



Library Commission Meeting Minutes

**City Council Chambers, 200 Old Bernal Avenue, Pleasanton, CA
July 7, 2022 – 7:00 p.m.**

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice Chairperson Cindi Sabatini.

Information was provided about the meeting being held in-person and streamed live and the request that members of the public wishing to address the commission needing to submit a speaker card.

Pledge of Allegiance

The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: Pam Cosby, Roberta Emerson, Michaela Hertle, Wendy Kimsey, Sharon Murphy, Pranesh Ragu, and Vice Chairperson Cindi Sabatini.

Commissioners Absent: Chairperson Sonia Rai

Staff Present: Yu Tao, Library Manager; Jennifer Young, Supervising Library Clerk; Tim Johnston, Senior Librarian; Jeff Gibson, Senior Librarian; and Edith Caponigro, Recording Secretary.

AGENDA AMENDMENTS

Ms. Tao advised that page 2 of Item 4 should be corrected to include “Design 4 received 55 votes”.

MINUTES

- 1. Approve regular meeting minutes of April 2, 2022 and joint meeting minutes of May 2, 2022.**

Correction - Item 2, page 5, para.2 - ...bring back the ~~booklegger~~ booklegger program in the fall...

A motion was made by Commissioner Hertle, seconded by Commissioner Kimsey, to approve the April 7, 2022 meeting minutes as corrected. **The motion was approved unanimously.**

A motion was made by Commissioner Hertle, seconded by Commissioner Kimsey to approve the May 2, 2022 Civic Arts and Library Commission Joint Special Meeting minutes. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

None.

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

None.

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Review and Select the 2022 Winning Library Card Design

Ms. Tao introduced Supervising Library Clerk Jennifer Young and advised she would be reviewing with commissioners' information about the Library Card Design Contest.

Ms. Young noted that the inaugural Library Card Design Contest took place in 2017. At the March 3, 2022 Library Commission meeting a subcommittee was formed to coordinate a 2022 Library Design Card Contest and assist students and community members to learn more about what is offered by the Library.

Commissioners were informed by Ms. Young that a total of 88 design submissions were received, and the five finalists selected by The Friends of the Pleasanton Library and City Staff. These five designs were posted online, and Summer Reading Program participants voted for their favorite design. Online public voting ended on June 30, 2022 with the following results being received:

- Design 1 received 145 votes
- Design 2 received 166 votes
- Design 3 received 44 votes
- Design 4 received 55 votes
- Design 5 received 293 votes.

Ms. Young shared the pictures of the five designs with commissioners and Vice Chairperson Sabatini asked for comments.

Commissioner Kimsey commented that two of the five finalists didn't have the Library's mission statement on their designs. Ms. Young explained that the contest rule allowed people to share the Library Mission Statement either in words, symbols, or art.

Commissioner Emerson had questions pertaining to the number of people who use library cards and the demographics of users. Commissioner Kimsey noted that most people have library card information on their phones. Ms. Young commented on the need for providing users with a library card but noted that many people no longer carry a card.

Commissioner Cosby suggested providing a key chain version of the library card and Commissioner Kimsey noted this would only add to an increased cost. Ms. Young noted that the mobile app is being used instead of the key chain card.

Commissioner Murphy asked if the design could be incorporated in the library app. Ms. Young responded to check with the vendor on the question.

Commissioner Hertle advised that she and Commissioner Kimsey were members of the subcommittee who had previewed the five designs. She commented that a library card held some nostalgia for her, and she understood that many people use the digital app nowadays. She noted that the library card design she was looking for should have the library mission statement and tie to the library building that is loved by the public. Commissioner Hertle stated she liked Design #1 because it was inclusive and eye-catching, but the color of the sidebar wording should be black or a dark color, but her preference would be for Design #2 because it showed the iconic library building.

Commissioner Ragu agreed with Commissioner Hertle's comments especially with Design #2 showing the library's architectural features which were something people remember.

Commissioner Cosby also liked Design #2 and felt it was classic.

Commissioner Kimsey stated that her preference was for Design #1 because it looked fun for all ages. She liked its coloring but agreed with Commissioner Hertle that a dark color was needed for the sidebar wording. Her second choice would be for Design #2.

Commissioner Emerson felt Design #2 was more traditional and something adults would prefer. She indicated her choice would be for Design #1 because it showed movement and is colorful and would appeal also to younger people. She agreed that the sidebar wording color should be changed and thought purple or blue would be suitable. Ms. Young indicated staff could contact the artist to see if the artist was willing to change the wording color.

Commissioner Murphy agreed with everyone's comments about Design #1 and Design #2 noting that while she liked the architectural element in Design #2 thought that Design #1 provided more movement and action that would appeal to everyone.

Vice Chairperson Sabatini indicated she also liked Design #2 but was concerned it would be more appealing to adults. She stated she also liked Design #1 and Design #3.

A motion was made by Commissioner Hertle, seconded by Commissioner Emerson, to approve the selection of Design #1 as the 2022 Winning Library Card Design with a request that the artist be asked to make necessary changes to the color of the sidebar wording.

ROLL CALL VOTE:

AYES: Commissioners Cosby, Emerson, Hertle, Kimsey, Murphy, Ragu, and Vice Chairperson Sabatini.
NOES: None
ABSENT: Chairperson Rai
ABSTAIN: None

4. Review and Approve the Library Collection Development Policy and Request for Reconsideration of Material Form

Mr. Johnston provided commissioners with information about the Library Collection Development Policy. He explained why the new policy is needed to replace the existing Library Material Selection Policy and to update the Request for Reconsideration of Material Form. Mr. Johnston reported that library staff and the Commission’s Policy Subcommittee worked collaboratively on the new policy and the Request for Reconsideration of Material Form. He recommended the Library Commission to adopt the new policy and the updated form. Commissioners were advised by Mr. Johnston that if approved by the commission the new Library Collection Development Policy and the updated Request for Reconsideration of Material Form would be translated into multiple languages and posted on the library website to replace the existing documents.

Commissioner Hertle explained that she really appreciated all the criteria staff used to select materials for library collections. She felt the updated policy was very inclusive and reaffirmed the mission of the library, defined how materials are selected for the needs of the community. The policy allows for parents to oversee what their children read. She indicated that the document answered all her questions and felt staff and the subcommittee had done an excellent job.

Commissioner Kimsey asked about LINK+ service interruption due to the Integrated Library System update. Mr. Johnston informed her that LINK+ service would resume in a few weeks. This service provided a vast number of resources to the community’s needs. Commissioner Murphy asked if a patron submitted a Request for Reconsideration of Material Form, what would happen after that. Vice Chairperson Sabatini pointed out the 30-day response time in the new policy. It was suggested by the commission that this information to be included at the bottom of the Request for Reconsideration of Material Form

Ms. Tao agreed to add the line “Library staff will review the form and provide a written response within 30 days of receipt.” to the updated form.

A motion was made by Commissioner Kimsey, seconded by Commissioner Murphy, to approve the Library Collection Development Policy and Request for Reconsideration of Material Form with the inclusion of "Library staff will review the form and provide a written response within 30 days of receipt" at the bottom of the Material Form.

ROLL CALL VOTE:

AYES: Commissioners Cosby, Emerson, Hertle, Kimsey, Murphy, Ragu, and Vice Chairperson Sabatini.

NOES: None

ABSENT: Chairperson Rai

ABSTAIN: None

5. Review and Approve Animals in the Library Addendum to the Library Code of Conduct

Ms. Tao introduced Senior Librarian Jeff Gibson and asked him to provide information on the addendum to the Library Code of Conduct.

Mr. Gibson informed commissioners that the Library Code of Conduct was last updated in 2018 but because of recent events at other libraries staff felt it was time to do some research to learn what other libraries were doing and find out what is now being allowed or not allowed in library. He advised that staff worked with the City Attorney on this addendum, and it has been reviewed by the Policy Subcommittee and the Library and Recreation Department Diversity Equity and Inclusion Work Group.

Commissioners were advised that the addendum addressed which animals would be welcome to the library, provided definition for both service animal and support animal and outlined the responsibilities for individuals who bring animals into the library.

Commissioner Hertle questioned how much of a problem it has been with people bringing animals into the Pleasanton library or whether staff was just trying to move forward with the item before issues could arise. Mr. Gibson acknowledged it was a little of both.

Commissioner Cosby commented on the fact that more people are relying on animals for support since the COVID pandemic.

Commissioner Kimsey discussed Section D and the requirement for animals to always be under control and on a short leash or in a carrier, and indicated she was in favor of this.

Commissioner Emerson stated the comment in Section B indicating 'support animals are animals of any species' was too broad and it should be more specific. She expressed it was important to take into consideration of people using the library who do not like animals.

Commissioner Kimsey confirmed with Mr. Gibson that the wording of the addendum had been approved by the City Attorney. Mr. Gibson also noted that any person with a support animal would be held to the Code of Conduct for their animal.

Commissioner Hertle confirmed with Mr. Gibson that if a support animal patron goes into the library, staff was looking on how to address matters if it were to become an issue. Mr. Gibson advised that the policy would be brought to the attention of the patron and a warning given for the first issue. Commissioner Hertle suggested that after being in place for a year that this matter be brought back to the commission for review and feedback from staff. Ms. Tao suggested she would discuss this with Ms. Murphy and advise commissioners at the next meeting.

Commissioner Cosby expressed concern for how things would be handled for people with allergies to animals. Mr. Gibson discussed how to work on compromises.

Commissioner Murphy discussed the need for signage on this matter at the library. Mr. Gibson advised that the Code of Conduct was displayed but agreed signage could be considered and Ms. Tao indicated staff would investigate this.

Commissioner Emerson stated that she liked the idea of being able to review and modify the Code of Conduct in one year. Commissioner Hertle felt the Code of Conduct Addendum was a broad document with wording approved by the City Attorney and was confident staff would bring this back to the commission later if modifications were required.

A motion was made by Commissioner Hertle, seconded by Commissioner Kimsey, to approve the proposed Addendum to the Library Code of Conduct document.

ROLL CALL VOTE:

AYES: Commissioners Cosby, Emerson, Hertle, Kimsey, Murphy, Ragu, and Vice Chairperson Sabatini.
NOES: None
ABSENT: Chairperson Rai
ABSTAIN: None

MATTERS INITIATED BY THE COMMISSION

None.

FUTURE AGENDA ITEMS

- A. Commissioner Hertle felt that at the August meeting the commission should have a plan in place for promoting the new library card design and recognizing the design winner so promotion can be done during September. Commissioner Kimsey questioned if this were something for the Outreach Committee and Commissioner Hertle hoped the Outreach Committee would help with ideas for promoting but thought it would also be a good item for all subcommittees to work on.

Ms. Tao advised that she send commissioners who are in the different sub-committees.

- B. Commissioner Emerson asking about the timing for the new library computer system (the Integrated Library System) and how information about this would go out to the community. Ms. Tao advised that staff provide a report and forward to commissioners
- C. Vice Chairperson Sabatini confirmed that information about the roll-out of the new Library Cards would be on the agenda for the commissions August meeting.

ADJOURNMENT

There being no further business a motion was made and seconded to adjourn the meeting at 8:03 p.m.