



Library Commission Meeting Minutes

Zoom Webinar – Pleasanton, CA October 7, 2021 – 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Larry Damaser.

Pledge of Allegiance

The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: Michaela Hertle, Wendy Kimsey, Sharon Murphy, Pranesh Ragu, Sonia Rai, Cindi Sabatini, and Chairperson Larry Damaser.

Commissioners Absent: Pam Cosby and Joanne Hall.

Staff Present: Heidi Murphy, Director of Library and Recreation; Lia Bushong, Assistant Director of Library & Recreation; Yu Tao, Library & Recreation Manager; Christopher Ota, Librarian; and Edith Caponigro, Recording Secretary.

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of September 2, 2021.

A motion was made by Commissioner Hertle, seconded by Commissioner Kimsey, to approve the September 2, 2021 meeting minutes. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

- Staff Presentation of the Library Mobile App

Ms. Murphy introduced Librarian Christopher Ota and advised he would be providing a presentation on the library's mobile app.

Mr. Ota provided information about the new library mobile app that is available for people to use on Android and I-Phones and advised he was going to share with commissioners a demonstration video he had compiled for them to view and ask questions. He reviewed the video with commissioners that provided details on how to find the app in the App Store on their phones, install it on their phones, and information on some of the ways it can be used that included:

- Use of a virtual library card
- Locating and reserving books
- Receiving book recommendations
- Reserving library items
- Managing your personal library account
- Making book purchase recommendations to librarians

Commissioner Murphy discussed with Mr. Ota the average time people wait before being able to pick up a book after it has been put on hold and what the notification process was for being notified that a book was available. Mr. Ota noted that typically wait time depends on the book reserved and the number of copies that the library has in their inventory and notification is provided by email but also can be seen by checking the app.

Commissioner Hertle thanked Mr. Ota for his presentation and indicated it had helped her resolve a login issue she had been experiencing with the app.

Chairperson Damaser also thanked Mr. Ota for the presentation and indicated he liked that the app provides users with book recommendations based on the books they are reserving. He questioned if it was possible to provide star ratings on books and Mr. Ota indicated he needed to check on whether this was something that could be done from the app.

Commissioner Rai questioned whether the app could be used for other things besides books and what the future plans were for the app and whether it could be used for reserving facilities. Mr. Ota advised the app can be used for ordering other things such as DVD's and CD's and Ms. Murphy noted that staff has not discussed its use for room reservations, etc. since that requires more person-to-person work.

Commissioner Rai asked about using the app to make reservations for events such as Storytime. Mr. Ota provided information on how to use the app for event registering.

3. Public Comment from the audience regarding items not listed on the agenda.

None.

Chairperson Damaser provided information about the guidelines to be followed by members of the public wishing to participate and comment in Zoom meeting based on the Governor's issuance of Executive Order N-29-20 and approved AB 361 that suspended provisions of the Brown Act allowing meetings to teleconference and members of the public to observe. He noted that to participate at a meeting members of the public should use the Zoom "raise your hand" function to comment on an agenda item on the #9 on their telephone.

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Approve the revised Library Public Access to the Internet Policy

Ms. Murphy asked Ms. Tao to review the revised Library Public Access to the Internet Policy with commissioners.

Ms. Tao advised that she would be focusing on the why, how, and what of the revised policy noting that the current policy has been in existence for over 20-years during which time many changes have taken place in the growth and use of the internet. She discussed the Federal government's Children's Internet Protection Act and requirements in place for libraries to be able to apply for available grant funding through the Library Services and Technology Act.

Commissioners were informed by Ms. Tao that staff-initiated work on the revision of this policy in August and with the help from members of the Library Commission's Policy Subcommittee were able to review the existing policy paragraph-by-paragraph and make edits and changes. These changes were then forwarded to the City's Information Technology Department and attorney's office who confirmed the suggested changes meet current requirements of the Children's Internet Protection Act.

Ms. Tao commented on the rules governing library access to the internet and why parents and legal guardians' responsibilities for children was added to the revised policy when for children access the internet in a public library setting.

Chairperson Damaser questioned if any consideration has been given for reviewing the policy again since it has been over 20-years since making these changes. Ms. Murphy advised that the Library Commission Policy Subcommittee will be reviewing policies on a regular basis and identifying any that need to be updated. She noted that the Policy Subcommittee has already identified other policies that need to be updated and when these policies have been reviewed, they will be brought to the commission for their review and consideration.

Commissioner Hertle commented on the revision of this Internet Policy being long overdue and the goal now to have policies consistently reviewed within a reasonable timeframe. She noted that 20+ years ago laptops and mobile devices were not as prevalent and used by children like they are now and the main point for making changes to the policy was to identify that the library is a public forum. Commissioner Hertle commented on the importance of identifying within the policy the responsibility of parents and guardians to monitor internet use of their children when they are using publicly available devices.

Commissioners were informed by Commissioner Hertle that the Policy Subcommittee had considered the global perspective on whether legal needs were being met to protect the City of Pleasanton and the library, and within the policy are advising parents/guardians that library devices are available for anyone to use, and it is their responsibility to monitor and check on what their children are accessing.

Commissioner Hertle noted that some areas of the revised policy are the same as in the original document, but verbiage was changed to modernize the terminology to be coordinated with social media, etc.

Commissioner Rai questioned if the revised policy contained a clause that addresses internet outages and shows that the library would not be liable for any issues caused by such.

Commissioner Hertle noted that the revised policy states, “the library assumes no responsibility for any damages direct or indirect arising from its connections to the Internet” and felt this covered the concern raised by Commissioner Rai.

Chairperson Damaser indicated that he had noted the inclusion of “guard rails for Internet usage” in the children’s section of the library which he thought were appropriate. Commissioner Ragu agreed with everyone’s comments and felt it was appropriate to have such regulations in place.

A motion was made by Commissioner Kimsey, seconded by Commissioner Sabatini, to approve the revised Library Public Access to the Internet Policy as presented.

ROLL CALL VOTE:

AYES: Commissioners Hertle, Kimsey, Murphy, Ragu, Rai, Sabatini, and Chairperson Damaser.

NOES: None

ABSENT: Commissioners Cosby and Hall.

ABSTAIN: None

Chairperson Damaser thanked staff and members of the Policy Subcommittee for working on this policy. Ms. Murphy advised that the next policy the subcommittee will be working on will cover the lending of materials and Ms. Tao advised it was the Recovery Policy.

MATTERS INITIATED BY THE COMMISSION

Ms. Murphy reminded commissioners that this was time on the agenda of each meeting where commissioners can bring forward any items they would like the commission to consider for adding to the agenda of future meetings.

Commissioner Kimsey asked about the ESL training for commissioners and Ms. Murphy advised that staff could bring forward a presentation on ESL training at another meeting if that is the request of commissioners and she can send information out to them. Commissioner Kimsey indicated she was more interested in learning the next date for commissioners to do their

required ESL training and Ms. Murphy stated she would check with staff and get that information to the commissioners.

Commissioner Sabatini questioned if the commission could receive a presentation about the library budget and indicated she would like to learn if changes had taken place since the library had not been able to purchase any items during the pandemic. Ms. Murphy indicated the request would need to be made and voted by the commission. Chairperson Damaser questioned Commissioner Sabatini on her budget concerns.

Commissioner Hertle noted that the commission periodically throughout the year the commission receives high-level information from staff and indicated she would like to see Covid restrictions subside before asking for a presentation on the budget. She stated she was comfortable retaining this as an item for consideration when mandates and social distancing guidelines have reduced.

Commissioner Sabatini indicated she was concerned that decisions are being made not to spend funds and this was information the commission should be made aware of. Chairperson Damaser noted that as a member of the Library Commission for about five years it has been obvious to him that the library is operating with a budget, but the commission has not seen one because it is not something that comes under the purview of the commission.

Ms. Murphy commented on City Council priorities and budgets being public documents that are available online to anyone interested in accessing them and noted that departments provide updates to City Council during the mid-year budget update process. She indicated that she has offered to provide items to Commissioner Sabatini and has invited her to come to the office and sit and run through budget information and would be willing to bring a presentation to the commission as well.

Chairperson Damaser again commented on what items come under the purview of the commission and Ms. Murphy discussed items that need to be considered in the staffing budget. She noted that the commission can provide feedback on items but cannot vote on anything related to the budget because that comes under the authority of City Council. Ms. Murphy commented on staffing items during the pandemic.

Commissioner Sabatini felt the commission could discuss services and budget and noted her concern was that some services are not being met. Chairperson Damaser asked Commissioner Sabatini to make a motion stating her request.

A motion was made by Commissioner Sabatini, seconded by Commissioner Kimsey, requesting staff provide the commission a presentation pertaining to the budget.

ROLL CALL VOTE:

AYES: Commissioners Hertle, Kimsey, Murphy, Ragu, Rai, Sabatini, and Chairperson Damaser.

NOES: None

ABSENT: Commissioners Cosby and Hall.

ABSTAIN: None

Chairperson Damaser confirmed with staff that a budget presentation would be provided to the commission at the November meeting. Ms. Murphy asked that this be provided as a future agenda topic, and she would provide it as quickly as possible but was unsure she would have everything together in time for the commissions November meeting.

Chairperson Damaser commented on the willingness and helpfulness of staff to always make themselves available to commissioners. He also reminded commissioners to take one-on-one tour of the library.

FUTURE AGENDA ITEMS

December – Chair and Vice-Chair Election

ADJOURNMENT

There being no further business a motion was made and seconded to adjourn the meeting at 7:53 p.m.