



**MEETING OF THE LIBRARY COMMISSION**  
**Minutes**

DATE: Thursday, September 27, 2018

**1. CALL THE MEETING TO ORDER / ROLL CALL**

Chair, Brian Campbell-Miller, called the meeting to order at 7:02 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
		VACANT	City of Clayton			
		VACANT	City of Martinez			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	x		
Canciamilla	Laura	Library Commissioner	City of Pittsburg		x	
Chong	William	Library Commissioner	District II	x		
Conescu	Jeremy	Library Commissioner	City of Orinda (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		
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		
McCormick	Don	Library Commissioner	CCC District 3	x		
Menichelli	Sandra	Library Commissioner	Town of Danville	x		
Campbell-Miller	Brian	Library Commissioner	City of Hercules	x		
Molinelli	Jasun	Library Commissioner	City of Walnut Creek (Alt)		x	
Pena-Mendrek	Yolanda	Library Commissioner	City or Oakley	x		
Phillips	Laurie	Library Commissioner	City of Lafayette (Alternate)		x	
Pursley	George	Library Commissioner	City of Pinole	x		
Robinson	Rich	Library Commissioner	CCCCD			x
Sakata	Karen	Library Commissioner	Office of Education			x
Smith	Alan B.	Library Commissioner	CCC District 4	x		
Smith	Tommy	Library Commissioner	City of Concord			x
St. Pierre	Deborah	Library Commissioner	CCC District 4 (Alternate)		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	

Total Commission positions: 24  
 Commission positions filled: 21  
 Commission positions vacant: 3  
 Commission quorum: 13

With fifteen 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 audience members came forward.

**3. PUBLIC COMMENT**

No members of the public came forward to comment.

**4 DONATION TO THE EL SOBRANTE LIBRARY**

Two young residents from San Ramon, Janet Smith and Bella Grima, presented a donation to the commission for the El Sobrante library. Janet's mother, Lillian, had mentioned to them that she'd read about the fire at the library and they decided to have a fundraiser to collect funds for the rebuilding effort. They brought the sign they'd made with them to the meeting. Janet and Bella called their effort the Phoenix Foundation (as in 'rising from the ashes'). Their event consisted of selling three kinds of lemonade, several types of cookies and some of their gently used stuffed animals. Their sale was a success and they raised \$108.85 for the library. District II Supervisor Candace Andersen was on hand to present a proclamation to the girls, thanking them for their hard work and expressing her pride that two such civic-minded young ladies were residents of her district. James Lyons, the Field Representative from (District I) Supervisor Gioia's office also attended, as the El Sobrante library is located in District 1. Janet and Bella presented the funds to County Librarian Cervantes and Library Commission and Chair Brian Campbell-Miller after which photos were taken to memorialize the occasion. The specific use of the funds will be determined at another time.

**5.A. CONTINUED BUSINESS/REPORT OF THE ANNUAL REPORT & WORK PLAN WORKING COMMITTEE**

Vice-Chair Wilson began by reminding the commissioners that Commissioner Kelly (Orinda) and Commissioner Smith (Concord) were the other two members of this working committee and had worked with him to produce the document now under review. After the meeting in May commissioners were invited to provide their input. Members of the committee reviewed and commented on the draft report before submitting to the full commission. Vice-Chair Wilson commented that he grouped things together when it made sense to do so. This year's report has four goals. The Annual Work Plan breaks down into advocating for more library funding, looking for ways to stabilize funding, providing links between the community and the library and providing a forum for the public to express views. Commissioner Kelly summarized it this way: The links between the community and the library describes what the commission will do, and providing a forum describes how we reach out and receive input.

This version is a draft. After collecting more input from all of the commissioners, this report will be revised and a final version will be presented at the November meeting for approval. Vice-Chair Wilson then mentioned that he was attempting to keep the report to one page as this is a requirement and asked commissioners to respond with comments by October 5th. Vice-Chair Wilson then suggested that if any of the commissioners cared to share their thoughts this evening so that the rest of the group could hear them that would be fine also.

Commissioner Gilcrest offered that she thought the report was an excellent first pass and praised the group for getting such an early start on the process. She did point out that under "Activities" the annual forum event was described as co-sponsored by the commission and she'd been under the impression that the forum was a library event. County Librarian Cervantes agreed that it was a library event engaging more than just the commission but that the library looks to the participants to bring forward issues and possibly to speak at the event. The Forum is an event, "library forum" refers to public opportunities to

gather and confer. Commission meetings are considered a library forum. For the purposes of the annual report, it was agreed to change “co-sponsor” to “participated.” Commissioner Fischer suggested that under “Activities” that the committee include, “Make reports to the appointing authority regarding library matters” as an activity that most commissioners engage in. Vice-Chair Wilson agreed that reporting back to the people who had appointed the commissioners was an important part of a commissioner’s responsibility, not to mention a sign of respect. He then clarified that what was being suggested went further than the fourth bullet which mentions meeting with various groups. What was being suggested was reporting directly to the elected officials that had appointed the commissioners to brief them about what was going on with the Library Commission.

Commissioner Gilcrest then suggested another correction. Bullet two under “Accomplishments” needs to have the word “Library” added to “Contra Costa County Foundation” and omit the word “County.” It now reads “Contra Costa Library Foundation.”

Next, Commissioner Fischer suggested editing Goal Three, Objective Four where it says “Participate in public events and activities of community libraries represented by commissioners” by omitting the last three words. In his experience at El Cerrito, many events there are attended by other commissioners as well and he has attended events elsewhere himself. He feels that all the commissioners view the entire system as part of their responsibility, not just the branch in the city where they were appointed. There was general agreement for both the change and the sentiment.

Commissioner Gilcrest then wanted to pose a question to the entire commission. One of the stated goals is to “Conduct more meetings of the Commission at community libraries.” While she felt this was a worthwhile goal, the attempt in July to do this resulted in the meeting being canceled for lack of a quorum, so she was curious if a majority of the commissioners felt it was important and would commit to making the trek to whichever branch was chosen for this goal? Her expressed concern was for the additional burden placed on library personnel. County Librarian Cervantes reminded the commissioners that this had been discussed at the meeting in January and the decision at the time was to schedule the July meeting at one of the libraries. The idea behind selecting July was that it is daylight longer and traffic is somewhat lighter. The question was asked if the reason people couldn’t make the July meeting was because of vacations and also whether or not there were enough alternates to reach a quorum. Vacations were part of the problem and there are only eight alternates appointed, reducing the likelihood of achieving a quorum. Vice-Chair Wilson said he understood Commissioner Gilcrest’s concern: if the commission says they’re going to do this then it needs to happen. Establishing it as an objective, however, doesn’t say how the commission will attempt, nor how/when the goal will be achieved, only that it is one of the commission’s goals and every effort will be made to accomplish it. His opinion, therefore, was that it could remain as a stated goal. How it gets accomplished will be up to the commission to decide.

Commissioner Pursley then asked whether or not it might be possible to change the time and day of the commission meetings to weekends during the day, thus removing (or certainly reducing) the impact of traffic as well as commissioners having to drive home in the dark. County Librarian Cervantes said that normal business hours for Library Administration are Monday-Friday and there is insufficient staff to support a Saturday meeting schedule. Some discussion followed regarding putting the word out more broadly when a meeting was going to be held at a library. The hope being that members of the public might be more inclined to come and express their concerns if they knew about it.

Commissioner Fischer then had a question about Goal Three, Objective Five (“Reach out to organizations in the County (e.g. First Five, County Schools) with common interests in literacy for the purpose of

building supporting networks and programs”). The question was whether or not this objective was meant to be as narrow as just literacy or should it be defined more broadly? Vice-chair Wilson shared that he had recently attended a presentation given by First 5 and that was how this item occurred to him. Several suggestions were then given for changing the language slightly, such as “...literacy and other library issues” and “...common interests, such as...” County Librarian Cervantes then commented that literacy is prominently mentioned in the Library’s Strategic Plan, making this a reasonable objective.

Then County Librarian Cervantes said that she’d found several items in the work plan that needed correction. Her first suggestion was to change “First Five” to “First5,” as this is how they refer to their organization. Next, there are several instances in the report referring to Contra Costa Library, and in these cases she would like to see the word County inserted so as to read “Contra Costa County Library.” The library is currently emphasizing one county-wide library system, thus making the word “County” very important. Finally, in Goal One, Objective Two (“Have the Commission take a more active role in the ALA and CSLA lobbying efforts”), she inquired whether CSLA was meant to be CLA (it was) and suggested making this change.

Chair Campbell-Miller wrapped up the discussion by asking the commissioners to send their additional comments to Walter by October 5<sup>th</sup> so he could forward them on to the working committee members.

#### **5.B. REPORT OF THE LEGISLATIVE WORKING COMMITTEE**

Commissioner A. Smith reported that two weeks prior he had received an email from County Librarian Cervantes seeking input regarding legislative priorities for the Board of Supervisor’s annually published legislative platform. This was the first time he could recall being asked for input as to what should be included. His list was divided by state and federal items. The first being literacy, then the (unfunded) Public Library Fund (PLF), which used to bring the library several hundred thousand dollars for operating expenses. This one is still on the books but has remained unfunded by the current governor. Also on the state list should be a state library construction bond. In conjunction with this would be the “Son of SCA-7” measure to lower the threshold on library bond measures to 55%. SCA-7 was Lois Wolk’s measure in 2014 that went nowhere but was much broader in scope than last year’s SCA-3 and broader is what we need. Broader means not just limited to library construction but includes any library related bonds. Several other items include funding for Lunch at the Library and increased funding for CENIC, the broadband funding initiative, as well as Senator Scott Weiner’s Net Neutrality bill.

On the federal level, continued funding of the Institute of Museum and Library Services (IMLS), the only federal source of funds for libraries and previously a source of funds for our library. And, even though we’ve not received funds recently, the Board of Supervisors has previously supported the Department of Education’s Grants for Innovative Literacy Programs. Commissioner Smith ended by once again thanking County Librarian Cervantes for the chance to provide some input.

County Librarian Cervantes then mentioned that her report of legislative priorities was being submitted tomorrow, at which point the Board of Supervisors review the collected input and make decisions about the 2019 legislative platform. The final report will be posted on the county website. Once published, as in years past, a link to the report will be provided to the commissioners.

#### **6. FORMATION OF A NOMINATING COMMITTEE**

Chair Campbell-Miller introduced this item and asked for any discussion. County Librarian Cervantes reminded the commissioners that the responsibilities are relatively light, involving two short

meetings at most. Commissioner Valdez, who served on the committee last year, briefly described the experience. Commissioner Kelly (who was also a member) added that he thought it was fun and not really that difficult. After being reminded that members of the committee were ineligible to be nominated, Commissioner A. Smith was the first to volunteer, followed by Commissioner Bracken and Commissioner LaLanne.

*It was agreed by consensus that the members of the 2018 Nominating Working Committee are Commissioners A. Smith, Bracken and LaLanne.*

**7. A. NEW BUSINESS/SUMMER READING AND LUNCH AT THE LIBRARY**

Librarian Specialist Amy Mockoski's PowerPoint presentation will be appended to these minutes.

**7. B. PROJECT EQUITABLE ACCESS**

Deputy County Librarian Nancy Kreiser's PowerPoint presentation will be appended to these minutes.

At the conclusion of the discussion, Commissioner A. Smith made a motion to recommend that the Board of Supervisors adopt the new *Fees and Charges Schedule Policy* eliminating overdue fines and the charge for replacement library cards; and increasing the processing charge for lost/damaged items thus moving the library to a fine-free environment as described by this presentation. Commissioner Pursley seconded the motion.

*After a brief discussion the Commission voted unanimously to move this issue forward to the Board of Supervisors for their consideration.*

**7. C. LIBRARY FOUNDATION UPDATE**

District 3 Commissioner McCormick's PowerPoint Presentation will be appended to these minutes.

**8. ACCEPTANCE OF THE MINUTES**

No changes were suggested for the minutes from the May 24, 2018 Commission meeting. Commissioner A. Smith made a motion to accept the minutes as submitted. Commissioner Fischer seconded the motion.

*The motion passed by a consensus vote of the Commission.*

**9. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENT**

**Commissioner A. Smith:** Commissioner Smith, having previously mentioned the federal Marrakesh Treaty, was happy to share that the implementation bill has moved through both the House and Senate and now requires only the President's signature. And number two, the Oakland Public Library measure he mentioned back in the Spring passed with over 75% of the vote! Also, for anyone who questions how important the Braille Talking Books folks are, there are over 500,000 users who read an average of fifty-six books per year.

**Commissioner Fischer:** The El Cerrito Library held the grand opening of their new LGBT+ collection on September 4th, the first of its kind in the county. The event was attended by the Mayor and city council, as well as District 1 Supervisor, John Gioia and a number of fellow commissioners.

**10. COUNTY LIBRARIAN REPORT**

County Librarian Cervantes urged the commissioners to review her written report for an update on what is happening in the Library. She announced the Grand Opening of the new Brentwood Library on Saturday, September 29th. The festivities begin at 9:30 am with brief speeches by a number of elected and appointed officials and donors. The doors to the library will open at 10:00 am and the fun begins! There are a number of celebratory activities planned offered throughout the day. Parking is plentiful as there is a nearby parking garage. She expressed the hope that any commissioners available that day would attend to support the latest branch of the Contra Costa County Library.

Also. A number of commissioners attended the BALIS Forum in Pleasant Hill to hear Luis Herrera, Retired San Francisco City Librarian and Susan Hildreth, who modestly referred to herself as the Interim Director of the Sonoma County Library (she has been the Director of the IMLS, the California State Librarian and the Treasurer of the ALA, among others). Contra Costa County Library was well represented.

**AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS**

- 11.** The following topics were suggested for inclusion at the next meeting of the Commission:
- Election of Officers
  - Work Plan and Annual Report – Approve final version
  - First5 Presentation
  - Consider Different Meeting Schedule for 2019

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Submitted by Walter Beveridge  
Administrative Aide, Contra Costa County Library