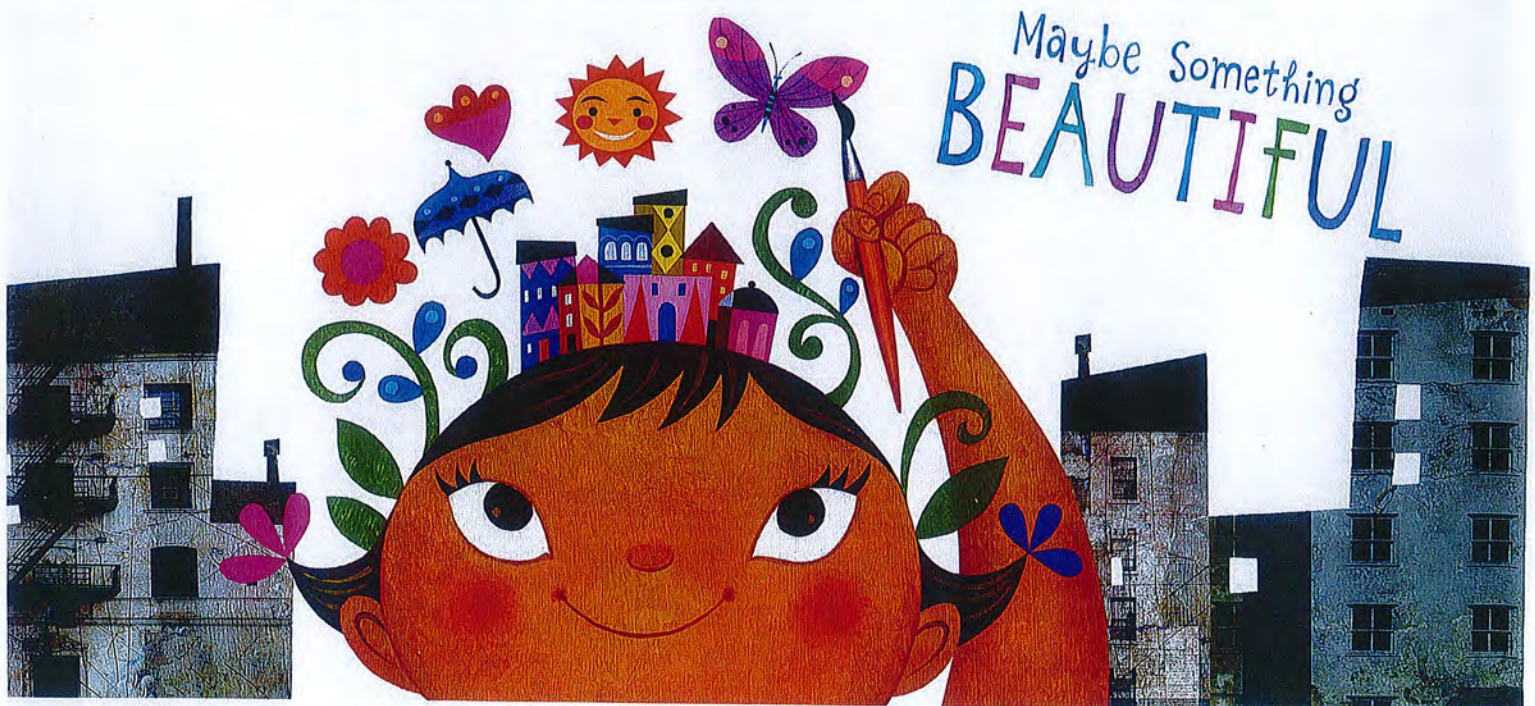
Come paint with award-winning
muralist Rafael López!

Bay Point Community Mural

Shore Acres Elementary
351 Marina Road, Bay Point
May 12, 2018, 9am-2pm
Crafts, Music, Dance, Free Books & Fun!

For more information visit ccclib.org

"Pick up a paintbrush and join the celebration!"



Art © 2016 from *Maybe Something Beautiful* by F. Isabel Campoy and Theresa Howell,
illustrated by Rafael López, published by Houghton Mifflin Harcourt



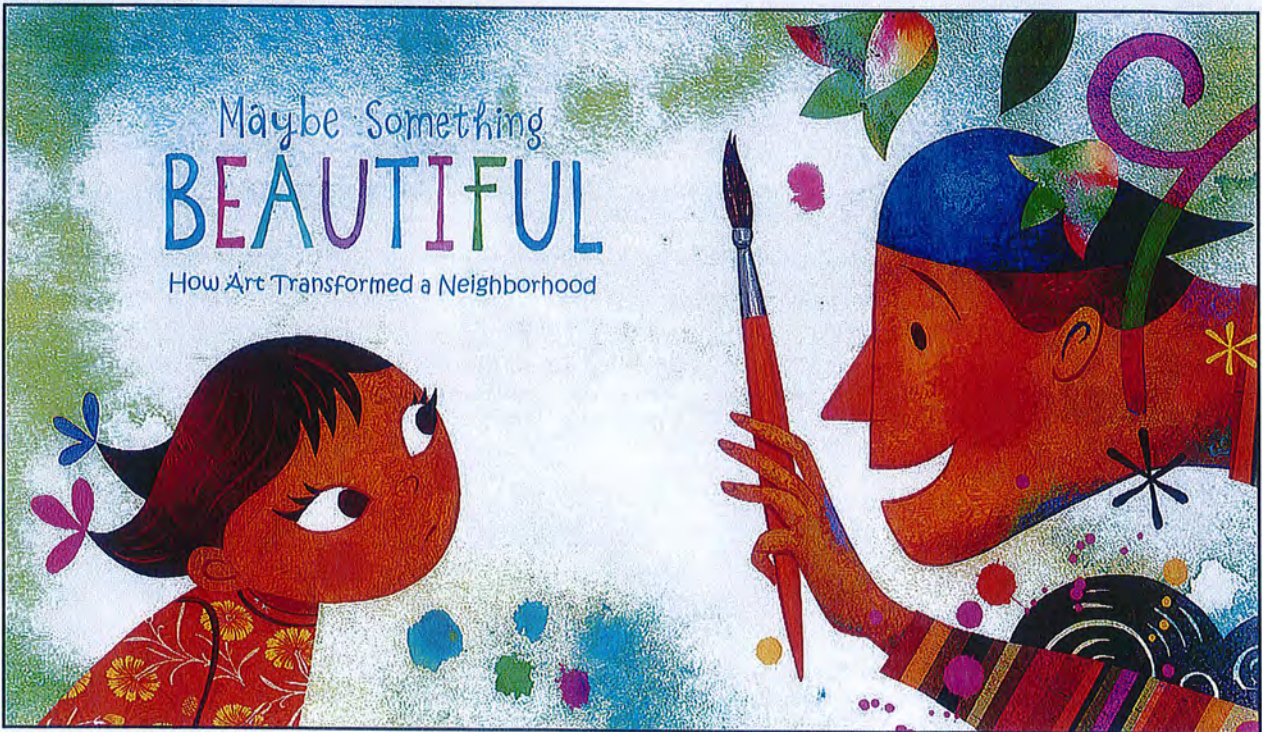
Bay Point Community Mural

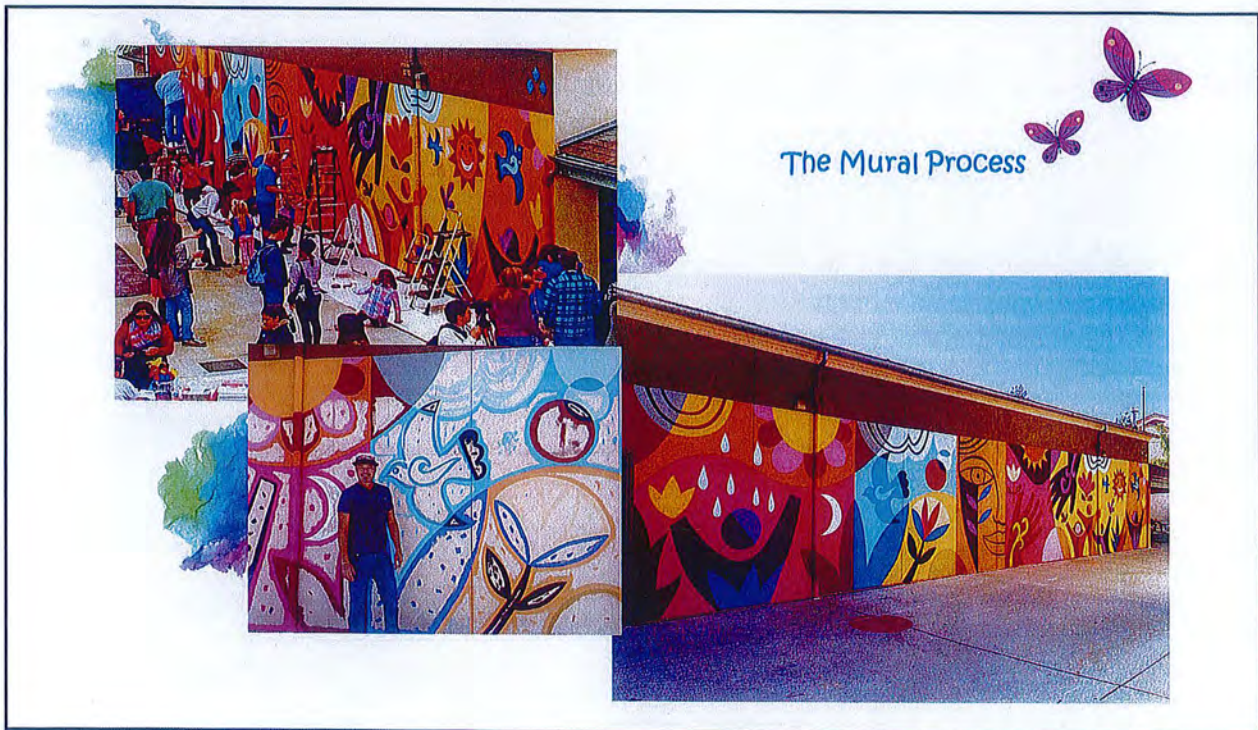
A Book-to-Action Project brought to you by
The Bay Point & Pittsburg Libraries & Mt. Diablo Unified School District

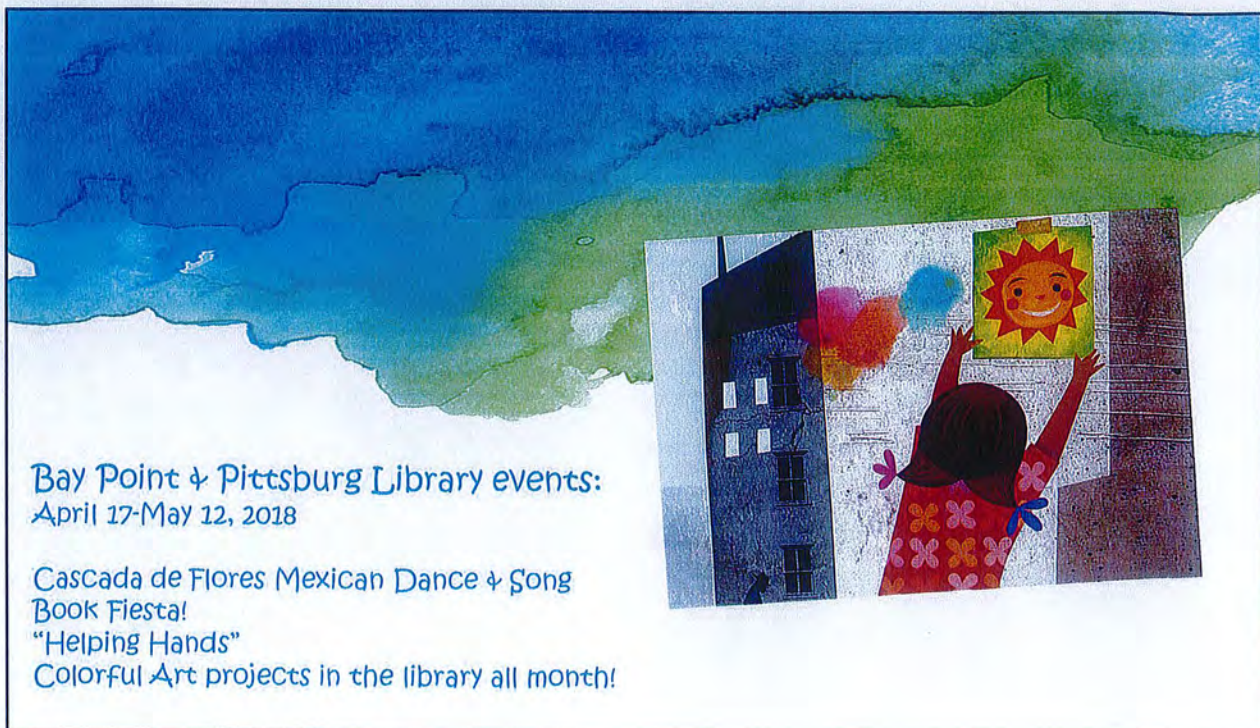


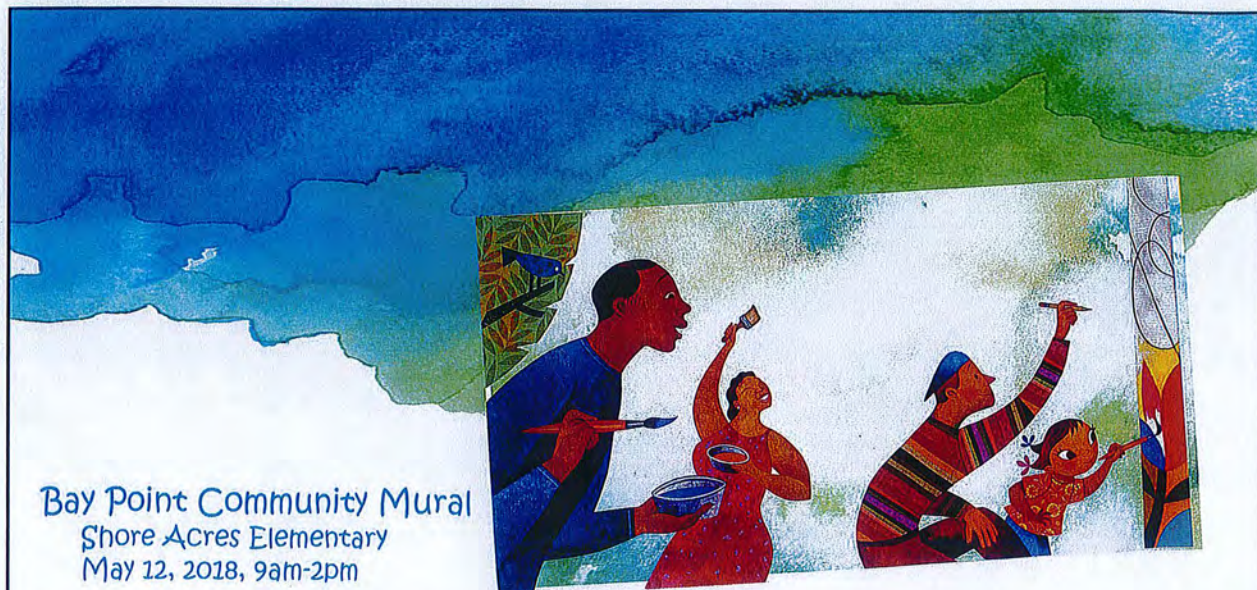
Maybe Something BEAUTIFUL

How Art Transformed a Neighborhood









Bay Point Community Mural
Shore Acres Elementary
May 12, 2018, 9am-2pm

Come paint with muralist Rafael López!
Crafts, Music, Dance, Free Books & Fun!

**“Together, they created something more
beautiful than they had ever imagined.”**

Mt. Diablo Unified School District
Bay Point MAC
Pittsburg Arts & Community Foundation
Pittsburg Teen Mural Intern Program
Friends of the Pittsburg Library
Supervisor Federal Glover, Contra Costa County, District 5
REading ADvantage
Bay Point Community All-N-One
Pittsburg Women's Community League
Ambrose Teen Center
Pittsburg High Latinos Unidos
California Center for the Book/California Library Association
Corporate Sponsor NRG/GenOn Energy Services



Bay Point Community Mural

"Pick up a paintbrush and join the celebration!"



CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, March 22, 2018

AGENDA ITEM #: 6

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes of the January 25, 2018 Library Commission meeting.

MEETING OF THE LIBRARY COMMISSION

Minutes

DATE:

Thursday, January 25, 2018

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair, Brian Campbell-Miller, called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
		VACANT	City of Walnut Creek - Alt			
		VACANT	City of Clayton			
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)			
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	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 eighteen commissioners present, a quorum was established.

2. INTRODUCTIONS

The Chair requested everyone introduce themselves and explained to any members of the public that this was not required.

Next, Chair Campbell-Miller read a communication received from a Hercules Library patron. The Patron's concerns were about the H.A.L.O. program where children read to a dog. H.A.L.O. is designed to build confidence in children. The patron stated the following: i) he is allergic to pet dander; ii) he can smell the dog when it is in the library; iii) library policy states that only service animals are allowed in the library; iv) the ADA does not recognize these dogs as service animals; v) children who are reading to the dogs are not disabled. The patron is also concerned about opening the door for any animals at any time to come into the library. Several commissioners asked how this was resolved in case it comes up at their branches. County Librarian Cervantes explained that the program is a county-wide program that has been offered since 2013. In Hercules the ninety minute program is offered quarterly. The patron was provided the schedule for the 2018 H.A.L.O. program.

3.A. OLD BUSINESS / APPROVAL OF THE 2017 ANNUAL REPORT AND 2018 WORK PLAN

Chair Campbell-Miller introduced this item. County Librarian Cervantes noted that one correction to the Annual Report was necessary: Katherine Bracken's first name was misspelled near the bottom of page one. Vice-Chair Wilson inquired as to how commissioners were notified of the meetings with elected officials during the Day in the District campaign. Commissioner Alan Smith stated that when the meetings were scheduled with firm dates the commission was notified and invited to attend.

Moving on to the 2018 Work Plan, VC Wilson noted the use of the word "advocate" in Goal 2 of the Work Plan. He also noted that there has been some previous discussions about the use of the word and that County Counsel had expressed some qualms about the use of the word, specifically in the bylaws. VC Wilson stated that he is comfortable with the word advocate being used as he feels it is something the commission should be doing, but because of previous hesitation in using it he is bringing it up for discussion. Commissioner Alan Smith mentioned that it is what the Commission does when they are speaking to city officials and Congressmen. County Librarian Cervantes noted that objective one (under Goal 2) provides a little more detail as it specifically mentions that approval by the Board of Supervisors is required and that the Board must either have already taken a position on a legislative matter or be asked to consider a recommendation by the Library Commission. Commissioner Kelly suggested substituting "support for" in place of "advocate." VC Wilson mentioned that he liked it just as it was. No one in attendance disagreed.

At this point, VC Wilson made a motion to approve the submission of the Annual Report and Work Plan, with the noted correction, to the Board of Supervisors. Commissioner Alan Smith seconded the motion.

*Recorded votes –

AYES: Katherine Bracken; Laura Canciamilla; Vivian Faye; Arnold Fitzpatrick; Michael Fischer; Mary Ann Holsington; John Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Campbell-Miller; Don McCormick; Sandra Menichelli; Alan B. Smith; Tommy Smith; George Pursley; Patty Wernet; Peter Wilson; Don Woodrow

NAYS: None

Abstentions: None

VACANT: City of San Pablo; City of Clayton

NOT PRESENT: Diane Riise; Kathy Gilcrest; Yolanda Pena-Mendrek; Donna Rennie; Margie Valdez

With 18 AYES, Zero NAYS and Abstentions, the motion to submit the Annual Report and Work Plan (with corrections) carried.

Commissioner Hoisington commented that in all the years she'd been a commissioner, this was perhaps the most clear and concise version of the Annual Report and Work Plan that she had seen and wanted to congratulate Commissioner Gilcrest on such a fine effort. Quite a few commissioners agreed with this sentiment.

3.B. **FINAL REPORT OF THE 2017 AD HOC NOMINATING COMMITTEE**

Commissioner Alan Smith suggested one change near the middle of the minutes. The phrase "one of which" should be changed to "one of whom" since it refers to people instead of objects. Two of the three members of the Ad Hoc committee were present, thereby establishing a quorum. Commissioner Bracken (Chair of the Nominating Committee) made a motion to accept the minutes with the suggested correction. Commissioner Kelly seconded the motion.

*Recorded votes –

AYES: Katherine Bracken; Juan Kelly

NAYS: None

NOT PRESENT: Margie Valdez

Next, the full Commission voted to accept the final report of the Ad Hoc Nominating Committee and to disband the Committee. Michael Fischer made a motion to accept the report and disband the Committee. The motion was seconded by Commissioner Hoisington.

*Recorded votes –

AYES: Katherine Bracken; Laura Canciamilla; Vivian Faye; Arnold Fitzpatrick; Michael Fischer; Mary Ann Hoisington; John Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Campbell-Miller; Don McCormick; Sandra Menichelli; Alan B. Smith; Tommy Smith; George Pursley; Patty Wernet; Peter Wilson; Don Woodrow

NAYS: None

Abstentions: None

VACANT: City of San Pablo; City of Clayton

NOT PRESENT: Diane Riise; Kathy Gilcrest; Yolanda Pena-Mendrek; Donna Rennie; Margie Valdez

With 18 AYES, Zero NAYS and Abstentions, the motion to accept the final report of the Nominating Committee and disband the Committee carried.

3.C. **BUDGET PRIORITIES FOR FY2018/19**

County Librarian Cervantes began the discussion by reminding the Commission that there had been a lengthy discussion at the previous meeting on this topic. The list is presented here so that everyone could see it in its entirety and also so that if there were any strong opinions about changes to the list or how to prioritize it, now would be the time to bring them up. If not, the list will be considered as it stands. Commissioner Hoisington commented that the Commission has never had the opportunity to have this much input into the budget process and it felt really good from this end.

VC Wilson summarized the contents of the list as falling into three and a half broad categories; Technology (both that used at the libraries and also that used to inform about the library, such as the website); Outreach (defined by some items on the list as marketing and in others as outreach into the communities being served); Money and Hours, since a number of commissioners mentioned adding open hours to their branches to increase availability to the public.

Commissioner Tommy Smith thanked VC Wilson for the summary and stated that he agreed with it. He raised the question of how to map that back to the work plan to make sure that, as commissioners, they are addressing this in their work. Chair Campbell-Miller asked about a Deputy position that was to be created with outreach as their main focus. County Librarian Cervantes responded that the proposed new position was actually not a Deputy but a Library Services Manager. The library has also just filled a vacant Adult Services Librarian Specialist position. Branch library managers have primary responsibility for community outreach such as attending city council meetings, participating in friends and foundation group activities and events and speaking to community organizations and schools. Since the library is constantly short staffed, finding time for the managers to perform outreach is challenging.

Commissioner Kelly suggested that there needs to be some practical method to prioritize the suggestions made by the commission. Prioritizing, measuring and determining the best data to collect will be important. He stated that on any given week in Orinda there could be a couple of hundred people there reading the paper, using their own computers or just working on their own. They aren't checking out books, they're just using the space so how do you count that?

Chair Campbell-Miller responded that there are some redundancies across the categories. Technology, for example, seems to cross most of the lines between categories. Even though there might be a number of patrons in the library doing their own thing, their use is able to be tracked by monitoring the number of WiFi connections when someone signs on, or if they are connecting to Flipster to read magazines online.

Commissioner Hoisington offered a suggestion of how to tie the four categories from VC Wilson's summary to the work plan. She suggested prioritizing the categories then placing one on each of the next four commission meeting agendas. The commission would decide tonight which of the four areas to start with then have two months until the next meeting to brainstorm ideas as to how to move forward. This process would be repeated until all four categories had been addressed. Commissioner Tommy Smith liked this idea, as it gave the commissioners a chance to reach out to the libraries and others in order to bring some ideas back to the commission.

VC Wilson volunteered to sort the full list into the four categories and send it to Melinda so she could share it with the commissioners. County Librarian Cervantes need to clarify a couple of things she'd heard; First, she heard the feedback expressed by the commission for the budget that is in the process of being prepared for submission to the Board of Supervisors and second, she understood the desire to tie the commission's suggestions to the actual budget. She supports a healthy dialogue around the commission's activities and how they might marry up to the library's budget, provided they get the level of funding they are asking for. She mentioned that a series of presentations such as the marketing and branding presentation were being considered, which would give the commission something to react to. It was agreed that it would be a good idea for the commission to understand what the library was doing now before they launched into a series of suggestions about what they should be doing. Commissioner Alan Smith suggested that during the draft budget presentation scheduled for the next meeting perhaps it could be mentioned what, if any, of the commissions suggestions were able to be included in the budget and why or why not certain things either did or did not make the list.

Commissioner McCormick mentioned to the commission that while prioritizing the list would be of some value, it would be difficult to make much progress individually as the list is so interrelated. He mentioned not to be too surprised if several months down the road the commission was sitting here talking about three or all four of the categories at once due to this.

Commissioner Menichelli expressed concern that if the commission was only going to address one of the categories at each meeting that it would be the end of the year before that were able to address any of the priorities. County Librarian Cervantes mentioned that because the budget is for FY2018/19 and the commission's work plan is for calendar year 2018 that there would be a little more time. Commissioner

Menichelli suggested that due to the interrelation between the items and the budget timing that perhaps it might be a good idea to expedite the conversation around where the commission should focus its energy. Commissioner Canciamilla expressed the thought that given the list that the commission has already come up with, combined with the forthcoming budget presentation, this should give commission a chance to expedite the process.

Commissioner Bracken expressed a desire to add Staffing as another category to consider. It was agreed to combine that with Hours, since you need one if you have the other.

Chair Campbell-Miller summed up the discussion by stating that the commission would receive a budget presentation at the next meeting that would detail which of the commission's budget priorities are actually being addressed in the current library budget.

4.A. **NEW BUSINESS / 2018 LIBRARY COMMISSION REVISED BYLAWS**

County Librarian Cervantes asked VC Wilson if he would take the lead in the discussion of the bylaws as he was a member of the committee that had worked to revise them back in 2016. VC Wilson began by naming the commission members who had participated in the 2016 revision. He also stated that a copy of that group's work had been given to County Librarian Cervantes as a place to begin her discussions with County Counsel. County Counsel has made some minor changes to the previous draft that are worth noting. For example, section IV. Duties, section A.2: "Review progress made in achieving goals set forth..." previously read "Monitor progress made..." which is a slightly stronger statement. County Librarian Cervantes suggested changing "monitor" to "review", which VC Wilson was comfortable with, as long as it was understood that by "review" what was meant was comparing achievements with goals.

County Librarian Cervantes, for the benefit of those new to the commission, reminded everyone that the commission had discussed and recommended revisions to the 2012 Bylaws January 2017. At that time staff and commission were directed to revise the 1991 formation document resulting in the *Reconstituted Library Commission Composition & Powers* approved by the Board of Supervisors on December 19, 2017. The next step is to revise the bylaws, incorporating suggestions already submitted and additional comments made during the meeting. The final draft will be brought back to the commission at the March 22, 2018 meeting for final review before sending it to the BOS for approval.

Chair Campbell-Miller referenced the pages Commissioner Fischer prepared and gave him the floor. Commissioner Fischer stated that his intention was not to in any way alter the intent or policies of the bylaws but merely to lend clarity. For example, there are several places where a phrase is written in one spot then worded differently in another. In other cases certain words and phrases have specific legal meanings, for example "ex-officio" does not mean non-voting. We don't have any ex-officio members, but we do have non-voting members. Commissioner Fischer's document contains a dozen or so things of this nature that he suggested as changes and he volunteered to go over them if the other commissioners would like. Chair Campbell-Miller suggested rather than review them all that everyone take a look and if there were questions about any of them they could be reviewed now.

Commissioner Canciamilla thanked Commissioner Fischer for his efforts. As a member of the committee who worked on the bylaws previously, she thought his suggestions were very thoughtful and welcome. Commissioner McCormick stated that he had worked on a number of contracts in his work and that Commissioner Fischer's effort would lead to a more clear and bulletproof document once his suggestions were incorporated. VC Wilson suggested that County librarian Cervantes incorporate Commissioner Fischer's list. He also mentioned that in addition to the change of "monitor"

to "review", the only other substantial change was near the end where it speaks about committees (Section XIII). Previously there was no mechanism for a committee to convene away from a regular commission meeting without the need for public notice, minutes, etc. which takes a lot of time and staff resources. He stated that he had never participated in a group that could not take a small subset of its members and send them off to think about something and bring it back to the larger group. He views this as a valuable step for the commission. Commissioner Canciamilla stated that she thought subsection C should be left out as it seemed that the member from Central Labor Council would have to be a member of every committee formed in this manner. Several commissioners pointed out that committees are *encouraged* to contain a representative mix and are not required to do so. Commissioner Tommy Smith and Commissioner Fischer both opined that ending the statement after the word "mix" might be simpler. County Librarian Cervantes explained that the intent is to create balance, both in the commission as a whole and also in committees.

Commissioner Canciamilla then mentioned that in her work on curriculum subcommittees for schools, that they had to publicly notice all of their meetings and she didn't understand how the library commission could be different. County Librarian Cervantes stated that this was something that would need to be reviewed to determine whether or not any working committees could proceed in this manner.

Chair Campbell-Miller next gave the floor to Commissioner Kelly. Commissioner Kelly mentioned that a majority vote requires more than 50% and asked how would the commission get there with 24 voting members? When the bylaws were being revised last year the commission agreed that when the Friends Council was brought back that the chair of the Council would be a voting member. Chair Campbell-Miller stated that there was no such agreement and Commissioner Alan Smith recalled for the group that there had been some intense discussion on this topic at that meeting but because there was no Friends Council at the time, there was no one to actually vote. Therefore the agreement was reached that if/when the Friends Council was reborn, the bylaws would then be revised to include them as a voting member.

County Librarian Cervantes shared that previously there were five voting commission members representing special districts, and the each member elected to vote with either the cities/towns or the BOS appointed members. Currently the Central Labor Council is the only special district with a voting member. If and when the Friends Council is reconstituted, their representative could become a voting member once again achieving a balance of special districts members for voting purposes. Commissioner Alan Smith reminded everyone that back when all five special districts had a vote, they would draw straws and three of them would vote with the BOS appointed members and the other two would vote with the cities/towns. He suggested that until the Friends Council is up and running that perhaps the Central Labor Council commissioner could draw a straw to align that vote with one group or the other.

Commissioner Wernet offered the suggestion that section XIII / Committees be revised to read "...for such specific purposes **as study and research** for the conduct..." in order to avoid having this section removed by counsel.

Hearing no other suggestions for the revision of the bylaws, Chair Campbell-Miller ended the discussion on this topic and moved on to the next item on the agenda.

4.B. **TERMS OF OFFICE IMPLEMENTATION**

County Librarian Cervantes began this discussion by informing the group that the purpose here is to implement four-year terms for commission members as requested by the Clerk of the Board. The current process of making appointments to the commission is inconsistent; some appointments are made in March, some in June or other months and have varying lengths such as two, four or six years. After speaking with a number of city clerks in order to understand their process, that information was relayed to the County Administrator's Office. The CAO has a fair amount of experience with the implementation of terms of office and applies transitional terms to accomplish this. Another goal of the implementation is to stagger the terms so that there is not a large block of commissioners leaving the commission all at the same time and that those seats whose terms are ending are geographically diverse. This accounts for the varying length of the transitional terms. At this point several questions were asked. Commissioner Kelly wanted to know what would happen if someone left the commission half way through their term. Would the appointment be for just the balance of the unfinished term or something else? County Librarian Cervantes informed him that the appointment would be for the unfinished portion of the term unless there was a year or less remaining, in which case the appointing entity could decide to do either a 4+ year term. Commissioner Fischer asked if the commissioners needed to initiate conversations with the cities based upon this information and a number of commissioners asked if they could find out what their transitional terms are. County Librarian Cervantes informed the group that the information about transitional terms would be communicated by Library Administration along with the notification of commission members' terms.

5. **INTRODUCTIONS**

There being no attendees from the public, no introductions were necessary. Several Commissioners commented for the record that this was an odd choice of where to put this item on the agenda and suggested that moving it nearer the opening of the meeting might be a more appropriate location for it.

6. **ACCEPTANCE OF THE MINUTES**

Commissioner Alan Smith suggested a revision to the minutes at the top of page 4. Sentence two on that page begins "in a recent conversation..." which implies Commissioner Smith had been speaking with Paul Morris. In fact, Paul Morris was making his comments in a presentation to the Mayor's Conference. Commissioner Smith suggested changing the minutes to reflect this.

As no other suggestions for changes were offered, Mary Ann Hoisington made a motion to accept the minutes with the changes suggested by Commissioner Alan Smith. The motion was seconded by Commissioner Tommy Smith.

*Recorded votes –

AYES: Katherine Bracken; Laura Canclamilla; Vivian Faye; Arnold Fitzpatrick; Michael Fischer; Mary Ann Hoisington; John Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Campbell-Miller; Don McCormick; Sandra Menichelli; Alan B. Smith; Tommy Smith; George Pursley; Patty Wernet; Peter Wilson; Don Woodrow

NAYS: None

Abstentions: None

VACANT: City of San Pablo; City of Clayton

NOT PRESENT: Diane Riise; Kathy Gilcrest; Yolanda Pena-Mendrek; Donna Rennie; Margie Valdez

With 18 AYES, Zero NAYS and Abstentions, the motion to accept the minutes of the November 16, 2017 Library Commission meeting (with edits) carried.

7. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Legislative Minute: Chair Campbell-Miller began this portion of the meeting by giving Commissioner Alan Smith the floor for a "Legislative Minute." Commissioner Smith began by reminding the commission that for this legislative session, SCA-3 is dead. (This is the State Constitutional Amendment authored by Senator Bill Dodd that if approved would lower the threshold for passage of library bond measures to 55% instead of the current two-thirds). In a conversation with Senator Dodd at Congressman DeSaulnier's campaign kick-off, the Senator stated that if things worked themselves out he intends to reintroduce the legislation in the 2019 session and the process would begin anew. Next Commissioner Smith mentioned that despite all the letter writing that had been done asking for \$2MM in literacy funding augmentation for this year, that state actually funded \$2.5MM. As the commission has done in the past, Commissioner Smith thought it might be a good idea for the Chair to draft a letter for the BOS to send to the Governor. Paragraph one would thank him for the augmentation in the state budget. Paragraph two would have several lines about why literacy funding is important for the types of 21st century jobs coming into the job market. Paragraph three would thank our seven legislators and ask them to support the augmentation through the budget process. Paragraph four would be a final thanks to everyone, with copies to go to the usual list of folks who receive copies of these letters. Commissioner Smith asked the group if they thought this was a reasonable thing for the commission to do and most agreed it was worthwhile.

Next, a similar approach was suggested for the Institute of Museum and Library Services (IMLS). This is the only federal agency that funds museums and libraries. Last year the State of California received \$16M in funding. The Braille and Talking Book Library receives 90% of its funding from the IMLS. Last year there was a concerted effort to do away with the IMLS altogether. The nationwide library community protested so vigorously, however, that instead of being eliminated they received \$4M in augmented funding. The IMLS is up for reauthorization in 2018, so Commissioner Smith asked if the commission would support drafting a letter to our two senators and Congressman DeSaulnier for the BOS to send supporting the reauthorization of the IMLS. Again the commission was in favor of the idea.

Commissioner Smith next shared that at a recent state of the city luncheon in Concord, the mayor mentioned that a new library in Concord was at least ten years down the road, so he would like to consider expanding the existing library to add another meeting room and perhaps some additional room for books.

VC Wilson asked if copies of the letters mentioned above would be made available so that any commissioners that wished to do so could take them to their various cities to increase the level of support by promoting more letter writing. It was agreed that the letters would be made available.

Friends Council: Chair Campbell-Miller turned the floor over to Commissioners Fischer and Bracken to speak about the Friends Council reconstitution. Commissioner Bracken informed the group that on January 13th the president of the Pleasant Hill friends decided to hold a meeting at the San Ramon Library where a large number of the friends groups were represented. They talked about a number of common issues they deal with (sales, fund raising, etc.). They have topics lined up for a future meeting. At this point notes of the meeting were distributed. Commissioner Fischer commended Commissioner Bracken on the job she'd done capturing the many points brought forth in that meeting. Commissioner Bracken mentioned there had been a fair amount of interest in reconstituting the Friends Council and appointing a voting member to the Library Commission. Commissioner Fischer shared that there were a number of discussions around what the county library can and can't do to facilitate things, how you run a friends organization, issues about insurance and best practices. There was also a discussion about what, if anything, can be done about the inequity of resources across the county and whether or not the group wanted to tackle an issue like that. VC Wilson offered congratulations on a great start to something that has been talked about for a long time. Over half of the friends groups sent people to this meeting and it was nice to see such enthusiasm for the effort.

Lafayette: Commissioner Hoisington informed the commission about the upcoming Simpson Family Literary Project. It is a partnership of the Lafayette Library and Learning Center Foundation and the U.C. Berkeley English Department. Part of it involves teaching young people to write. One particularly interesting part of the program is that every year there will be a writer-in-residence, and to kick off the program the first such writer will Joyce Carol Oates. She will meet several times with the community over the course of her tenure. Commissioner Hoisington had a flier to pass around with the details.

Pinole: Commissioner Pursley from Pinole detailed efforts in his community to visit schools in a search for allies regarding increasing the hours at their library, which currently has some of the lowest open hours in the system. He spoke with the Principal of Pinole High School (which is directly across the street from the library) about the possibility of an after-school tutoring program. The principal was very enthusiastic about the idea, so a tutoring program will begin shortly with Commissioner Pursley as the first tutor. He will be signing up other tutors as well but had a question for County Librarian Cervantes: The question he had was regarding the necessity of TB skin tests and fingerprinting and whether or not tutors would have to go through that whole process. County Librarian Cervantes asked a few questions and the consensus around the room from both library staff and commissioners was that, because they would be working with children, fingerprinting and TB tests would be required. Commissioner Pursley stated that they might need to push back their intended start date (end of February) in order to meet these requirements.

District III: Commissioner McCormick shared with the commission that Oakley library manager Andrea Freyler had written and was awarded a \$30,000 grant for a laptop kiosk at the branch where patrons could check out a laptop to use while they are in the library. Grants of this size are difficult to get funded and since Andrea is not a professional grant writer this makes the effort all more impressive. Also, Commissioner Pena-Mendrek (Oakley) who is also on the school board there, put the word in for some upgrades and the Oakley branch was recently the recipient of new carpet in their branch. Maybe not such a big deal for some of the larger branches but for a small community like Oakley it's a very big deal. Next, the Oakley Friends are undergoing a bit of a reboot. They recently elected a new President and Vice-President (Commissioner Fitzpatrick). The Antioch Friends group was hit pretty hard over the holidays. The cancellation of their book sales because of the family care center that County Librarian Cervantes spoke about at the last meeting cost them sales proceeds as well as about a hundred members. Commissioner McCormick has shared some best practices information with them as well as fund raising information in the hopes that they will be able to get their feet back under them. Finally, several meetings ago Commissioner McCormick had mentioned the idea of creating an East County Library Foundation. It has since been put in front of Supervisor Burgis, who loved the idea. She, in turn, shared it with Supervisor Glover who was immediately on board. Two weeks from now the group will be having their first meeting with the two supervisors, County Librarian Cervantes and VC Wilson, Commissioner Gilcrest and others to get the effort off the ground. A brief discussion about combined friends and foundations vs. separate organizations ensued. Generally, these groups complement one another; one is not a replacement for the other.

Orinda: The community is having some financial difficulties and is considering a parcel tax vote for the purpose of maintaining their open hours at the library. This would be an additional parcel tax on top of the one already in place. A Survey Monkey survey was sent out to Orinda residents that provided their email addresses and a variety of funding choices were offered; the increased parcel tax seemed to have the most traction. Now it's up to the voters.

Concord: The City of Concord is now a participant in the Amazon Smile program where a half cent per dollar spent on Amazon.com by Concord residents gets rebated to the library.

Resignations: Chair Campbell-Miller shared with the commission that two of their fellow commissioners were retiring from the Commission: Joyce Atkinson (Clayton, since 1991) and Lynn Meisch (Walnut Creek, since 2007). County Librarian Cervantes had cards for each that she could pass around the table and encouraged the commissioners that felt compelled to do something on their own to feel free to do so. The commission will be sending a certificate to each in honor of their service. Chair Campbell-Miller also asked for a round of applause

for Commissioner Alan Smith for having been such a great chair of the commission. He also mentioned that when Kathy Gilcrest returned they would honor her service as vice-chair in the same way.

8. COUNTY LIBRARIAN REPORT

County Librarian Cervantes will be providing her report to the commission in writing and attach it to the meeting agenda. Occasionally she may decide to highlight something in the report. This evening she chose to introduce Nancy Kreiser, the library's new interim Deputy County Librarian. Nancy has been a Contra Costa County resident for a number of years and was also the Senior Community Library Manager for the San Ramon Branch prior to the temporary upgrade to Deputy County Librarian. Nancy replaces Chad Helton, who left the library for another opportunity.

9. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

The following topics were suggested for inclusion at the next meeting of the Commission:

- Library Budget (tied to priority list from this meeting / Item 3.C.)
- Presentation on the Pittsburg Library program
- Vote on Commission bylaws with suggested revisions
- Move "Introductions" near the opening of the meeting instead of near the end

10. ADJOURNMENT TO THE MARCH 22, 2018 LIBRARY COMMISSION MEETING

Chair Campbell-Miller adjourned the meeting at 8:55 pm.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 5

MEETING DATE: Thursday, March 22, 2018

AGENDA ITEM #: 8

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

No Action Required

MAJOR ACCOMPLISHMENTS:

1. COMMISSION

- Draft *Library Commission 2018 Revised Bylaws* to be reviewed at the March. 22, 2018 Library Commission meeting.
- Letter supporting the reauthorization and funding of the Institute of Museum and Library Services was drafted for Supervisor Mitchoff's signature.
- Letter thanking Governor Brown for \$2.5mm literacy augmentation in FY2018/19 budget drafted for Supervisor Mitchoff's signature.
- Events to calendar:
 - 2nd Annual Library Friends, Foundations and Commission Forum – May 5, 2018
 - ALA National Library Legislative Day, Washington, D.C. – May 7-8, 2018
 - ALA Annual Conference, New Orleans, June 21-26, 2018
 - Urban Libraries Council Annual Forum, Baltimore, MD, Sept. 5-7, 2018
 - California Library Association Annual Conference, Nov. 1-4, 2018

2. PERSONNEL

- Actively hiring qualified candidates to stabilize branch staffing. Current recruitments include: Librarian Specialist, Community Library Manager and Senior Community Library Manager. We also welcome: Maura Hennessy, Librarian/Lafayette Library, Alison Peters, Librarian/El Cerrito Library, Nirit Schnitzer, Librarian Trainee/Moraga Library, and Nancy Smith, Library Assistant-Journey Level/Clayton Library.
- Staff from the El Sobrante Library have been assigned to fill vacancies at a number of libraries while the El Sobrante Library is closed for restoration.

3. FACILITIES

- A fire on February 27, 2018 at the El Sobrante Library caused structural, water and smoke damage to a portion of the building. The fire occurred after closing and no public or staff were injured. The library will be closed for restoration and repairs until further notice.
- El Cerrito Library opens on Sun/Wed beginning April 2. There will be a reception Wed, April 4, 4-6pm.
- Brentwood Library construction began the week of May 22, 2017, furnishings have been selected and the tentative grand opening is scheduled for September 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 Orinda Library in March.
- Remodeling of bathrooms at the Concord Library in May will result in a three week closure.
- Facility Refreshes scheduled for 2018:
 - ANT – carpet, interior paint and meeting room furniture
 - CON – remodel public bathrooms

ECL – carpet, interior paint and furniture
ESL – new roof, structural repair, carpet, paint and furniture
KEN – interior paint and furniture
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 installed

4. LEGISLATION / BUDGET

FY 2018-19 County Budget Process:

<http://www.contracosta.ca.gov/documentcenter/view/48912>

The following information was added to the CCC Board of Supervisors Legislative Platform on January 23, 2018:

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.

IMLS - 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.

5. GRANTS / SCHOLARSHIPS / AWARDS

- Graduate Jordan Smith, one of three CCCL Career Online High School graduates, was honored with a resolution on January 23, 2018 by the Board of Supervisors.
- Donations were received from a number of individuals, Kiwanis and Rotary Clubs and the Brentwood Friends and Library Foundation totaling \$29,774 to support the Juvenile Hall Library, Brentwood Library programs and collections, the Crockett Library and the 1City1Book program at the San Pablo Library.

6. COMMUNITY OUTREACH / TRAINING

- Invited city managers to discuss disposition of county owned library facilities located within city jurisdictions, increasing library hours of operation and enhancing services.
- Attended the new Pleasant Hill Library planning, community engagement and design meetings with city and county agencies.
- Attended an East County (Delta) Library Foundation organizing meeting hosted by Commissioner Don McCormick and District III Supervisor Diane Burgis.
- Participated in the El Sobrante Book House redesign discussions hosted by District I Supervisor John Gioia.
- Attended the City of Orinda library tax measure planning meeting.
- Attended the Friends of the Antioch Library meeting.
- Attended the retirement celebration for Luis Herrera, city librarian, San Francisco Public Library.

- Participated in discussion of leadership development training for library staff.
- 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

7. STRATEGIC PLAN

- OrangeBoy Inc. is helping the library measure our progress towards and update of the strategic plan. As part of that review, the library and OrangeBoy have sent out an online customer survey. Goals for the survey include reconnecting with customers, getting their feedback, and identifying any unmet needs for consideration as we update the plan. The survey opened March 9, 2018 via an email to all of our customers age 18 and over who have an email address on file. The survey will close on March 23. A review of the project with OrangeBoy and survey findings will be presented at a future commission meeting.

Respectfully submitted by Melinda Cervantes, County Librarian