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CONTRA COSTA COUNTY LIBRARY COMMISSION

Minutes from Thursday, November 16, 2006

1. CALL REGULAR MEETING TO ORDER

Commission Chair, Walter Ruehlig, called the meeting to order at 7:03 pm.

2. COMMISSION BOOKSHELF

Commissioners provided suggestions for current reading:

The Chinese in America : A Narrative History

California Literacy Centennial (pamphlet)

The Mission Song: A Novel

Team of Rivals: The Political Genius of Abraham Lincoln

Iris Chang

1950 published

John le Carre

Doris Kearns Goodwin

3. ROLL CALL

| LASTNAME | FIRSTNAME | TITLE | REPRESENTING | PRESENT | ABSENT | EXCUSED |
|----------------|----------------|----------------------|--------------------------------------|---------|--------|---------|
| | | VACANT | City of Richmond | | | |
| | | VACANT | CCC District 1 | | | |
| | | VACANT | City of San Pablo | | | |
| Atkinson | Joyce | Library Commissioner | City of Clayton | | | X |
| Austin | N. Earl | Library Commissioner | City of Orinda (Alternate) | X | | |
| Bednarz | Ludwik M. | Library Commissioner | CCC District 2 | | | X |
| Boyd | Jeanne | Library Commissioner | City of Clayton (Alternate) | | | X |
| Brown | Carol | Library Commissioner | City of Orinda | X | | |
| Brown | E. Joy | Library Commissioner | City of El Cerrito (Alternate) | X | | |
| Burstyn | Deborah Prager | Library Commissioner | City of Walnut Creek | | | X |
| Dudiak | Ted | Library Commissioner | City of Pittsburg | | | X |
| Enholm | Greg | Library Commissioner | CCC District 5 | X | | |
| Fuller | Kathy | Library Commissioner | City of Martinez | | | X |
| Fugazzi | Ron | Library Commissioner | City of Brentwood | X | | |
| Goglio | Joseph | Library Commissioner | Contra Costa Central Labor Council | X | | |
| Heidari | Shahrzad | Library Commissioner | CC Youth Commission | | X | |
| Hoisington | Mary Ann | Library Commissioner | City of Lafayette | X | | |
| Howlett | Patricia | Library Commissioner | City of Concord (Alternate) | | | X |
| Johnson | Wayne | Library Commissioner | City of Pleasant Hill | X | | |
| Leffmann | Robert | Library Commissioner | City of Lafayette (Alternate) | X | | |
| Loeza | Porfirio | Library Commissioner | City of Pinole | X | | |
| MacAulay | Bruce | Library Commissioner | City of Hercules | | | X |
| Madfes | Sherry | Library Commissioner | Friends Council | | | X |
| Marshburn | Peggy | Library Commissioner | Office of Education | | | X |
| McClellan | John | Library Commissioner | Town of Moraga | X | | |
| McGrady | Lloyd | Library Commissioner | City of El Cerrito | X | | |
| Mengel | Christina | Library Commissioner | Friends Council (Alternate) | | | X |
| Myrick | Dennis | Library Commissioner | Town of Moraga (Alternate) | | | X |
| Nolte | Pauline | Library Commissioner | City of San Ramon | | | X |
| Parker | Eleanor | Library Commissioner | Town of Danville | X | | |
| Pearlstein | Helen | Library Commissioner | CCC District 3 | X | | |
| Pricco | Susan | Library Commissioner | CC Central Labor Council (Alternate) | | | X |
| Ruehlig | Walter | Library Commissioner | City of Antioch | X | | |
| Schmalenberger | Carol | Library Commissioner | City of Pittsburg (Alternate) | X | | |

Library Commission Minutes

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| LASTNAME | FIRSTNAME | TITLE | REPRESENTING | PRESENT | ABSENT | EXCUSED |
|----------|-----------|----------------------|------------------------------|---------|--------|---------|
| Shaffer | Ed | Library Commissioner | CC Council (Alternate) | | | X |
| Simutis | John D. | Library Commissioner | City of Concord | | | X |
| Smith | Alan B. | Library Commissioner | CCC District 4 | X | | |
| Trezek | Joan | Library Commissioner | CCC District 3 (Alternate) | X | | |
| Villegas | James | Library Commissioner | City of Oakley | X | | |
| Williams | Adoria | Library Commissioner | City of Hercules (Alternate) | | | X |
| Weinberg | Robert | Library Commissioner | CCC District 2 (Alternate) | | | X |
| Whitley | Robert | Library Commissioner | CC Council | X | | |

Total Commission positions: 29

Commission positions filled: 26

Commission positions vacant: 3

Commission quorum: 14

With 16 Library Commissioners present, a quorum was established.

VOTING:

According to the By-laws of the Library Commission, in order for a vote to pass, a majority of the city representatives and a majority of the County representatives must approve it. Upon reauthorization of the Library Commission, the five special appointees to the Library Commission draw lots to determine whether their votes count with the cities or the County. Through June 2011 the special appointees will be counted as follows:

Three representatives votes count
with the cities

- Youth Council
- Friends Council
- Contra Costa Council

Two representatives votes count
with the County

- Superintendent of Schools
- Central Labor Council

4. INTRODUCTIONS

Also present at the meeting: Library Patron, Chauncey Lindquist; Deputy County Librarian: Support Services, Cathy Sanford; Deputy County Librarian: Support Services, Laura O'Donoghue; Executive Secretary, Corinne Kelly; County Librarian, Anne Cain.

5. ITEMS FROM THE PUBLIC

There were no items from the public.

6. ACCEPTANCE OF MINUTES

The Commission approved, with one abstention, the minutes of the meeting September 28, 2006 as amended to include two changes:

§ Commissioner Smith – item 13A - PLF funding estimates for FY 2006/2007 are \$21,360,000

§ Commissioner Villegas – item 13C –Commissioner 'Johnson' nominated Commissioner Villegas for Vice-chair

These changes have been made in the final minutes from September 28, 2006.

7. APPROVAL OF AGENDA

The November 16, 2006 Library Commission Agenda was approved.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Parker shared a Chronicle October 29, 2006 newspaper article from the School of Information at UC Berkeley, and suggested that as Library Commissioners, it is important to talk to youth about considering library services as career options.

Commissioner Joy Brown mentioned that the El Cerrito Library will feature an author event on December 12, 2006 about growing up in El Cerrito during the 1930s.

Commissioner Enholm mentioned that he did not win a seat on the college board at the last election.

Enholm said that he was appointed by the Concord City Council as one of three non-residents to be a member of a Concord Naval Weapons Station Advisory Committee and will advocate for placing a new library there.

Commissioner Hoisington asked if someone could speak about the Hercules Library grand opening. The Hercules Commissioners will give a presentation about the Hercules Library at the January 2007 meeting. She added that many County Commissioners were present in addition to the people from Hercules. They included Chair Ruehlig, Commissioners Goglio and Enholm.

Commissioner Goglio commented that the site selected for the Library facility is lovely and created an opportunity to engage so many people.

Commissioner Chair, Ruehlig, commented that the construction bid was higher than expected yet managed to provide additional funding to make it happen.

Commissioner Whitley suggested that Commission consider sending letters from the Commission signed by the Chair to the five entities that made the Hercules Library a reality. They have created this longstanding library and their accomplishments should not go unnoticed by the Commission. Commissioners reached a general consensus to send letters to the City of Hercules, the Hercules Library Friends, Hercules Library Foundation, the Hercules Library Commission, and the County Board of Supervisors.

Commissioner Smith said that Richmond City Council passed a resolution supporting the Public Library Foundation (PLF) and the PLF will be on the Walnut Creek City Council agenda November 21, 2006. Smith said that he spoke about the PLF during the County Friends Council meeting on October 14, 2006. Walnut Creek City Mayor, Kathy Hicks, also spoke to the Friends Council during at that meeting on the importance of Friends involvement with library issues. Smith said that he is also involved throughout the State to pass a PLF resolution for full funding.

Smith mentioned that at the California Association of Library Trustees and Commissioners (CALTAC) award luncheon, Mayor Hicks of Walnut Creek was awarded CALTAC's award for an elected local, state or federal official for special support or promotion for legislation to benefit libraries and/or library services. The CALTAC newsletter, *Caltatics*, will have an article by Mayor Hicks, about why it is important for commissioners to be at city council meetings and lend support for libraries. Supervisor DeSaulnier will also write an article as will Ken Haycock, the dean of the Library School at San Jose State.

At the California Library Association (CLA) Conference November 10-13, 2006, Smith was a panelist for the American Library Association (ALA) program on advocacy. And moderated and spoke at a program that included Cain and Santa Clara County Librarian, Melinda Cervantes, on effective library boards.

Smith said that a highlight was that Contra Costa County Librarian, Anne Cain, was selected as the 2006 CLA Member of the Year. The CLA Member of the Year Award recognizes an individual member of the California Library Association for his/her outstanding contributions, leadership, and achievements in service to California libraries.

Smith was awarded the 2006 CLA President's award, which recognizes outstanding contributions, leadership and achievement in support of libraries by a trustee, friend, elected official or other lay person who has given his or her time and talents to further the advancement of libraries in California. Smith said that when he accepted his award, he thanked the Contra Costa County Library Commission, which is the largest commission in California and added that everything that

Commissioners have done for him, including driving him around. He added that this award is also for the Commissioners. Chair Ruehlig presented to Smith a photo of Smith receiving a 2006 resolution from the Board of Supervisors on October 24, 2006, for his advocacy efforts (***attachment to the minutes***).

Chair Ruehlig mentioned that the County's Board of Supervisors issued a proclamation for the first annual Friends of the Library Week which was October 22-28, 2006.

9. CORRESPONDENCE

The Commission packet included a letter to the editor concerned whether libraries are out of step with their intended purpose. County Librarian, Anne Cain and Library Commission Chair, Walter Ruehlig each and sent a letter to the editor and both of the responses were published and are included in the Commission packet.

10. REPORT FROM COUNTY LIBRARIAN

County Librarian, Anne Cain, said that she does not remember when the Contra Costa County Library has been as busy as it has in the past ten days:

§ Opened the Juvenile Hall Library - November 1, 2006

Librarian, Alison McKee, worked on developing the Juvenile Hall Library, which began as an empty 600 square foot room. The Leshar Foundation provided \$100,000 for the project. The Juvenile Hall Library was dedicated and named after Betty Frandsen, who started a volunteer program to read to the incarcerated youth at night twenty years ago that continues today. Volunteers read through the public address system each night. The Juvenile Hall Library was a joint project of the County Office of Education, the County Probation Department, and the County Library.

§ Opening of the Hercules Library - November 11, 2006

The planning for the opening began over a year ago. Cain said that Library staff did an incredible job getting everything ready for opening.

§ Students moved into the DVC satellite campus at Dougherty Station – November 7, 2006

San Ramon Valley Campus of the Diablo Valley Community College (DVC) moved their campus to Dougherty Station and the Dougherty Station Library serves both the public and the DVC students. The former campus closed on November 3, and the new campus opened November 7, 2006. This Library is a four way partnership with DVC, the developer, the City of San Ramon and the County.

§ Self service library card reservation –

Self-service library cards were rolled out the public with the opening of the Hercules Library. Almost 600 library cards were issued on opening day and the opening of the new Library would not have gone as smoothly without patrons being able to register themselves for their own library card. Information about self-service registration is in the Commission packet. The computer workroom was set up for patrons to register themselves and then staff would confirm identification and issue their library card. This process will roll out to all Contra Costa County Libraries.

The Civic Engagement series continues with Debra Saunders, columnist for the San Francisco Chronicle talking about the medias role e in civic engagement. Cain distributed a flyer (***attachment to the minutes***).

Commissioner Whitley questioned the additional funding abilities to support two new libraries and how are funds being allocated.

Cain responded that the initial funding for the Juvenile Hall Library came from the Leshar Foundation. An agreement was worked out between the developer, the City of San Ramon and Contra Costa

County to provide \$1.3 million in additional funds for the first 5 years of operation of the Dougherty Station Library. The Hercules Library was included in the budget last year. The County has obligated to fund Hercules in the same manner as the five other West County libraries. The Hercules City Council agreed and the agreement includes the County paying for staffing for open hours and books and the City paying for the facility costs, including janitorial and utilities.

Cain added that it is important to find ways to fund the libraries that come on board without reducing service elsewhere. It is her opinion that we would not be accomplishing much if libraries are being added in one location and service is being reduced elsewhere. The County Library and its various partners will continue to seek creative solutions to increase funding for library operations.

Hercules was the 25th Contra Costa County Library, Juvenile Hall is the 26th and the Virtual Library (<http://www.ccclib.org>) is the 27th Contra Costa County Library.

Cain passed around sign up sheets for the 2007 January/February Day in the District, which is a chance for library supporters to meet with their elected officials in their local district offices. Commissioners will be notified when the dates are confirmed.

Cain mentioned a discussion from a previous Commission meeting where there was concern on the amount of paper being used and the distribution of Commission packets. She clarified that when items are handed out at the meetings, they are added as attachments to the minutes when they are distributed for the next meeting. This seemed to clarify Commissioners concerns and comments were made that the recent agenda packets did not seem to repeat any documentation that was mailed, but this may have happened with the large strategic planning Power Point presentations.

11. BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD REPORT

Commissioner Smith said that the next BALIS Advisory Board meeting will be on November 29, 2006 and the Public Library Foundation (PLF) is on the agenda.

12. OLD BUSINESS

ELECTIONS FOR NEW LIBRARY COMMISSION OFFICERS

Commission Chair, Walter Ruehlig, was presented a certificate from the Commission thanking him for his service as Chair to the County Library Commission from January 27, 2005 through November 16, 2006 (*attachment to the minutes*).

Commission Vice Chair, Wayne Johnson, was presented a certificate from the Commission thanking him for his service as Vice Chair to the County Library Commission from January 27, 2005 through November 16, 2006 (*attachment to the minutes*).

There is one nomination for Commissioner Kathy Fuller (Martinez) for Chair. Commissioners unanimously elected Fuller as the Library Commission Chairperson for 2007.

There is one nomination for Commissioner James Villegas (Oakley) for Vice Chair. Commissioners unanimously elected Villegas as the Library Commission Vice Chairperson for 2007.

REPORT FROM MAYORS' CONFERENCE

Commissioner Smith reported that the Mayors' Conference unanimously decided to support full funding for the Public Library Foundation (PLF).

2006 ANNUAL REPORT AND 2007 WORK PLAN DRAFT REVIEW

County Librarian, Anne Cain, explained that the 2006 Annual Report and Draft Work Plan for 2007 are sent to the County Board of Supervisors. She would like the Library Commission to consider and approve the content of the Draft 2006 Annual Report and Draft Work Plan for 2007.

Commissioners reviewed the draft 2006 Annual Report and approved the content with one addition:

§ Commissioner Villegas asked that item 3., Facilities, include Commissioners toured West and Central County Libraries.

Commissioners' general consensus was to approve the Draft 2006 Annual Report as submitted with the one addition proposed by Commissioner Villegas. Commissioners set a deadline of November 30, 2006 to submit additional items for the and Draft Work Plan for 2007

Commissioners offered suggestions to the wording in the Annual Work Plan.

Commissioner Whitley questioned how the 2007 Work Plan is carried out and if this sets the Library Commission 2007 agenda. If so, Whitley would like to add more efficiency in technology.

Cain suggested, and Commissioners agreed that rewording the Goal 3, Objective 3. Instead of saying expand Internet access; the wording should be specific to support more technology, such as RFID, which will be revisited by the Commission in the future.

Suggestions included the objective as "investigate technology to increase staff efficiency"

Commissioners wanted it clear that increasing efficiency is not to reduce staff, but to increase efficiency in library service.

Commissioner Hoisington said to remove the word "Staff" and maybe add operational efficiency.

Commissioner Fugazzi suggested include in goal 2 Objective 3 to make the community aware, before they start planning new libraries, that they need to understand the funding responsibilities. Consider helping communities understand the physical layout involved in planning new libraries. It is best for communities to be aware and understand what they are getting into when they move forward with new library planning and that it is a joint effort.

Commissioner Whitley mentioned the confusion in the responsibilities may be because of the lack of education on what is meant by an operating arrangement. There seems to be confusion on what the County supports and will not provide.

Commissioners wanted to add to the first objective language concerning funding obligations and responsibly of library operation cost

Commissioner J. Brown suggested the wording that Commissioners approved for this objective to be "for the continuation of working with the communities for new library facilities including enhances operating funding."

13. NEW BUSINESS

CONSIDER 2007 LIBRARY COMMISSION DATES

Commissioners were all in agreement and corrected the 2007 meeting dates to:

- January 25
- March 22
- May 24
- July 26
- September 27
- November 15 (November 22, 2007 is a holiday)

14. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

- § Library Marketing
- § Hercules Library
- § Invite the future District IV Board of Supervisor and present Mayor of Concord, Susan Bonilla, to a future meeting
- § Invite District III Supervisor Piepho to a future meeting to discuss East County library service

15. ADJOURNMENT TO THE FIRST 2007 LIBRARY COMMISSION MEETING

The November 16, 2006 Library Commission Meeting adjourned at 8:20pm.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library