

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, May 18, 2023

AGENDA ITEM #: 5.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the March 16, 2023 meeting.

MEETING OF THE LIBRARY COMMISSION

Minutes

DATE: Thursday, March 16, 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		
Masuda-Nash	Michel	Library Commissioner	City of San Ramon			
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		x	
Marcotte	Jo Ellen	Library Commissioner	City of Hercules	x		
VACANT		Library Commissioner	City of San Ramon (Alt)			
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
VACANT		Library Commissioner	City of Oakley			
Pursley	George	Library Commissioner	City of Pinole		x	
VACANT		Library Commissioner	CCCCD			
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

With fifteen commissioners present, a quorum was established.

Total Commission positions: 24
Commission positions filled: 23
Commission positions vacant: 2
Commission quorum: 13

2. INTRODUCTIONS

Chair Michael Fischer announced the commissioners excused from this evening's meeting. Peter Wilson, Alan Smith, and Yolanda Mendrek have announced their retirement from the Commission.

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. Vice-Chair Gemmer Seconded the motion.

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

5. COUNTY LIBRARIAN REPORT –

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

- Gail McPartland has announced her retirement on March 31st after more than fifteen years with the Library. During her tenure she has managed multiple priorities for the Library, including the Strategic Plan and its updates. She will be missed very much.
- Applications for federal funds for the Bay Point Library have been submitted.
- The State Infrastructure Grant application period opens today. The Library is asking for \$10 million for the buildout of the new Bay Point Library.

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

The following topics were either mentioned this evening or at prior meetings:

- Sunday Hours
- Alternate Meeting Locations

7. BROWN ACT UPDATE –

County Librarian McKee's presentation materials from the packet will be included in the minutes.

8. CITY EXTRA HOURS: ANNUAL HISTORY AND TIMELINE –

County Librarian Alison McKee's PowerPoint presentation will be included in the minutes.

9.A. LEGISLATIVE GROUP REPORT –

1. The Legislative Committee met to discuss meeting with local elected representatives as part of the annual "Day in the District", which takes place each spring throughout the state. The following representatives are considered of special import this year:

Assemblymember Grayson (District 15) and State Senator Glazier (District 07), in order to ask them for support for state earmarks for the Bay Point library; as well as State Senator Skinner (District 09), who is chair of the Budget Committee.

As was shared at our January meeting, the California Library Association has published a list of priorities for advocacy. When meeting with representatives, Legislative Committee members will focus the following of those priorities:

1. New and Ongoing Funding Requests (2023-24 State Budget)

\$100 million for library infrastructure grants through the Building Forward Library Improvement Grant Program to continue addressing the significant public library construction backlog.

2. Protection of 2021-22 and 2022-23 State Budget Augmentations in Light of a Looming Recession

- a. \$3.63 million in ongoing funding for the California Library Services Act (CLSA) that fosters resource sharing among libraries, particularly in rural areas where funding challenges persist.
- b. \$5 million in ongoing funding for Lunch at the Library to provide literacy-rich programs to blunt the impact of the summer slide for children who receive 300,000+ free and nutritious lunches at hundreds of libraries across the state.
- c. \$10 million in funding to support online job training and workforce development.
- d. Increase ongoing funding to \$1 million to support the diverse informational needs of people in rural and underserved populations who cannot get to a physical library through the Zip Book program.
- e. \$439 million (2021-22 budget year) and an additional \$50 million (2022-23 budget year) for library infrastructure grants through the Building Forward Library Improvement Grant Program.

2. Additionally, the Legislative Committee will be bringing an action item to the Commission's May meeting to suggest that we request support from our Board of Supervisors on those priorities affecting Contra Costa libraries.
3. Other Commissioners are invited to join the Legislative Committee. The committee reviews legislation and other issues that affect our libraries and decide which issues to bring back to the Commission for review and possible action.

9.B. LIBRARY FOUNDATION OF CONTRA COSTA UPDATE –

Vice-Chair Gemmer shared the following with the Commissioners: Progress continues towards enacting the Foundation as a tax exempt not for profit public benefit corporation. The paperwork for IRS filing is essentially complete, and it's expected that we will have it officially filed by the end of March.

In addition, the new board is meeting regularly and establishing the policies and processes that will enable the organization to execute its mission to obtain resources to enhance the library's services, expand its capacity, and leverage its benefits more equitably across the county's diverse communities.

Work is also underway on their website, which is expected to launch this spring. Further communication and introduction of the Foundation, its mission, and flagship fundraising programs will follow in that same time frame.

9.C. 2022 ANNUAL REPORT UPDATE –

Chair Fischer explained items reported here will feed into the annual report to the Board of Supervisors and encouraged commissioners to use this opportunity to report on items that should be captured in the report. Chair Fischer also once again asked for volunteers to work on this year's annual report and work plan.

10. **COMMISSIONER'S WORK PLAN REPORTING OUT –**
Commissioner Swernoff: Met with Orinda Friends to view and hear about the new mural on the wall of the Orinda Library building.
11. **CORRESPONDENCE –**
One commission-related correspondence was received since the January meeting. Alison reached out to the submitter with an update.
12. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –**
Comm. Hoisington: Two upcoming WOW programs to mention are April 12th at 2pm (in-person): SF Fine Arts Museums/Ansel Adams at the DeYoung. Also, in May, (in-person): Vermeer Exhibit.
13. **ADJOURNMENT TO THE May 18, 2023 LIBRARY COMMISSION MEETING.**

The meeting was adjourned at 9:00 p.m.

Submitted by Walter Beveridge, Executive Secretary, Contra Costa Library

March 16, 2023

Contra Costa County Library Commission Meeting

Alison McKee
County Librarian



Key Points of the Standard Lease Agreement



Library facilities within cities are to be owned by the cities



For the cities with facilities owned by the county (Antioch, Pinole, Walnut Creek-Ygnacio Valley Library), cities will pay the county for facility maintenance costs



County provides a base level of open hours and cities may fund extra hours



Standard lease agreement will replace other agreements already in place and applies to all cities regardless of lease status

Lease Agreement Status

Signed

- Antioch*
- Brentwood
- Clayton
- Danville
- Dougherty Stn.
- Hercules
- Lafayette
- Martinez
- Moraga
- Orinda
- Pinole*
- Pleasant Hill
- Prewett
- San Pablo
- San Ramon
- Walnut Creek
- Ygnacio Valley*

In Progress

- Concord
- El Cerrito
- Pittsburg

*Maintenance and Service Agreement
(for county-owned buildings in cities)



Beginning
July 1, 2021

40

Base Hours

Antioch

Clayton

Martinez

Moraga

Oakley

Pinole

40 Hours per Week

- Monday CLOSED
- Tuesday 12-8
- Wednesday 10-6
- Thursday 10-6
- Friday 9-5
- Saturday 9-5

Why?



CONSISTENT OPEN
HOURS FOR THE PUBLIC



CONSISTENT STAFFING



COSTS AND OPTIONS
ARE KNOWN UPFRONT

Extra Hours Menu

6 Extra Hours

46 Open Hours/Week

- Monday CLOSED
- Tuesday 10-8
- Wednesday 10-8
- Thursday 10-8
- Friday 9-5
- Saturday 9-5

12 Extra Hours

52 Open Hours/Week

- Monday 10-8
- Tuesday 10-8
- Wednesday 10-6
- Thursday 10-6
- Friday 9-5
- Saturday 9-5

16 Extra Hours

56 Open Hours/Week

- Monday 10-8
- Tuesday 10-8
- Wednesday 10-8
- Thursday 10-8
- Friday 9-5
- Saturday 9-5

El Cerrito

Hercules

Dougherty Station

46 Hours per Week

- Monday CLOSED
- Tuesday 10-8
- Wednesday 10-8
- Thursday 10-8
- Friday 9-5
- Saturday 9-5

Brentwood

Concord

Pittsburg

Pleasant Hill

San Pablo

Walnut Creek

Ygnacio Valley

52 Hours per Week

- Monday 10-8
- Tuesday 10-8
- Wednesday 10-6
- Thursday 10-6
- Friday 9-5
- Saturday 9-5

Danville

Lafayette

Orinda

San Ramon

56 Hours per
Week

- Monday 10-8
- Tuesday 10-8
- Wednesday 10-8
- Thursday 10-8
- Friday 9-5
- Saturday 9-5



Annual Letters

- arrive by March 31
- extra hours estimates
- technology costs estimates

Thank you!

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.