



## Library Commission Meeting Minutes

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### Zoom Webinar – Pleasanton, CA March 3, 2022 – 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: Pam Cosby, Larry Damaser, Joanne Hall, Michaela Hertle, Wendy Kimsey, Sharon Murphy, Pranesh Ragu, Cindi Sabatini, and Chairperson Sonia Rai.

Commissioners Absent: None.

Staff Present: Heidi Murphy, Director of Library and Recreation; Larisa Seto, Assistant City Attorney; Yu Tao, Library & Recreation Manager; Jennifer Young, Circulation Supervisor; Rene Freidus, Senior Librarian, and Edith Caponigro, Recording Secretary.

#### AGENDA AMENDMENTS

None.

#### MINUTES

##### 1. Approve regular meeting minutes of January 6, 2022.

A motion was made by Commissioner Hertle, seconded by Commissioner Damaser, to approve the January 6, 2022 meeting minutes. **The motion was approved unanimously.**

#### MEETING OPEN TO THE PUBLIC

## **2. Introductions/Awards/Recognitions/Presentations**

Larissa Seto, Assistant City Attorney – reviewed with commissioners’ rules and regulations pertaining to the Brown Act and the Commissioner’s Handbook.

Ms. Seto commented on the Ralph Brown Act established in 1953 and that the commission being required to comply with this Act. Information provided included details about: 1) allowing public to attend, 2) City Council’s 30-day requirement for approving virtual meetings; 3) speaker card requirements; 4) electronic communications; 5) meeting quorum requirements; 6) continuing of items on the agenda; 6) meeting procedures; 7) rules for making motions, voting and actions; 8) other state laws and Pleasanton’s Code of Conduct; 9) the Political Reform Act; 10) Ethics training; and 11) the commissioner attendance rule.

Commissioner Hall discussed with Ms. Seto the rule on abstaining during a vote and whether this was a state or city law. Ms. Seto advised that city council was going to be looking at this because it has been confusing for people to understand.

Commissioner Sabatini asked about tied voting because of an even number of people being on the commission able to vote. Ms. Seto provided information about carrying items over to another meeting when there would be sufficient attendees to break a tie. She discussion the decision for keeping the quorum to four for this commission.

Commissioner Kimsey was informed by Ms. Seto that all cities are required to follow the Brown Act but can also make their rules broader.

Chairperson Rai thanked Ms. Seto for the presentation and Ms. Rai recommended commissioners contact the City Attorney’s office for any assistance they may need.

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

None

## **MATTERS FOR THE COMMISSION’S REVIEW / ACTION / INFORMATION**

### **4. Review the Library and Recreation Department Annual Report**

Ms. Murphy reviewed the report with commissioners noting that staff was extremely pleased at work they did to establish permanent housing for nineteen individuals during the pandemic.

Commissioner Hertle complimented staff on a great report that has a good look and contains lots of pictures and graphics providing for a balanced document.

Commissioner Murphy commented on the number of library card holders indicated in the report and questioned whether this was new number through 2021. Ms. Young advised that the number in the report is for active members and the number would be double if expired cards were included. She noted that the number of active card holders is approximately 45,000.

Commissioner Damaser discussed with Ms. Murphy the number of meetings she attends during a month.

**1. Select Two Library Commissioners for the Library Card Design Contest and Library Card Sign-Up Month subcommittee**

Ms. Young provided details about the plans for a library design contest noting that the last contest was conducted in 2017. She asked commissioners to review and comment on the proposed flyer that will be distributed providing details about the contest.

Commissioner Hertle felt the flyer was boring and the library card illustrated in the flyer needed to be changed to show the current library card design. She wanted people to be creative when they participate in the contest.

Chairperson Rai asked for additional details about the contest and Ms. Young advised that the contest would be open to any resident of the City of Pleasanton and their design could be submitted in any format but must be within the requested dimension scale.

Commissioner Murphy suggested adding “of any age” to the third bullet on the flyer. Commissioner Kimsey agreed and was also opposed to changing the card design on the flyer. She thought adding the current design might encourage people to provide “look alike” designs. Commissioner Cosby also felt that showing something that appeared boring might encourage people to be more creative.

Ms. Young advised that the flyer design was intentionally meant to be text heavy because it was important to provide all necessary details.

Commissioner Damaser questioned the possibility of conducting this contest on an annual basis and Ms. Murphy advised that due to the labor involved and the bulk purchasing of library cards, it was something that works better every five years.

Ms. Young reviewed with commissioners the timeline for the contest and advised that staff was looking for two members of the commission to volunteer to serve on a subcommittee that will consist of two staff members, two members from Friends of the Library, and the two commissioners.

Commissioners Kimsey and Hertle volunteered to participate on the Library Card Design Contest and Sign-Up Month Subcommittee. Commissioner Murphy advised she had also volunteered as a member of the Friends of the Library Group.

Commissioner Damaser commented on the July 7<sup>th</sup> date for the Library Commission to provide the final vote on the winning design and whether the commission would be meeting that month because of the July 4<sup>th</sup> holiday. Ms. Murphy advised while there was no meeting currently scheduled for that date, there were also no conflicts if a meeting date needed to be added.

Ms. Young advised that the plans were for members of the subcommittee to meet monthly and was unsure at the time for these meetings.

Ms. Freidus commented on library programs and the goal to have at least one children's, teen, and adult program each month. She noted that staff would love to collaborate with the subcommittee to determine different types of programs to promote programs that will support the library card and suggested commissioners contact her or Ms. Young with recommendations for working together.

Chairperson Rai thanked Commissioners Hertle and Kimsey for volunteering to be members of this subcommittee and thought it would be exciting for the commission to look at all the designs from the contest.

## **2. Discuss and Adopt Library Commission Goals for 2022**

Ms. Murphy noted that annually the commission discusses commission goals, unfortunately because of COVID this was last done in 2019. She commented on the 2019 goals and suggested potential goals be within the commission purview and achievable within the current environment and in line with the Library and Recreation Strategic Plan.

Ms. Murphy reviewed with commissioners the following three potential goals for 2022:

- Review and update all Library Policies to ensure equitable access to library programs, materials, and services.
- Promote library programs, materials and resources leveraging commissioners' social media connections, community groups, and other networks, and
- Identify opportunities for increasing library partnerships with local businesses and organizations.

Commissioner Hertle discussed with Ms. Murphy the possibility of holding in-person events and Ms. Murphy advised that in-person events were being held at the library and in-person commission meetings is something that city council will need to decide but could happen as soon as May. Commissioner Hertle felt it would be better to discuss goals once things have opened.

Commissioner Sabatini felt the focus on goals had changed since the commission was no longer promoting a new library. She felt suggestions in the staff report were good but needed some clarification on what was meant by "increasing library partnerships with local businesses". Ms. Murphy advised this was taken from what had been done by the Outreach Committee and them wanting to coordinate more with organizations such as the Kiwanis's and Rotary to help promote the library and library programs.

Commissioner Sabatini questioned if there had been a lot of success from what the Outreach Committee had done and if any of the organizations had indicated they were interested in partnering with the library or receiving presentations. Ms. Murphy commented on the successes of staff and commissioners visiting the organizations and the importance of creating long-term

partnerships with them. Commissioners Hertle and Damaser agreed and felt the presentations were successful and people were interested in learning more about the library. Commissioner Damaser noted that many of those they had spoken to had children or grandchildren involved in library programs.

Commissioner Cosby asked about outreaching to public schools as way of getting children interested in signing up for cards and whether an information table had been placed at the Farmers Market. Ms. Murphy advised that there is a long-standing program in place, Bookleggers, in the public schools. She indicated the commission could be used to leverage promotion of the library through their networks and through other events.

Commissioner Hertle felt the community outreach done previously had been meaningful in informing people about all the services available through the library such as legal and ESL and not just being able to borrow books. She thought the commission could do so much through community outreach especially for the underserved population, homeless and immigrants who don't have easy access to information.

Chairperson Rai questioned if Commissioner Hertle was stating she was in favor of continuing with what had been accomplished previously by the Outreach Committee. Commissioner Hertle agreed.

Chairperson Rai discussed an earlier positive comment made by Commissioner Ragu about all the different programs available through the library and asked if something more concrete was now needed. Commissioner Ragu agreed with maintaining community outreach and stated he would be working on informing high school students about all the library programs available.

Chairperson Rai asked Ms. Murphy how the commission should move forward with their 2022 goals. Ms. Murphy suggested looking at the second potential goal indicated in the staff report: "Promote library programs, materials and resources leveraging commissioners' social media connections, community groups, and other networks", and adding to this a list of groups that the commission would like to reach such as underserved groups indicated by Commissioner Hertle, especially underserved youth groups.

Commissioner Hall questioned about an opportunity to hold events with speakers, such as authors, and discussed a packed event she had attended at the Amador Theater, she thought similar events could be held at the Firehouse Arts Center. Ms. Murphy stated such events could be added but did not believe it should be added as a separate goal, but as a task below a larger goal, and something that perhaps could be done in combination with the Friends group, the commission and the city. Commissioner Damaser suggested the local bookstore also be included as a partner which would also cover the aspect of partnering with a local business.

Commissioner Hall indicated she had made this suggestion to Mr. Vogt when the Firehouse opened because of the number of people the Commonwealth Club gets to such events. Ms. Murphy asked for confirmation that the commission goal would be to partner with Friends of the Library on an annual big author event.

Commissioner Kimsey stated she was a fan of promoting library programs and discussed a job fair she had recently attended in Livermore with her ESL student and had thought something similar would be great for holding at the Pleasanton library. She commented on people who need assistance but don't know where to go for such. Ms. Murphy suggested this was something that could be added under the "promote library" goal and asked Commissioner Kimsey to send her details about the event.

Commissioner Kimsey expressed some concerns about lesser goals being lost under the high-level goals. Ms. Murphy discussed the cities involvement in other job fairs and being a part of the Tri-Valley One Stop that works in helping people find work. She suggested the commission vote on the high-level goals and then the Outreach Committee work on the action items for the year.

Chairperson Rai agreed with Ms. Murphy and thought it best to achieve the high-level goals since there was still some uncertainty on how things will pan out in the future. Ms. Murphy stated that Commissioner Kimsey's suggestion could be added as an item that would help promote the library and something for the Outreach Committee to manage.

Ms. Murphy suggested the Policy Subcommittee outline the policies that the commission should work on for this year and thought she was understanding commissioners wanted to focus policies that related to creating tangible action items. Commissioner Damaser agreed with what Ms. Murphy had indicated as goals for both the Outreach and Policy Subcommittees but felt because of COVID it was difficult to have a clear understanding of what the Outreach Subcommittee could achieve. Chairperson Rai suggested the subcommittee be creative and doing some virtual outreach.

Commissioner Damaser felt if the Outreach and Policy Committees were to remain, they should come up with the goals. Chairperson Rai thought commissioners had expressed the goals and at the next meeting additional formalizing could take place. Ms. Murphy agreed and confirmed with commissioners they were wanting to adopt the high-level goals at this meeting and consider targeted goals at the next meeting. Chairperson Rai confirmed.

Ms. Murphy asked commissioners to confirm they were wanting to focus on reviewing and updating library policies to ensure equitable access and then promote library programs, materials, and resources. Also, the two subcommittees would create tangible action items under the two high levels goals for the commission to review at another meeting.

Before confirming this for Ms. Murphy Chairperson Rai asked to hear from members of the commission.

Commissioner Murphy commented on the Library Master Plan and what the status of it was and where the library might be in five years. Ms. Murphy suggested staff bring this to the commission as an agenda item for the next meeting. Commissioner Murphy indicated she would have a better sense of things after looking at this. Ms. Murphy noted that the Implementation Action Plan had just been updated and confirmed with commissioners that they only wanted to see items that were related to the library.

Commissioner Cosby stated she was interested in getting information about the library into bookstores and the farmer's market

Chairperson Rai was advised by Ms. Murphy that the number of goals selected should be determined by how many the commission believes it will be able to accomplish. She cautioned commissioners about already being at the end of the first quarter of the year.

Commissioner Ragu stated his focus would be on conducting youth outreach because of the stigma that many youths have about the library in believing it is only about books. He would like to work on reshaping that focus.

Ms. Murphy summarized comments made by commissioners pertaining to retaining the three goals outlined in the staff report and discussing actional items at the next commission meeting with the Policy Subcommittee's focus being on bullet number one and the Outreach Subcommittee focusing on bullets two and three.

Commissioner Damaser made a motion, seconded by Commissioner Sabatini, for the Library Commission to promote the following goals for 2022 with subcommittee assignments and action items for the goals to be discussed at the April Library Commission meeting:

- 1) Review and update all Library Policies to ensure equitable access to library programs, materials, and services (Policy Subcommittee)
- 2) Promote library programs, materials and resources with subcommittee's leveraging commissioners' social media connections, community groups, and other networks, (Outreach Subcommittee)
- 3) Identifying opportunities for increasing library partnerships with local business and organizations (Outreach Subcommittee).

**ROLL CALL VOTE:**

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

NOES: None

ABSENT: None

ABSTAIN: None

**MATTERS INITIATED BY THE COMMISSION**

- A. Commissioner Sabatini asked about the number of people on each of the subcommittees and whether this was in line with the Brown Act since she thought one of them had four members. Ms. Murphy advised that subcommittees should be three or less members of the commission and would need to look at the subcommittee assignments and provide information to Commissioner Sabatini with the information. Commissioner Hertle thought both subcommittees had three representatives, but the Policy Subcommittee also had an

Alternate. Ms. Tao advised her records showed four members on the Policy Subcommittee and Ms. Murphy advised that since one should be an Alternate, she would bring this back as an item on the next meeting agenda.

- B. Chairperson Rai questioned if the Strategic Plan should also be on the agenda for the next meeting.
- C. Ms. Tao commented on an item that the Policy Subcommittee was planning to discuss at their meeting and Ms. Murphy indicated it was something that would need to be postponed until the subcommittee representative issue had been corrected.
- D. Commissioner Kimsey asked if the agenda for the next meeting could include an update on programs and changes because of COVID. Ms. Murphy advised she would have a staff member provide a presentation.

### **FUTURE AGENDA ITEMS**

Revisit subcommittee assignments.  
Strategic Plan Updates.  
Goal setting.

### **ADJOURNMENT**

There being no further business a motion was made and seconded to adjourn the meeting at 8:37 p.m.