

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

DATE: Thursday, May 19, 2022

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

Chair Michael Fischer called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Alaura	Claire	Library Commissioner	CCC District 3	X		
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	X		
Campbell-Miller	Brian	Library Commissioner	City of Hercules		X	
DeFraga	Matthew	Library Commissioner	City of Martinez			X
Dexter	Jim	Library Commissioner	City of Martinez (Alt)	X		
Dozier	Julia	Library Commissioner	City of Pleasant Hill (Alt)	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		
Garde	Shrikant	Library Commissioner	City of Orinda		X	
Gemmer	Nicole	Library Commissioner	Town of Danville	X		
Hildreth	Susan	Library Commissioner	CCC District 2			X
Hinton	Stacie	Library Commissioner	Central Labor (alternate)		X	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Huh	Dr. John M.	Library Commissioner	City of Antioch	X		
Koops	Barry	Library Commissioner	City of El Cerrito (alternate)			X
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg		X	
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	X		
Mac	Ly	Library Commissioner	City of San Ramon	X		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		X	
Masuda-Nash	Michel	Library Commissioner	City of San Ramon (Alt)			X
Medrano	Antonio	Library Commissioner	City of San Pablo		X	
Molinelli	Jasun	Library Commissioner	City of Walnut Creek		X	
Morgan	Sarah	Library Commissioner	Town of Moraga	X		
Pena-Mendrek	Yolanda	Library Commissioner	City of Oakley	X		
Pursley	George	Library Commissioner	City of Pinole	X		
Robinson	Rich	Library Commissioner	CCCCD		X	
Rosekind	Rachel	Library Commissioner	CCC District 1	X		
Mackey	Lynn	Library Commissioner	Office of Education			X
Sendig	Linda	Library Commissioner	City of Brentwood	X		
Smith	Alan	Library Commissioner	CCC District 4	X		
Smith	Tommy	Library Commissioner	City of Concord	X		
Swernoff	Michael	Library Commissioner	CCC District 2 (Alt)	X		
Thomas	Bryan	Library Commissioner	Central Labor	X		
Walker	Dorothy	Library Commissioner	City of Lafayette (Alternate)	X		
Wilson	Peter	Library Commissioner	CCC District 5	X		

With eighteen commissioners present, a quorum was established.

Total Commission positions:	24
Commission positions filled:	24
Commission positions vacant:	0
Commission quorum:	13

**2. INTRODUCTIONS**

One new commissioner attending this evening: Claire Alaura, Primary Commissioner from District 3.

**3. PUBLIC COMMENT**

None this evening.

**4. ACCEPTANCE OF THE MINUTES**

No changes to the March minutes were suggested. Commissioner Alan B. Smith moved to accept the minutes as presented. Vice Chair Gemmer seconded the motion.

*The motion was approved by consensus of the commission.*

**5. COUNTY LIBRARIAN REPORT –**

- County Librarian Alison McKee began by informing the Commission that in-person story times are slated to return to the branches in June, Covid willing.
- The library has applied to the California State Library for matching funds available to address deferred maintenance in county-owned library facilities. This program requires a 50% match of county funds. We should hear by the end of June whether or not this funding will be granted to us.
- With the end of May approaching, cities that would like to opt in for increased hours must inform the library by the end of the month. The City of Pittsburg, for the first time ever, has elected to increase their open hours from the base 40/week to 52 hours per week!
- The City of Oakley has voted to enter into an agreement to share the cost of demolition of the old sheriff substation for the purpose of building a new library at that location. Once the demolition is complete, the county will turn over the piece of property to the city for their ownership provided they are able to obtain funding for a new library within three years. If they do not obtain funding for a new library in three years the parcel will revert back to county ownership.

The BOS has just published their next meeting agenda and contained therein is an approval for a development agreement with Pacific West to develop a vacant parcel in Baypoint. The development will be mixed use with housing, retail and a new library.

- The BOS gave \$250,000 to each of the foundations in Walnut Creek, Pleasant Hill and Clayton from the Liveable Communities Trust Fund. These funds were controlled by Sup. Mitchoff.

- There are now free covid test kits available for the public in all the branches.

**6. SUNDAY HOURS -**

County Librarian Alison McKee's PowerPoint is attached to these minutes.

**7. ANNUAL DEPARTMENTAL PRIORITIES –**

County Librarian Alison McKee's PowerPoint is attached to these minutes.

**8. RETURN TO IN-PERSON MEETINGS –**

Commission chair, Michael Fischer began by stating that we do not know when, or even if, we will return to in-person meetings in the future. He then gave a brief recap of the covid pandemic and how we ended up where we are now. Emergency exceptions to certain Brown Act rules were put in place to allow the County's business to continue to be done, taking into account the current health crisis the country is dealing with. It is unknown at this time if any of the temporary rule changes might become permanent. The BOS has lifted the requirement for advisory bodies to meet virtually, but has also approved them to continue to meet virtually. The commission will continue to meet virtually for the foreseeable future.

**9. RECONSIDERATION POLICY/PROCESS –**

The presenter for this item was ill so this item was deferred until the next meeting.

**10. WORKING COMMITTEE REPORTS –**

**Vice Chair Nicole Gemmer provided the following update on Library Foundation activities:**

“My first update is that we have added two new members to the organizing committee since March. The first new member is Michael Fisher who is from El Cerrito and is the esteemed chair of this commission. The second new member is Angela Lowrey who is a resident of Oakley. Angela comes to us with 30+ years in public service and currently serves as an elected member of the Ironhorse Sanitary District. Angela has a degree from the London School of Economics and has worked for many years to ensure that public funds are used efficiently and for the maximum public benefit. With Angela's appointment, we have met an important goal of having representation on the committee from all districts in the county.

The second update that I have is that we have secured an agreement with a fiscal sponsor. A fiscal sponsor is a nonprofit organization that already has tax exempt status. By coming under the umbrella of the fiscal sponsor, we are able to have people make tax-deductible contributions to the foundation through the fiscal sponsor and not wait until tax exempt status is received. It will also give us the legal standing and financial controls to accept money from entities such as the county. It also allows the newly established foundation to achieve administrative efficiency by using the back office economies of scale of the fiscal sponsor. Given the mission and values we envision for the foundation, we were looking for a fiscal sponsor who was focused on Contra Costa County, knew our community and the nuances of our large county. We also wanted an organization that strongly aligned with our mission as we knew that would be critical in ensuring we met our goal of providing support to the library system. We also wanted an organization that had the capacity and organizational expertise necessary to set the foundation up for success in the long term. To meet these goals, we embarked on a rigorous process of research and

engagement to find the right partner. We exchanged information and met in person (sometimes numerous times) with 9 different potential partners before finally executing an agreement with Ed Fund West in April. Ed Fund West is a nonprofit public benefit corporation that is headquartered in Richmond, CA. Its mission recognizes that when communities work together to eliminate inequities, our youth will thrive. Ed Fund West mobilizes resources for our students and aligns the efforts of our partners to ensure that all students succeed in college, career, and life.

Lastly, we are continuing to work with Alison and the county to obtain access to the Measure X funds that were allocated for the library foundation in February. We are in the early stages of figuring out our relationship with the county and given the fact that we are receiving public dollars to help start the foundation, it has been determined that there will need to be additional public meetings to discuss how the funds will be spent and the terms of the agreement between the county and EFW related to the Measure X funds. This discussion is currently slated to take place on June 13 at 10:30am during a county Internal Operations Committee meeting. This meeting is open to the public, and I would love to have you all attend, provide comments related to the discussion, and support the library foundation's effort to obtain start up funds and begin the effort to add additional funding streams to the library budget. It is expected that after this public meeting, there will be a consent item to transfer the funds to the fiscal sponsor, Ed Fund West, voted on by the Board of Supervisors. I will continue to provide updates regarding the status of the foundation as we move forward. Please let me know if there are any questions"

**11. THANK YOU LETTER TO BOS –**

The thank you letter intended for the BOS for their approval of Measure X funds for the library was part of the packet for this meeting. After a brief discussion of the language, Commissioner Feree made a motion to submit the letter as written. Commissioner Mendrek seconded the motion.

*This item was approved by unanimous vote of the commission.*

**12. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –**

**13. AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –**

No new topics were suggested this evening.

**14. ADJOURNMENT TO THE July 21, 2022 LIBRARY COMMISSION MEETING.**

The meeting was adjourned at 9:05 p.m.



# Sunday Open Hours

Contra Costa County Library



1

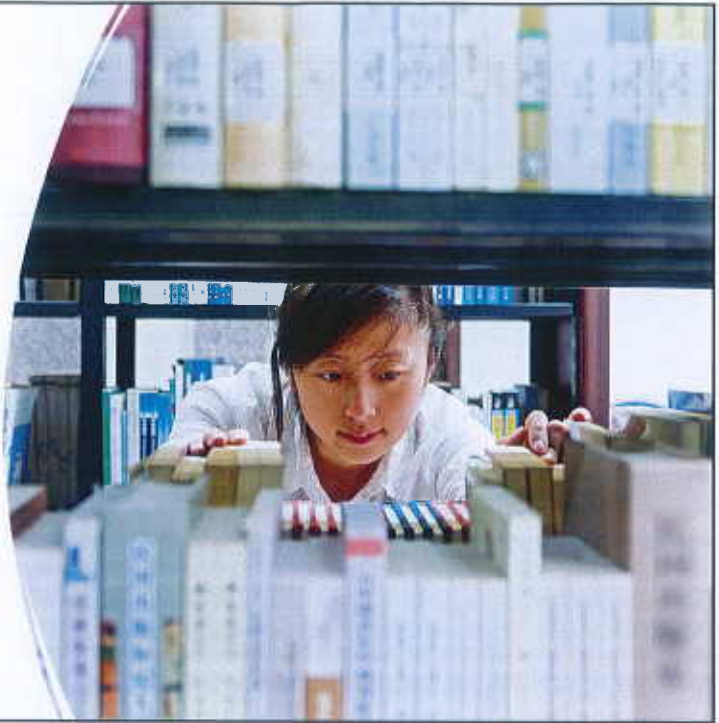
## Sunday Branches as of FY 19-20

- Clayton
- Concord
- Danville
- El Cerrito
- Lafayette
- Moraga
- Orinda
- San Pablo
- San Ramon

2

## Sunday Staffing

Staff volunteered to work shifts



3

## Funding for Sunday Hours

- City funded
- Cities not charged full cost



4

## COVID-19 and Sunday Open Hours

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- Budget cuts
- 33% of PI positions were eliminated
- All Sunday hours eliminated



5

## Predicament of the Old Sunday Model

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- Pay to Play
- Uneven geographic distribution
- Difficult to staff



6

## Aspirations for the Future of Sunday Hours

- Not a 'Pay to Play' system
- Even geographic distribution
- Stable and sufficient staffing





# 2022 Library Department Priorities



1

## Strategic Planning

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Staff Engagement survey results

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OB patron survey results

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Benchmarks and baselines

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Expanded Access

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Early Literacy Outreach services

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Countywide Library Foundation

2

## Staffing

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- Onboarding the new LSMs
- Filling vacancies (especially librarians)



3

## Budget and Finance

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- 2022/2023 budget
- DocuSign
- Streamlining processes



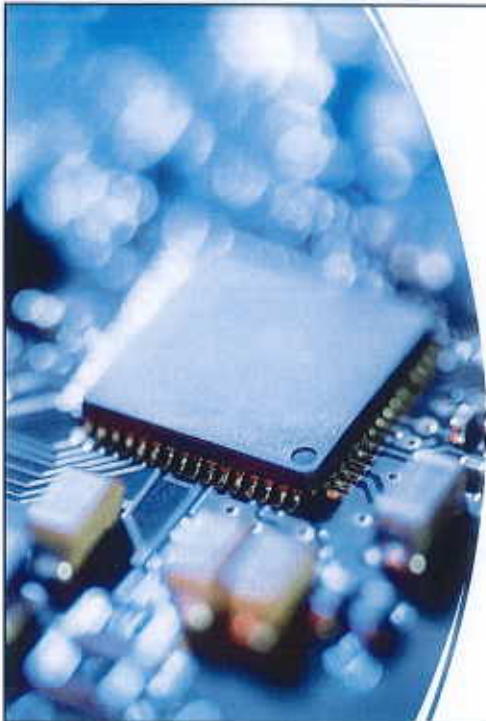
4



## Facilities

- Pleasant Hill Library
- State Library Infrastructure Grant Program
- Bay Point Library

5



## IT

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- CENIC
- Network Upgrade
- Category 2 e-rate eligibility
- State Library grant for broadband equipment
- New Staffnet

6

## Programs

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- Creating a programming framework
- Restarting in-person programs



7

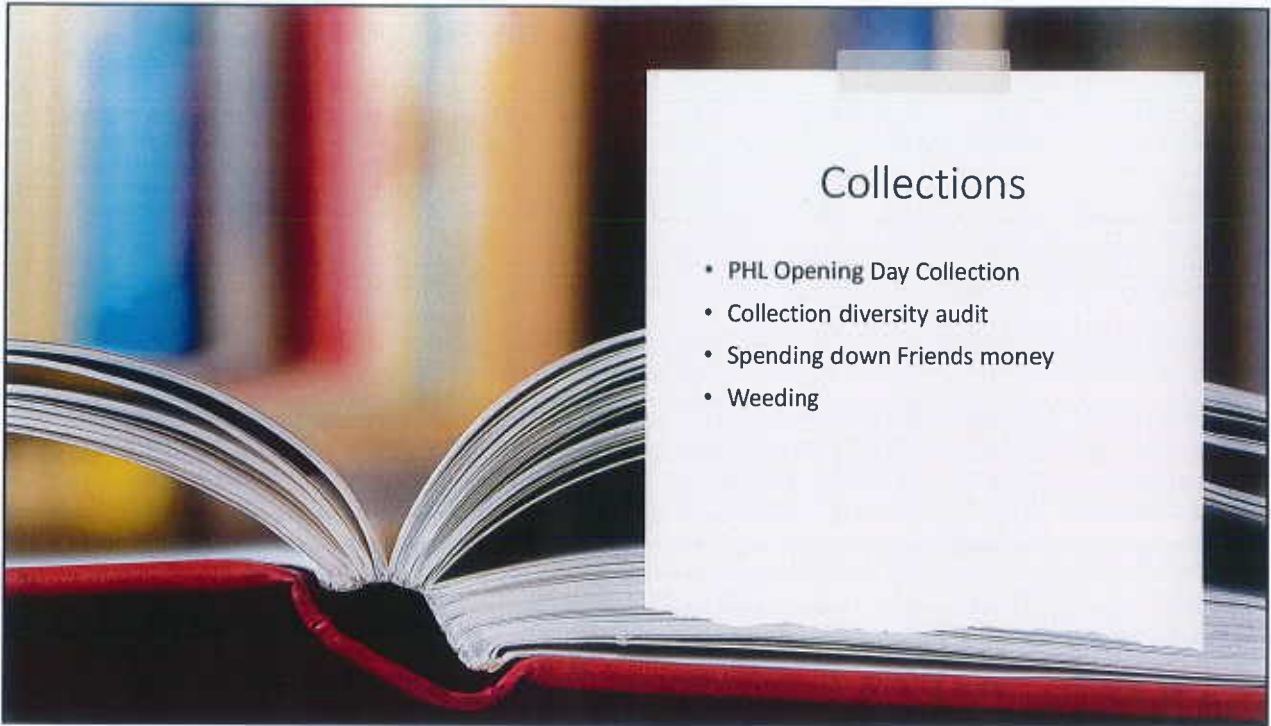
## Training

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- All Staff Day
- Racial Equity Training
- Librarian training for those without MLIS
- Career pathway for aides



8



## Collections

- PHL Opening Day Collection
- Collection diversity audit
- Spending down Friends money
- Weeding

9



## Racial Equity Work

- Collection diversity audit
- C4LC work
- EDI work
- Staff training
- Friends, Foundation and Commission Forum

10

## Marketing and Communications

- Effective marketing campaign
- Monthly update all staff email

