



MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, March 16, 2023
TIME: **7:00 p.m. LIBRARY COMMISSION MEETING**
LOCATION: **The Meeting will be held at the County Administration Building, 1025 Escobar Street in Martinez (Room 110A) and virtually via Zoom.**

LINK TO JOIN VIA ZOOM: **LINK:**
<https://us06web.zoom.us/j/85182240999?pwd=N1RqRGhvOEIKamE5c1cyUng2QmNCQT09>

HOW TO JOIN VIA CALL-IN: **Meeting passcode is 663627 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 851 8224 0999**

- Electronic agenda packet viewing is available at: <https://ccclib.org/commission/>
- Hard copy agenda packets are available for viewing at each Contra Costa County Library
- The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 72 hours before the meeting, at (925) 608-7730. After 72 hours prior, accommodations will be on a best-efforts basis.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please **call Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, March 15, 2023 if you will NOT be at the meeting.** A quorum must be established in-person before a meeting can be held. A record is maintained of Commissioner's attendance.

1. **7:00 p.m.**
(5 mins.) **CALL THE MEETING TO ORDER / ROLL CALL**
The Library Commission Chair will call the meeting to order. Walter will do a roll call to determine a quorum of attendees.
2. **7:05 p.m.**
(5 mins.) **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
3. **7:10 p.m.**
(5 mins.) **PUBLIC COMMENT –**
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may text your comments/questions to 925-723-2873 prior to the meeting. Public comment on agenda items can also be e-mailed to the Library Commission at walter.beveridge@library.cccounty.us *to be received one day prior to the Library Commission meeting.*

4. **7:15 p.m.**
Action
(5 mins.) **ACCEPTANCE OF MINUTES – *attachment 1***
Commissioners will approve or amend the minutes from the January 2023 meeting.
5. **7:20 p.m.**
Information
(10 mins.) **COUNTY LIBRARIAN REPORT - *attachment 2***
County Librarian Alison McKee will submit a written report on items of interest to Commissioners.
6. **7:30 p.m.**
Information
(5 mins.) **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

PRESENTATIONS

7. **7:35 p.m.**
PRESENTATION
(15 mins.) **BROWN ACT UPDATE – *attachment 3***
Commission Chair Michael Fischer and County Librarian Alison McKee will update commissioners on changes to the Brown Act to allow for hybrid meetings and other changes going forward.
8. **7:50 p.m.**
PRESENTATION
(35 mins.) **CITY EXTRA HOURS: ANNUAL HISTORY AND TIMELINE –**
County Librarian Alison McKee will give a brief history of branch open hours and timelines for the decision making process.

CONTINUED BUSINESS

9. **8:25 p.m.**
ACTION
(15 mins.) **WORKING COMMITTEE REPORTS –**
 - A. Commissioner Dozier will report to the Commission on legislative matters. **(5 minutes)**
 - B. Vice Chair Gemmer will update the commissioners on the current status of the Library Foundation Advisory Group. **(5 minutes)**
 - C. Review of the 2022 annual report/work plan process and forward planning **(5 minutes)**

OTHER BUSINESS

10. **8:40 P.M.**
ACTION
(10 mins.) **COMMISSIONER WORK PLAN REPORTING OUT -**
Commissioners will use this time to report on activities they've completed that relate to the work plan objectives submitted to the BOS in the Annual Report.
11. **8:50 P.M.**
Information
(5 mins.) **CORRESPONDENCE - *attachment 4***
Commissioners will review commission correspondence
12. **8:55 P.M.**
Information
(5 Mins.) **COMMISSIONER ANNOUNCEMENTS –**
Commissioners can use this time to share upcoming events, book sales and any other library-related information.

- 13. 9:00 P.M. ADJOURNMENT to the May 18, 2023 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

- 1. LC Meeting, May 18, 2023**
- 2. LC Meeting, July 20, 2023**
- 3. LC Meeting, September 21, 2023**
- 4. LC Meeting, November 16, 2023**

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, March 16, 2023

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the January 19, 2023 meeting.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, January 19, 2023

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	
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	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	
Louie	Clifton	Library Commissioner	CCC District 3 (Alt)	x		
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	x		
VACANT		Library Commissioner	City of San Ramon			
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		x	
Marcotte	Jo Ellen	Library Commissioner	City of Hercules	x		
Masuda-Nash	Michel	Library Commissioner	City of San Ramon (Alt)			x
Means	Richard	Library Commissioner	City of Pleasant Hill (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
Sanguedolce	Robert	Library Commissioner	Town of Danville (Alt)	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	
VACANT		Library Commissioner	CCC District 1 (Alt)			

With eighteen commissioners present, a quorum was established.

Total Commission positions:	24
Commission positions filled:	23
Commission positions vacant:	1
Commission quorum:	13

2. INTRODUCTIONS

Chair Michael Fischer announced the commissioners excused from this evening's meeting. There were no new or retiring commissioners this evening.

3. PUBLIC COMMENT

No one from the public came forward to speak.

4. ACCEPTANCE OF THE MINUTES

No edits/corrections were proposed when asked. Commissioner Medrano made a motion to accept the minutes as submitted. Commissioner Ferree Seconded the motion.

The motion was approved by commission vote, fifteen Aye votes, three abstentions and zero No votes.

5. COUNTY LIBRARIAN REPORT –

County Librarian Alison McKee shared the following highlights from her printed report:

- The Library is contracting with data analytics firm OrangeBoy to work with staff to public a strategic plan progress report, revise the current strategic plan, and create a marketing plan. The progress report will be completed by the end of March and will be included in the annual letters provided to each city. The updated strategic and marketing plans will be completed by the end of 2023. Library staff will seek feedback from the Library Commission on both the updated strategic plan and the marketing plan.
- Library's eAudiobooks are featured on the backs of County Connection, WestCat and TriDelta buses through the end of February. The same promotion appeared on the large digital billboard on Highway 4 East at Somersville Road through January 15th.
- The County Planning Commission approved the Orbisonia Heights project (which includes a new library) on December 14th, 2022. The next step will include the developers finding funding for the full project and the beginning of work on the building plans.
- On January 17, 2023 the Board of Supervisors adopted its new two-year legislative platforms. Attached are the items specifically related to libraries. These items were developed with input from the Legislative Working Group of the Library Commission.

6. AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –

Chair Fischer explained that this new standing agenda item will be where the commissioners can be involved in setting the agenda for these meetings. The following topics were either mentioned this evening or at prior meetings:

- Sunday Hours – Comm. Rosekind (mentioned previously)
- Wellness (Children’s) – Comm. Hoisington
- Library Fund Allocation Amongst Branches / Process – Comm. Dozier
- Commission Aiding Library Admin. – Comm. Dozier
- Friends/Foundation Group Restart – Comm. Dexter

7. PANDEMIC RECOVERY – HOW ARE WE DOING? –

County Librarian McKee’s PowerPoint presentation will be appended to the minutes.

8.A. LEGISLATIVE UPDATE –

Comm. Dozier updated the Commission on the following legislative items:

Governor Gavin Newsom released his January 2023-24 State Budget proposal in a press conference in Sacramento. The Governor’s Budget does not propose cuts or deferrals to the historic, major appropriations that public library programs received in the 2021-22 and 2022-23 state budgets, including \$439 million (Budget year 2021-22) and \$50 million (Budget year 2022-23) for library infrastructure projects. The Governor does propose suspending the \$100 million that he and the legislature intended for public library infrastructure projects this Budget year, if the state’s fiscal picture would have allowed. Instead, the Governor suggests that the \$100 million for library infrastructure money intended for 2023-24 be delayed until 2024-25 at which time \$33 million could be made available, then \$33 million in year 2025-26, and \$33 million in year 2026-27. Again, this is just a proposal from the Governor, and it will be subject to extensive discussions with the legislature over the course of the next 5-6 months as the state Budget is developed. Also, notable is that the Governor has chosen to protect funding for popular programs such as Lunch at the Library, the Dolly Parton’s Statewide Imagination Library, and online public library subscriptions for job training and workforce development programs. The Governor will release a May Revision of his January Budget in mid-May, which will serve as an updated analysis of the state’s fiscal picture after the April tax receipts are in hand. The legislature is required to send the Governor a Budget bill by the Constitutional deadline of June 15th.

8.B. LIBRARY FOUNDATION UPDATE –

Vice-Chair Gemmer shared the following with the Commissioners:

The Library Foundation of Contra Costa Organizing Committee is a community effort to establish a countywide library foundation as a 501(c)(3) non-profit organization.

As of yesterday, January 18th, Foundation bylaws and a conflict of interest policy were adopted and a five member board of directors was elected. The first board meeting is expected to be held in February.

Work on the application for federal tax-exempt status and designation as a 501c3 organization continues to progress.

Work is also underway to hone the mission and goals of the Library Foundation of Contra Costa and build multiple communication avenues, including a foundation website. This will allow easier access to more expanded information about the foundation and its objectives.

8.C. 2022 ANNUAL REPORT UPDATE –

Chair Fischer had asked that the current work plan be attached to this agenda. He referenced it and commented that there would be a new standing agenda item (Item 9 for this meeting) where commissioners will be able to report out any activities that they have participated in which are part of that work plan. This will be a standing item going forward and a place where the items can be collected and used when compiling the report.

Chair Fischer also once again asked for volunteers to work on this year's annual report and work plan.

9. COMMISSIONER'S WORK PLAN REPORTING OUT –

Comm. Dexter: Has begun researching what needs to happen to reconstitute the Friends Council. He has been reaching out to the various friends groups to gauge interest.

Comm. Hoisington: Mary Ann wanted to emphasize that the sharing amongst each other was important as a tool to communicate throughout the various organizations. This is the main way information makes its way from one group to another. Chair Fischer re-emphasized that the sharing out or work plan successes is in addition to the regular sharing portion of the meeting (Item 11 on this evening's agenda) and would remain as part of the agenda also.

10. CORRESPONDENCE –

No commission-related correspondence was received or shared for this meeting, so nothing to report here.

11. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –

Comm. DeFraga: The Martinez Friends will be having a book sale on February 11th. Also, Martinez is looking into ways to increase their open hours in the next fiscal year.

Comm. Morgan: Emily Ferne, the new Teen Librarian in Moraga, is doing great work and seems to be a terrific fit.

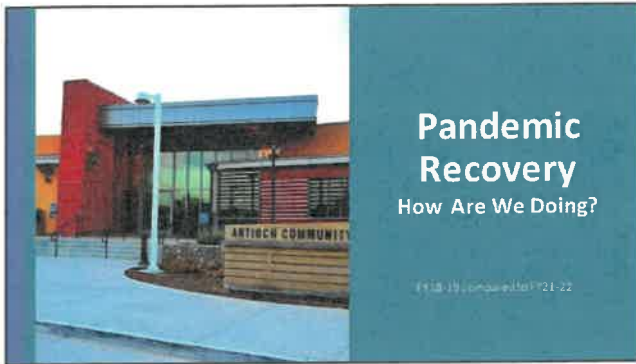
Comm. Dexter: The Martinez Book Sale features a \$5 Book Bag special that contains an assortment of books for \$5. It's a way to really move some books out the door for any Friend's groups who may not have tried this before.

Comm. Hoisington: Two upcoming WOW programs to mention are Feb 8th at 2pm (in-person): Sargent and Spain at the Legion of Honor. Also, March 8th at 2pm (in-person): Goddess by the Asian Art Museum.

Comm. Ferree: Shared that Clayton's Friends had done the \$5 book bag sale idea previously and seconded the idea that it was very effective. She also mentioned the Clayton Foundation was getting active after a long period of inactivity.

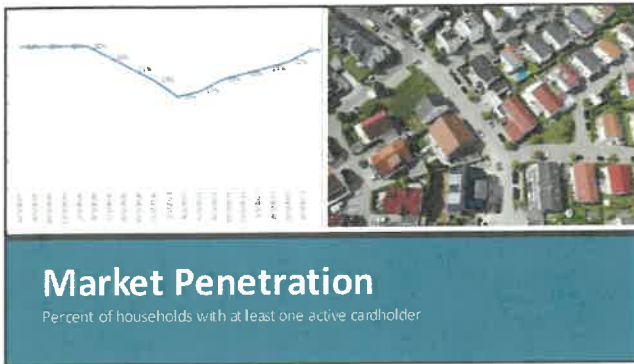
12. ADJOURNMENT TO THE March 23, 2023 LIBRARY COMMISSION MEETING.

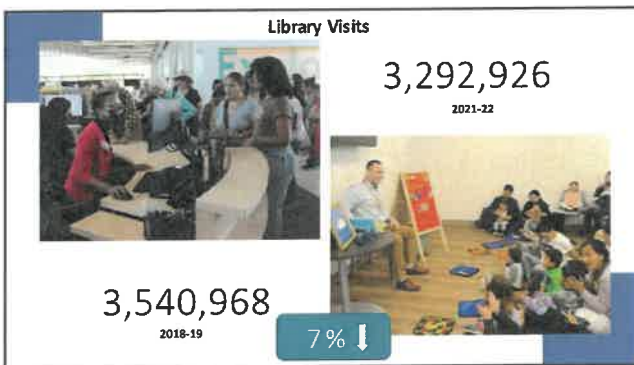
The meeting was adjourned at 8:40 p.m.

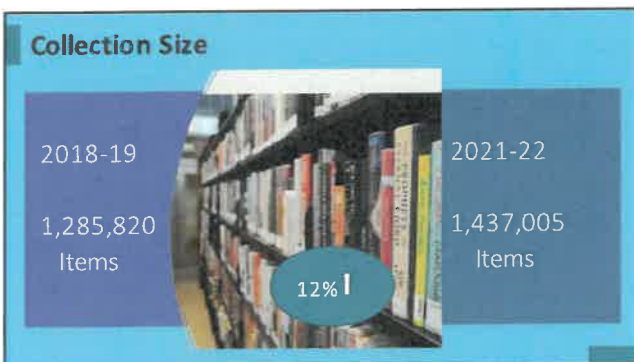


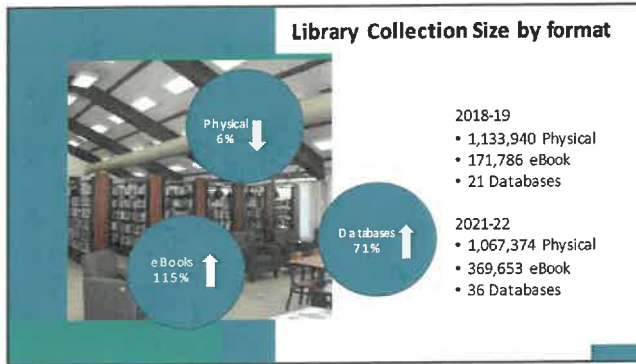


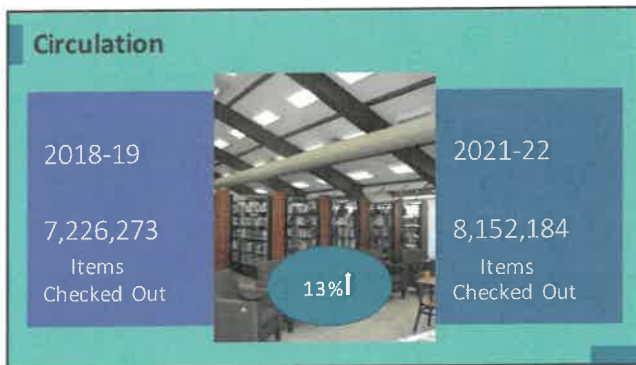


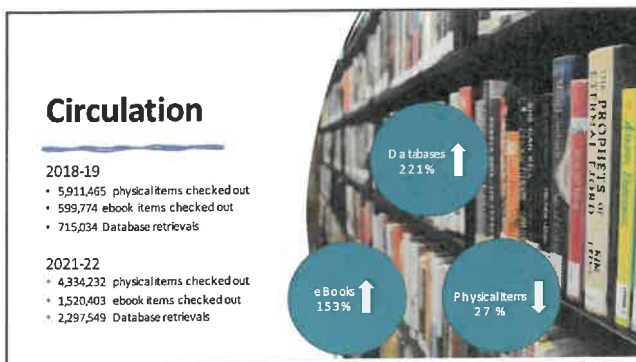


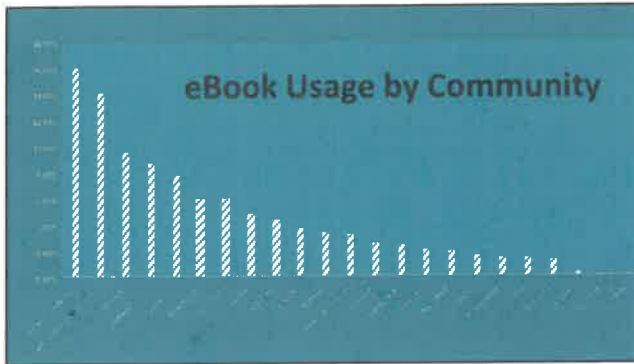


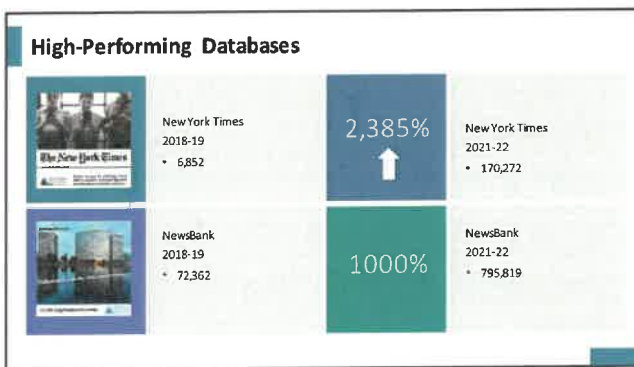


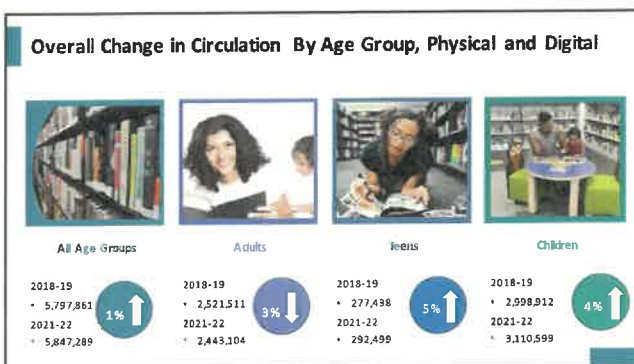












Change in Circulation by Age Group and Materials Type

 <p>Physical Collection 2018-19</p> <ul style="list-style-type: none"> • 2,062,016 Adult • 2,939,017 Children • 233,427 Teen 	 <p>Digital Collection 2018-19</p> <ul style="list-style-type: none"> • 459,495 Adult • 59,895 Children • 44,011 Teen
 <p>Physical Collection 2021-22</p> <ul style="list-style-type: none"> • 1,355,149 Adult -3.4% • 2,813,076 Children -4% • 166,007 Teen -2.9% 	 <p>Digital Collection 2021-22</p> <ul style="list-style-type: none"> • 1,087,955 Adult 1.37% • 297,523 Children 3.97% • 126,492 Teen 1.87%

Library Commission*



- 2018-19
- 21 Commissioners
 - 8 Alternates
 - 3 Vacancies
- 2021-22
- 24 Commissioners
 - 11 Alternates
 - 0 Vacancies

*Membership as of last meeting of the FY

Most Popular Book 2018-19

 <p>Early Reader</p> <p>The Thank You Book By Mo Willems</p>	 <p>Middle Reader</p> <p>Harry Potter and the Sorcerer's Stone By J.K. Rowling</p>	 <p>Teen Reader</p> <p>Turtles All the Way Down By John Green</p>	 <p>Adult Reader</p> <p>Educated By Tara Westover</p>
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Most Popular Book 2021-22



Early Reader

The Thank You Book
By Mo Willems



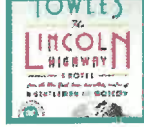
Middle Reader

Diary of a Wimpy Kid: The
Deep End
By Jeff Kinney



Teen Reader

Shadow & Bone
By Leigh Bardugo



Adult Reader

The Lincoln Highway
By Amor Towles

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, March 16, 2023

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

None required

County Librarian's Report to the Library Commission
Thursday, March 16, 2023

FY23-24 BUDGET

On Feb. 6th, the Library Department's draft budget of \$41,375,399 was submitted on time and balanced. Kudos and many thanks to Linda Martinez and Gail McPartland for the incredible amount of work they put into this huge effort. Budget hearings with the Board of Supervisors will be on April 24th and 25th and the Library Department has been chosen to do a presentation.

STRATEGIC PLAN PROGRESS REPORT

The Library is doing final edits and reviews of the strategic plan progress report. We are still on target to have this completed by March 31st in time to be included in the annual letters to our city partners. Once it is completed, we will begin work on revising the Strategic Plan and creating a Marketing Plan. Both of those will be completed by the end of 2023.

COUNTY SUPERVISOR KEN CARLSON

District 4's newly elected Supervisor requested and received a tour of the Ygnacio Valley Library on January 18th. Supervisor Carlson was impressed with the afterschool crowd and all the programs available to them. He shared with library staff that he is an avid reader of history and regularly uses his CCC Library card.

NEW BAY POINT LIBRARY

The architectural firm Noll and Tam has been contracted with to do the buildout of the new Library. Their contract is being finalized now. The first order of business will be to have them conduct community engagement sessions to get input from community members on how they would like to use the library so their buildout can reflect the community and their needs. It is expected that these sessions will occur before summer. Included in our annual draft budget submission was a request for \$17,144,750 of county capital projects funds for the buildout of the new library. Additionally, the Library will applying for \$1.5 million of federal Community Project Funding from Senators Padilla and Feinstein and Representative Garamendi.

MORAGA LIBRARY REFRESH

The Moraga Library will be getting a refresh this Spring that will include a new, relocated service desk, updated furniture and seating in the main section of the library, new carpet and some reconfigured shelving. The town is funding the new carpeting and the Friends of the Library and other private donations are funding the rest of the work. We anticipate the work will begin in early May and take 8 weeks to complete. The library will be closed during the work.

ANNUAL CITY LETTERS

Each year by March 31st, the Library provides a cost estimate for extra hours for the next fiscal year to each of our city partners. Extra hour options are for 6, 12, or 16 hours per week. If a City is going to change the number of extra hours they are funding, they must inform the Library by May 31st. Current extra hours are:

City	Branch Name	FY22-23
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		County Base	City Extra
Antioch	Antioch	40	0
Antioch	Prewett*	35	n/a
Brentwood	Brentwood	40	12
Clayton	Clayton	40	0
Concord	Concord	40	12
Danville	Danville	40	16
El Cerrito	El Cerrito**	40	6
Hercules	Hercules	40	6
Lafayette	Lafayette	40	16
Martinez	Martinez	40	0
Moraga	Moraga	40	0
Oakley	Oakley***	40	n/a
Orinda	Orinda	40	16
Pinole	Pinole	40	0
Pittsburg	Pittsburg	40	12
Pleasant Hill	Pleasant Hill	40	12
San Pablo	San Pablo	40	12
San Ramon	Dougherty Station	40	6
San Ramon	San Ramon	40	16
Walnut Creek	Walnut Creek	40	12
Walnut Creek	Ygnacio Valley	40	12
n/a	Bay Point*	35.5	n/a
n/a	Crockett*	18	6
n/a	EL Sobrante	40	n/a
n/a	Kensington	40	n/a
n/a	Rodeo*	18	5
TOTAL		986.5	177
TOTAL OPEN HOURS		1163.5	

*outlets, not full-service libraries

**not eligible to fund more than 6 extra hours due to size limitations of facility

***not eligible to fund extra hours due to size limitations of facility

EARLY LITERACY OUTREACH VAN

The all electric Ford eTransit Early Literacy Outreach Van has arrived! It is currently in the shop getting customized with a lift gate and interior features to hold outreach materials and books. We are still on track to launch it this summer.

ORIN ALLEN YOUTH REHABILITATION FACILITY (OAYRF)

On Friday February 3rd, the OAYRF and the Library at the OAYRF officially closed. At the Tuesday February 28th Board of Supervisors meeting, a proclamation from the Board of Supervisors along with a plaque from the Library was presented to the Dean & Margaret Lesher Foundation, thanking them for their 15 years of support to the OAYRF Library. Alison McKee, Lynne Noone and Rachel Forbes along with Susan Haley, a representative from the Dean & Margaret Lesher Foundation, were in attendance.

MARKETING INITIATIVES

Online Campaign

The Library has contracted with Comcast to create an online ad campaign that will promote digital and technology resources available with a library card. The campaign is expected to launch on March 20th and includes 30-second ads in English and Spanish, as well as 15-second ads at the beginning and end of commercial breaks in English and Spanish. Social media versions for Facebook, Twitter, Instagram and YouTube will also be provided. The ads will mainly target east and west county and will air on multiple platforms: cable, video on demand, streaming apps, websites, and 35 channels. It is estimated that the ads will receive at least 1.8 million views over the course of the campaign.

eAudiobooks

The Library's eAudiobooks were featured on the large digital billboard on Highway 4 East at Somersville Road from Dec 19 - Jan 15. According to the vendor, the ad played on the screen 24,836 times and was seen by 1,005,516 people.

CELEBRATE DIVERSITY

The Library now has a webpage dedicated to our Equity Diversity and Inclusion (EDI) efforts. The page was created and is maintained by the Library's EDI Committee: <https://ccclib.org/diversity/> It features events, booklists, blog entries and other library resources with an EDI focus.

STATE LIBRARY INFRASTRUCTURE GRANT PROGRAM

The State Library has announced that the next round of Building Forward infrastructure grant applications will open in the first quarter of 2023. These funds are restricted to capital projects addressing critical maintenance needs, improving energy efficiency and sustainability, and expanding access digitally and physically. Since the last Commission meeting, we have learned that funding applications for new builds will be allowed, therefore we will be only submitting a grant application for the buildout of the new Bay Point Library.

We thank the many Friends, Foundations and other donors for their generous gifts to the Library.

**Donations Received from Friends and
Foundations January & February 2023**

Date	Library	Donor	Description	Amount
1/31/2023	Clayton	Clayton Community Library Foundation	materials	\$10,000.00
2/15/2023	Concord	Concord Friends	materials	\$2,000.00
1/27/2023	Walnut Creek	Friends of the Walnut Creek Library	Rossmoor Lockers	\$21,721.87
			Total	\$33,721.87

Respectfully submitted by Alison McKee, County Librarian

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: **Thursday, March 16, 2023**

AGENDA ITEM #: **7.**

ITEM: **BROWN ACT UPDATE**

RECOMMENDED ACTION:

None required

Contra Costa County
Clerk of the Board



DATE: February 23, 2023

TO: Staff to Advisory Bodies

FROM: Jami Morritt, Chief Assistant Clerk of the Board *Jami Morritt*
Lauren Hull, Senior Management Analyst *Lauren Hull*

SUBJECT: **PUBLIC MEETING REQUIREMENTS OF COUNTY LEGISLATIVE BODIES
EFFECTIVE MARCH 1, 2023**

Effective March 1, 2023, all County legislative bodies, including advisory boards, commissions and committees, must return to in-person, public meetings consistent with the termination of the statewide COVID-19 state of emergency. In addition, the Board of Supervisors has adopted a policy of continuing “hybrid” meetings of County legislative bodies going forward. This memorandum provides guidance for advisory body staff to assist in complying with public meeting requirements and Board policy on “hybrid” meetings as of that date. This memorandum also explains that more than one physical location may be used to hold a hybrid public meeting.

New Brown Act Teleconferencing Options for Legislative Body Members (AB 2449)

Effective March 1, 2023, legislative body members may attend public meetings remotely in limited circumstances, including for “just cause” and “emergency circumstances” pursuant to AB 2449. County staff providing support to legislative bodies must review and be prepared to assist legislative body members in navigating the new statutory requirements. Similarly, County staff serving on legislative bodies must be prepared to comply with these requirements.

It is important to note that the AB 2449 teleconferencing rules complement the traditional Brown Act teleconferencing rules that existed prior to the pandemic. County Counsel has provided comprehensive guidance on complying with both the AB 2449 and traditional Brown Act teleconferencing rules. A chart outlining the rules for both is included as **Attachment A**.

Continuation of Hybrid Format

The Board of Supervisors has directed that public meetings of County legislative bodies shall continue to use a “hybrid” meeting format following conclusion of the COVID-19 state of emergency to maximize the opportunity for public participation and transparency. The requirement will continue to allow interested parties to have the opportunity to attend and participate in public meetings in-person or remotely.

County legislative bodies have done an excellent job in providing access to remote public meetings but will need to continue providing that same access along with officiating traditional, in person public meetings going forward. This requires access to physical meeting spaces that can accommodate public attendees and have sufficient technological means to facilitate a “hybrid” meeting platform, such as Zoom.

The Clerk of the Board has assembled a listing of physical meeting locations for legislative bodies and confirmed the availability of technology infrastructure at each location. To ensure compliance with Board policy, a few legislative bodies will be required to meet at a different physical location going forward. This primarily impacts those legislative bodies meeting in the Martinez area, which will now be required to meet at the County Administration Building at 1025 Escobar Street. A detailed list of legislative bodies, with physical meeting locations is provided in **Attachment B**.

Technology & Staff Support Available

Even though we have grown accustomed to remote meeting formats over the course of the pandemic, officiating both in-person and remote meetings concurrently brings an additional level of complexity. The Clerk of the Board has recently hired technology staff in anticipation of the expiration of the state of emergency to provide technical support. Departments providing staff support to legislative bodies who may require consultation on technology issues or need remote meeting credentials (such as a Zoom account or VPN access) may contact the Clerk of the Board for assistance at (925) 655-2000.

Clerk of the Board staff can also assist with meeting best practices such as limiting the chat feature to keep staff focused on telephonic and in-person public participation during the meeting and scripts to use while calling for public comment to assist participants with navigating the “mute” features of Zoom, etc.

Scheduling Hybrid Ready Spaces

The Clerk of the Board has identified meeting spaces throughout the County for use to conduct “hybrid” public meetings. Note that this is not an exhaustive list, but a tool to assist you and your staff to identify immediately available locations. If you require space to hold a public meeting outside of the regular business of a County legislative body or need to temporarily relocate a legislative body meeting, please reach out to the contact identified at the desired meeting location on **Attachment C**. The contact can assist with scheduling and discussion about the “hybrid” meeting technology unique to that location.

Multiple Meeting Locations

More than one physical location may be used to hold a hybrid public meeting. If more than one physical location is used, each meeting location must be shown on the agenda for the meeting, and each meeting location must be open and accessible to the public. Members of the public must have the opportunity to give in-person public comment at each meeting location, in addition to having the opportunity to provide public comment remotely, e.g., via Zoom. If more than one physical location is used, a quorum of the members of the legislative body must participate from locations within the legislative body’s jurisdictional boundaries.

Example – Multiple Meeting Locations for a Seven-Member Commission: If three members of a seven-member Countywide advisory commission participate from a physical location in West County, two members participate from a physical location in Central County, and two members participate from a physical location in East County, then all three locations would be listed on the agenda and the public would be allowed to attend the meeting in person at each location. There would be a quorum because all members would be participating at locations within Contra Costa County. For two-person Board committees, each Supervisor may participate from their District office. Each District office would be listed on the agenda and the public would be allowed to attend the meeting in person at each District office.

Please note, however, that if more than one physical location is used to hold a hybrid public meeting, then legislative body members may not attend public meetings remotely for “just cause” or “emergency circumstances” reasons pursuant to AB 2449. This is because the AB 2449 options may only be used when a quorum of the legislative body meets in a single, physical location. (See **Attachment A**)

New Language for the Header Section of Your Agenda

Beginning March 1, there is new language for advisory body staff to use on the top of the agendas. Please also note that the Zoom meetings should **not** include a password. See **Attachment D** for the new agenda language.

Thank you.

Attachment A – AB 2449 Compliance Chart

Attachment B – Legislative Body Meeting Locations, effective March 1, 2023

Attachment C – Compendium of Hybrid Ready Meeting Locations with Scheduling Contacts, effective March 1, 2023

Attachment D – Advisory Body agenda language, effective March 1, 2023

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
Applicable Timeframe	▪ Available anytime.	▪ Available between <u>January 1, 2023</u> and <u>January 1, 2026</u> .
Who May Appear Remotely and Quorum Requirements	▪ Individual board members, if at least a quorum of the members of the body participate from locations within the jurisdictional boundaries of the body.	▪ Individual board members if: <ol style="list-style-type: none"> (1) a quorum of the members of the body participates in person; and (2) the quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated within the agency's jurisdiction.
Bases for Remote Appearance	▪ Applies when a board member is unable to attend in person.	<p>▪ A member may appear remotely for "Just Cause" or "Emergency Circumstances":</p> <p>► "Just cause" is any of the following:</p> <ol style="list-style-type: none"> (1) A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; (2) A contagious illness that prevents a member from attending in person; (3) A need related to a physical or mental disability that is not otherwise accommodated for; or (4) Travel while on official business of the body or another state or local agency. <p>► "Emergency circumstances" is a physical or family medical emergency that prevents a member from attending in person.</p>
Notification and Approval Requirements	▪ No additional requirements.	<p>▪ To attend remotely for:</p> <p>► "Just Cause"</p> <p>▪ The member must notify the body at the earliest possible opportunity, including at the start of a regular meeting, of the need to participate remotely.</p> <p>▪ The member must provide a general description of the circumstances necessitating the remote appearance.</p>

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
		<ul style="list-style-type: none"> ▪ The body need not take action in response. <ul style="list-style-type: none"> ► “Emergency Circumstances” ▪ The member’s request to appear remotely must include a general description of the need to appear remotely, which need not exceed 20 words, and need not include any personal medical information. ▪ The member must make the request to participate remotely as soon as possible and must make a separate request for each meeting. ▪ The body must take action on the request at a public meeting. ▪ If there is insufficient time to include the item on a posted agenda, the body may take action at the beginning of the meeting. ▪ Approval must be by majority vote.
Agenda and Public Access and Comment Requirements	<ul style="list-style-type: none"> ▪ The teleconference location must be open to the public. ▪ The agenda must be posted at all meeting locations, including the teleconference location. ▪ The agenda must identify all meeting locations, including the teleconference location. ▪ The agenda must provide for public comment at all meeting locations, including the teleconference location. 	<ul style="list-style-type: none"> ▪ Must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment. ▪ The agenda must include an opportunity for all persons to attend and address the body via a call-in option, an internet-based service option, and at the in-person location. ▪ The law does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location. ▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time.

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
		<ul style="list-style-type: none"> ▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting.
Voting Requirements	<ul style="list-style-type: none"> ▪ Members must vote by rollcall. 	<ul style="list-style-type: none"> ▪ Members must vote by rollcall.
Technological Requirements		<ul style="list-style-type: none"> ▪ The public must be able to remotely hear and visually observe the meeting, and remotely address the body. Thus, the body must provide either: <ol style="list-style-type: none"> (1) a two-way audiovisual platform; or (2) a two-way telephonic service and a live webcasting of the meeting.
Other Requirements		<ul style="list-style-type: none"> ▪ If a member participates remotely, the member must also: <ol style="list-style-type: none"> (1) Publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are in the room at the remote location with the member and the general nature of the member's relationship with such individuals; and (2) Participate through both audio and visual technology. ▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency's control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
		<ul style="list-style-type: none"> ▪ The body must have and implement a procedure for receiving and quickly resolving reasonable accommodation requests for individuals with disabilities. Any doubt should be resolved in favor of accessibility.
Limitations on Frequency of Remote Appearances	<ul style="list-style-type: none"> ▪ None. 	<ul style="list-style-type: none"> ▪ A member may participate remotely for “just cause” no more than two times per calendar year. ▪ A member may not participate remotely for more than three consecutive months or 20 percent of the regular meetings for the local agency within the calendar year, or more than two meetings if the body regularly meets less than 10 times per year.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, March 16, 2023

AGENDA ITEM #: 11.

ITEM: CORRESPONDENCE

RECOMMENDED ACTION:

None required

Walter Beveridge

From: william claus <donotreply@bibliocommons.com>
Sent: Thursday, February 23, 2023 1:01 PM
To: Shannon Ladage; Walter Beveridge
Subject: Commission email

Subject:

el cerrito library project

Please enter your question or comments here:

please call me regarding your input to this project

Name

william claus

Email Address

williamclaus2@gmail.com

Phone

(415) 806-4909