

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 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 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 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 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 in response to 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.

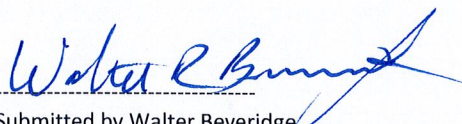
9. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

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.

A handwritten signature in blue ink, appearing to read "Walter R. Beveridge", is written over a horizontal line.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library