

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, July 18, 2019

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair, Don McCormick, called the meeting to order at 7:03 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
		VACANT	CCC District 1			
		VACANT	City of Lafayette (Alternate)			
		VACANT	City of Martinez (Alternate)			
		VACANT	CCC District 4 (Alternate)			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill			x
Chong	Adriana	Library Commissioner	Town of Danville			x
Chong	William	Library Commissioner	District II	x		
DaoJensen	Dr. Thuy	Library Commissioner	City of Brentwood	x		
Dozier	Julia	Library Commissioner	City of Martinez	x		
Faye	Vivian	Library Commissioner	City of Brentwood (Alternate)	x		
Ferree	Jacalyn	Library Commissioner	City of Clayton	x		
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	x		
Fischer	Michael	Library Commissioner	City of El Cerrito	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		
Knoll	Carolyn	Library Commissioner	District II (Alternate)			x
Koops	J. Barry	Library Commissioner	City of El Cerrito (Alternate)	x		
LaLanne	Yvonne	Library Commissioner	City of Walnut Creek	x		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		x	
McCormick	Don	Library Commissioner	CCC District 3	x		
Merchant	Kathy	Library Commissioner	City of Orinda (Alternate)	x		
Molinelli	Jasun	Library Commissioner	City of Walnut Creek (Alt)		x	
Pena-Mendrek	Yolanda	Library Commissioner	City or Oakley	x		
Pursley	George	Library Commissioner	City of Pinole			x
Robinson	Rich	Library Commissioner	CCCCD			x
Mackey	Lynn	Library Commissioner	Office of Education			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	
Ward-Jackson	Dr. Evangelia	Library Commissioner	City of Hercules			x
Wernet	Patty	Library Commissioner	Town of Moraga		x	
Wilson	Peter	Library Commissioner	CCC District 5	x		

Total Commission positions: 24
 Commission positions filled: 22
 Commission positions vacant: 2
 Commission quorum: 13

With sixteen 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. No visiting audience members came forward.

3. PUBLIC COMMENT

No members of the public came forward to comment.

4. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Gilcrest: Attended a SRL Advisory committee meeting and proposed a story walk program. Hercules is the only other city so far to sponsor one of these. It's done in a park and kiosks are installed (at children's height) and they follow a path and eventually collect all the bits of the story.

Commissioner DaoJensen: Understands the representation of Mt. Diablo at the Brentwood Library is controversial and asked if this could be talked about at a future meeting of the commission.

Commissioner Dozier: Completed the required new commissioner training.

Commissioner Kelly: Orinda's 4th of July Celebration was well attended and there was lots of spillover into the library.

Commissioner Faye: Enjoys the beading class at Brentwood on Tuesday evenings and attends regularly.

Commissioner Ferree: The Clayton Foundation marched in the 4th of July celebration there, to both increase awareness of the library and to mark the fact that next year is their 25th anniversary. The city, the library and the foundation are all partnering together for a celebration next March. More details to follow!

Commissioner Huh: Contacted the local Korean language newspaper (circ.= 60,000) to make them aware of the no fines initiative at the library and that contact resulted in a front page interview and article about the library, complete with a photo of John.

Commissioner LeFrak: When she joined the commission, Zelda had no idea of the extent of the programs available at the library and has since taken advantage of many of them, including taking photos of patrons enjoying themselves at the events. She also contacted two large local senior living communities to arrange for rides to the library for the residents there. An initial pilot visit will happen this month when SCLM Ginny Golden from the Pittsburg Library will go to these facilities and will explain the trial program. The idea is that the residents will be given a ride to the library where they will hear a brief presentation on a helpful library topic, such as how to check out a book, how to get a library card, or how to find a book in a particular language. Then they will have some time there to enjoy, followed by some light refreshments provided by the Pittsburg Friends. Zelda is working with Supervisor Glover's office to get used of the community room next to the library, as no food is allowed in the branch. The two senior facilities are also coordinating their efforts in order to provide rides. If the vehicle at one facility is taking residents to the doctor, the van from the other will be used to ferry library patrons back and forth. After the initial visit, the trial period will happen from August through October. The facilities are envisioning once per month; Zelda is envisioning once per week. Stay tuned!

Commissioner W. Chong: Commissioner Chong has been busy collecting the financial information from all of the district two friends and foundations regarding their giving to the library. So far in 2019 the combined giving from these groups exceeds \$300,000. William is also hosting a meet & greet at the Danville Library this weekend to solicit feedback from the public.

Commissioner Fitzgerald: Attended the Friends/Foundation meeting in Hercules with the new president of the Oakley Friends.

Commissioner Hoisington: So far the Lafayette Friends have raised \$150,000 for the library, a benefit perhaps of having their nice bookstore right on the premises. The Friends were also able to send 149 boxes of books to Butte County after the devastating fire there. Also, the 10th anniversary of the Lafayette Library is coming up. More to follow.

Commissioner Wilson: Has completed his work on the blue ribbon committee that was formed to provide guidance as to what will become of the 120 acre Concord Naval Weapons site. He was able to position a new library high on the wish list of projects. He also offered a book recommendation: "Stony The Road" (Gates).

Commissioner Fischer: El Cerrito also had a 4th of July celebration. The Friends group there manned a booth to talk to folks about the need for a new library, which residents seem to understand. On August 9th the city will hold a stakeholders meeting regarding a new library and how to get from here to there. In the discussions of where to build it, the El Cerrito BART Plaza keeps getting mentioned, as BART's plans for the site are mixed use (residential/commercial).

Commissioner A. Smith: Attended the Concord City Council meeting where the work of the blue ribbon committee was presented and spoke about the numerous times a new library had been promised by local officials in the past. He mentioned his disappointment that, with all the promises made, there was only a one line mention of a new library. He thought there should have been a robust discussion of the idea and a lot more detail than what was given. Alan also mentioned his disappointment in the physical report itself: the font used is very thin and the ink color is light, so a person who is sight-impaired would have a very difficult time reading the document. Alan suggested it be redone in a darker, easier to read font. Alan also had a book to recommend. "Endurance" by Scott Kelly is a story of how one book changed a person's life and turned it right around.

5. BRENTWOOD LIBRARY PRESENTATION

Youth Services Librarian Lindsay DuPont's PowerPoint presentation to the commission is attached to these minutes.

6. BRENTWOOD LIBRARY TOUR

Youth Services Librarian Lindsay DuPont took the commissioners on a 30 minute tour of the Brentwood Library.

7. A. WORKING COMMITTEE REPORTS/Legislative Working Committee

Commissioner A. Smith began by informing everyone that the Board of Supervisors agreed to support ACA-1 and it has passed its first two committees in the assembly and is awaiting a third reading on the assembly floor, however the assembly has recessed for a summer break so there it sits for a few weeks. Senator Skinner and Assembly Members Wicks, Frazier and Grayson have all signed on as co-authors, so that is four of our seven representatives who've gotten on board. Alan then asked those commissioners who'd visited any representatives since the prior commission meeting to update the group on their visits. Commissioner Gilcrest began by speaking about her visit with Rebecca Bauer-Kahan. The meeting, attended also by Commissioners Chong and Fischer, was scheduled for Bauer-Kahan's office but she had been held up in a budget meeting in Sacramento and so it became a conference call from the road as she

drove back to the office. Bauer-Kahan is on record as supporting ACA-1, so other library related topics were discussed. She was curious about the impact of the fines eliminations among other things. Commissioner Chong recalled that Bauer-Kahan has a photo of the Danville Library mounted on the wall in her office, which everyone agreed was a good sign as far as support. Commissioner Fischer recalled that one of the staff members present inquired about the possibility of the meeting rooms at Danville being rented out to the public as a possible revenue source. Kathy mentioned to her that this was an issue in the city's hands as they're the ones who set the rates and rent out the rooms. Commissioner Fischer had attended a meeting with Buffy Wicks' staff that was also attended by members of the Alameda County Library they thanked her for her support of ACA-1 (which has also been endorsed by the El Cerrito city council).

7. B. WORKING COMMITTEE REPORTS/Work Plan and Annual Report Working Committee

Vice-Chair Wilson began by passing around three pieces of paper and informing everyone that this is the work of the Work Plan Committee, comprised of himself and Commissioners Kelly and T. Smith. *(All three pages are appended to these minutes)*. The first page shows the goals of the work plan and a list of the items the commissioners have accomplished to achieve those goals. These are pulled from the meeting minutes by Walter and used to populate a spreadsheet which you have all seen before. Peter then explained that keeping track of these accomplishments as we go along is much more efficient than trying to recall everything at year-end and create the entire report at that time. So, what you see here is a list of everything the commission had accomplished for each of the goals so far this year.

The next page, which everyone has also seen, is the actual 2019 Library Commission Work Plan showing each of the four goals and the objectives beneath them. What the committee noticed is that the Work Plan is so broad that it is difficult to focus in on what is important, so the conclusion they arrived at is that perhaps this could be simplified to focus everyone's energy and make better use of people's time. After much discussion of the current (and previous) work plans, the committee came up with some changes to incorporate going forward.

The final page is a memorandum, written by Commissioner T. Smith to the commission, which details the conclusions of the committee and some ideas for changes and the rationale for them. Peter then explained, for the benefit of new commissioners who've not been through this process, how the commission annually reports to the Board of Supervisors what they've accomplished the prior year (annual report) and what they intend to accomplish the following year (work plan). Peter then asked Tommy to walk the commissioners through his memo.

Tommy pointed out that the current work plan has four goals and thirteen underlying objectives, some of which are redundant and others which could be considered as "business as usual." By streamlining these and eliminating the redundancies, the suggestion of the committee is to draft the 2020 plan with two primary goals; advocate for sustained funding for the county library system, and to engage with the community at large and key stakeholders to the benefit of the library system.

Commissioner Kelly then gave an endorsement of County Librarian Cervantes, mentioning the number of fires she regularly puts out and how tirelessly she advocates for the library, plus how she "gets it" as far as the commission is concerned. He also mentioned to the commission that yes, we're all volunteers, yes, we have no budget, yes, we have no executive authority. This doesn't mean we don't have accountability, so the committee is trying to get this plan down to bite-sized chunks that are more focused and pertain to the objectives.

Vice-Chair summarized by explaining to the commission that simplification and focus are the main drivers of this effort, and that rather than just show up at the September meeting with a smaller work plan and have everyone wonder “What happened?”, these documents are meant to let the commissioners know what was coming at the next meeting and to give everyone the chance to think about it and come prepared to discuss the 2020 plan in September.

Deputy County Librarian Gail McPartland then mentioned that under essential function number one, the commission serves as a citizen advisory committee to the Board of Supervisors and the County Librarian and requested this change for the final version of the plan for 2020.

OTHER BUSINESS

8. ACCEPTANCE OF MINUTES

Commissioners were asked to review the minutes from the May 2019 meeting for accuracy. Several commissioners noted instances of multiple punctuation marks.

Commissioner A. Smith made a motion to approve the minutes from May 2019 with the corrections previously noted. Commissioner Fischer seconded the motion.

M-S-C to approve the minutes with corrections. Approved by unanimous vote of the commission.

9. COUNTY LIBRARIAN REPORT

Deputy County Librarians McPartland and Kreiser presented the County Librarian report in Melinda’s absence. Nancy mentioned that in the back of the room near the sign-in sheets were copies of the library’s annual report for the commissioners to take with them. The report focuses on accomplishments relating to the strategic plan and Nancy was happy with the number of items that were able to be included. There is quite a bit of information contained in the two page report and quite a few infographics with some interesting library statistics.

Gail then announced that the other stack of documents for the commissioners were the final, finished, fully-approved versions of the library’s Strategic Plan. These will be the commissioner’s talking points when speaking with stakeholders, legislators, etc. Commissioners are encouraged to take the document with them when advocating for the library.

Next Gail mentioned that Summer Reading was in full swing. Four (or five) exploration stations had happened around the county and had been attended by 300 to 800 people and were very popular. A popular guest speaker at several of these events is a former astronaut and she encouraged everyone to attend one of the events if they have a chance. He is an engaging speaker for all ages and has quite a few interesting stories to tell, such as the long time he spent on the international space station and about having to learn to speak Russian in order to communicate with the other astronauts. She noted the book recommendations earlier in the meeting.

Gail then mentioned that at a BALIS meeting yesterday she was speaking to the Alameda County Library director who mentioned that Eric Swalwell is doing a program in Alameda County called “In Their Shoes”, where he steps into various roles, and this Saturday he is going to be a librarian. Finally, Gail reminded everyone that October 12th is the date of the Library Friends, Foundations & Commission Forum and

announced that the featured speaker will be Margaret Sullivan. Margaret Sullivan has her own design studio and does a lot of design work for libraries as well as others. She has been working with a staff group on the customer experience in our libraries. There will be a presentation to the commission about this down the road, but the idea is to make people feel welcome when they come to the library, to greet them when they arrive (both by people and the physical space itself) and to arrange the library space so it works with the flow of people and how they use the library. On October 14th the libraries will all be closed for our annual All Staff Training Day and Margaret will be the featured speaker for that event as well. Margaret is an engaging, interesting speaker who will make you think about things in ways you never considered.

10. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

No items were proposed for the next meeting. Commissioners were invited to send any suggestions to Walter at Library Administration.

11. ADJOURNMENT TO THE SEPTEMBER 19, 2019 LIBRARY COMMISSION MEETING AT LIBRARY ADMINISTRATION.

The meeting was adjourned at 9:00 p.m.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library