



Library Commission Minutes

City Council Chambers – 200 Old Bernal Avenue, Pleasanton, CA
March 5, 2020 – 7:00 p.m.

CALL TO ORDER

Chairperson Damaser called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Chairperson Damaser asked Commissioner Hertle to lead everyone in reciting the Pledge of Allegiance to the flag.

Roll Call:

Commissioners Present: Joan Nibert, Michaela Hertle, Sonia Rai, Cindi Sabatini, and Chairperson Larry Damaser.

Commissioners Absent: Sanjana Parikh and Fern Skowlund

Staff Present: Heidi Murphy, Library and Community Services Director; Lia Bushong, Assistant Director of Library and Community Services; Julie Eseltine, Sr. Librarian; and Edith Caponigro, Recording Secretary.

AGENDA AMENDMENTS

None. Commissioners discussed with Ms. Murphy procedures for adding items to a meeting agenda.

MINUTES

1. Approve regular meeting minutes of February 6, 2020

A motion was made by Commissioner Hertle, seconded by Chairperson Sabatini, to approve the minutes of the February 6, 2020 meeting. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions

- A. Julie Eseltine – “Be Counted Pleasanton” Census 2020 – advised she was a member of the City of Pleasanton 2020 Census Committee. The committee wants Pleasanton residents to know they will soon be receiving Census forms in the mail and it is important that everyone who resides in the city needs to be counted so they should complete and return the forms.

Additionally, Ms. Eseltine advised that: 1) the Pleasanton Library will have people available to provide assistance to anyone who needs help, 2) commissioners are being asked to share the 2020 Census message with their friends and through their social media, and 3) commissioners are encouraged to share the City of Pleasanton’s social media postings about the Census.

Commissioner Nibert questioned what was being done for people who are undocumented and are afraid of repercussions if they complete the Census forms. She asked if they were being encouraged to join in and share their information.

Ms. Eseltine advised that information is being provided about the Census through public awareness campaigns that will help assuage fears of individuals. She noted that the Census Bureau is not allowed to share any of the information that is collected and the information is protected. Much is being done to help people understand they are protected but need to complete the paperwork.

Commissioner Nibert commented on fake census forms that are being distributed. Ms. Eseltine advised that sample census forms are being distributed to help people better understand what is required.

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

None.

Commissioner Rai discussed with Ms. Murphy an email that commissioners had received earlier in the day about library cards. Ms. Murphy commented on the ability to obtain library cards online.

MATTERS BEFORE THE COMMISSION

4. Review and Discuss Library Commission Goals for 2020

Chairperson Damaser commented on the 2020 goals for the commission and how difficult it is for him to attend meeting not knowing what goals the commission has in place.

Ms. Murphy suggested the commission consider putting in place two subcommittees, one that would focus on policies and another that would focus on outreach. She advised that a subcommittee should not consist of more than three commissioners and that each month the subcommittee would provide a report to the commission.

Commissioner Nibert stated she liked the idea of forming subcommittees and would be interested in being part of an Outreach Subcommittee. Commissioner Sabatini agreed and questioned whether anyone on the commission had any goals for either of the subcommittees.

Commissioner Hertle indicated she had some thoughts on goals for both of the subcommittees but felt it was best not to have too many people speaking on a topic because you then get too many opinions. She felt having the subcommittees work on this would allow for obtaining actionable points that could be achieved quicker.

Chairperson Damaser noted that he liked a comment Commissioner Rai had stated at a previous meeting that the commission should have “short-term goals with long-term visions”.

Ms. Murphy discussed policies that are posted on the City of Pleasanton’s website that should be reviewed on a regular basis. She felt it was important policies do not turn people away and are inclusionary. Ms. Murphy suggested looking at policies for trends and make recommended changes. She confirmed for Commissioner Sabatini that policies are posted on the city’s website.

Commissioner Sabatini stated that she would prefer to work with a Policy Subcommittee and Commissioner Rai indicated she would like to work on an Outreach Subcommittee. Commissioner Hertle stated she would prefer to be part of a Policy Subcommittee and Chairperson Damaser indicated his preference would be for the Outreach Subcommittee and he would need to contact absent commissioners to determine which subcommittee they would prefer to be on. Commissioner Nibert had noted earlier that she would like to be on the Outreach Subcommittee.

Commissioner Nibert indicated she had recently met Commissioner Skowlund who had indicated to her that she would be interested in working on anything that had to do with steps for a new library.

Chairperson Damaser stated that he would the new subcommittees to begin working on gathering ideas and be prepared to provide that information within 30 days.

Commissioner Rai questioned what the goals for the Outreach Subcommittee should be. Ms. Murphy suggested it might work on 1) tangible ways for networking, 2) a library ambassador and pushing forward ideas, and 3) how to better connect with groups in the community. She felt there should be a real networking aspect with tangible goals and discussed how new information will be brought back to the commission by the subcommittees at each monthly commission meeting.

Commissioner Rai shared ideas she has for the Outreach Subcommittee.

Chairperson Damaser stated that he would reach out to Commissioners Parikh and Skowlund to determine which subcommittee they would prefer, if any. He discussed with Ms. Murphy the number of commissioners that should be on each Subcommittee and also the number of commissioners that were allowed to attend other meetings/events together. She also mentioned the upcoming Volunteer Appreciation Celebration in April.

Ms. Murphy further commented on the importance of being realistic in goal setting and the setting of meeting dates and times for the Subcommittees.

COMMISSION COMMENTS

5. Brief reports on any meetings, conferences, and/or seminars attended by Commission members

Chairperson Damaser commented on the California Public Library Advocates group and a suggestion from Ms. Murphy that commissioners consider joining this organization. He advised that he had already joined and suggested other members of the commission consider the same.

Commissioners discussed with Ms. Murphy commissioner attendance at meetings and it was suggested that an agenda item for a future meeting be a discussion on aspects of the Brown Act.

Ms. Bushong provided information about the library's spring book sale to be held this year at the Veteran's Hall due to construction taking place at the library. She advised volunteers are needed for the event for the following times:

6:00 to 9:00 p.m. on March 27th

10:00 a.m. to 2:00 p.m. and 1:00 to 5:00 p.m. on March 28th

11:00 a.m. to 3:00 p.m. on March 29th

Ms. Murphy provided details on how the Coronavirus is affecting many programs and activities within the City of Pleasanton and how the city is working in tandem with the Pleasanton Unified School District and Alameda County. She advised that if a spike in cases is noticed events would need to be canceled, however, the city is checking the status on a day-to-day basis and information is being posted on the city's website and at the library and Senior Center.

Commissioner Nibert noted that Hope Hospice are taking things very seriously and have canceled many things.

STAFF COMMENTS

6. Schedule of Upcoming Meetings and Events of Interest

Reviewed.

Ms. Murphy provided information on the following:

1. The Volunteer Appreciation Event scheduled to begin at 5:30 p.m. on April 2, 2020 at the Firehouse Arts Center. She noted the goal for next year is to do a city-wide volunteer appreciation event.
2. Details about an art exhibition at the Firehouse Arts Center.
3. Information about the Teen Job Faire being held in San Ramon.
4. Library construction update – moving along well, furniture is on order and project should be completed before the end of summer.

Chairperson Damaser questioned if members of the commission would be able to check-out the library before it was opened for the public. Ms. Murphy stated that depending on the construction level she would try to incorporate a viewing for commissioners before the May meeting.

Commissioner Sabatini questioned whether the library roof was being replaced and Ms. Murphy advised it was not planned to be done but provided an update on how staff from Operations Services was constantly checking and making minor repairs. She indicated that staff was looking at the possibility of this being a project that could be done in stages.

FUTURE AGENDA TOPICS

- a. Further discussion about the goals and work to be done by the subcommittees.
- b. Commissioners joining California Public Library Advocates
- c. Possible meeting with members of the Parks and Recreation Commission

- A. Commissioner Sabatini asked about the status of finding replacement commissioners to fill vacant positions. Ms. Murphy commented on the possible joining together of the Library and Parks and Recreation commissions and the limitations of commission members. She noted that most other commissions have only five members.
- B. Commissioner Nibert commented on issues with the end date of her term. Ms. Murphy indicated that staff would check on this to determine the correct date.
- C. Commissioner Sabatini questioned whether staff was tracking on book return times, etc. since the no-fine item had been incorporated. Ms. Murphy advised that staff had been planning to provide statistical information at the August meeting for the commission to review but can provide something sooner if desired. Commissioners agreed that if possible they would like to receive information by the May meeting.
- D. Commissioner Hertle asked about updating the commission photo in the library. Ms. Murphy noted this was not something done by other commissioners and would look into the possibility of doing this for all commissioners.

ADJOURNMENT

There being no further business the meeting was adjourned by Chairperson Damaser at 7:53 pm.