



Library Commission Meeting Minutes

Zoom Webinar – Pleasanton, CA September 2, 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: Joanne Hall, Michaela Hertle, Wendy Kimsey, Sharon Murphy, Pranesh Ragu, Cindi Sabatini, and Chairperson Larry Damaser.

Commissioners Absent: Pam Cosby and Sonia Rai

Staff Present: Heidi Murphy, Director of Library and Recreation; Lia Bushong, Assistant Director of Library & Recreation; Yu Tao, Library & Recreation Manager; Katie Deland, Librarian; Ania Pawlak, Office Manager; and Edith Caponigro, Recording Secretary.

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of August 5, 2021.

Correction:

Item 5, page 5, para.4 - ...if numbers are going up or down. ~~She~~ **Ms. Bushong** distinguished the quarterly report...

A motion was made by Commissioner Hertle, seconded by Commissioner Sabatini, to approve the August 5, 2021 meeting minutes as corrected. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Ms. Murphy introduced commissioners to the new Office Manager Ania Pawlak advising she has taken over from Terry Snyder who retired at the end of August. Ms. Pawlak stated she was looking forward to working with the members of the commission.

A. Overview of the Summer Reading Program

Ms. DeLang reviewed with the commission a PowerPoint presentation outlining aspects of the Summer Reading Program and advised that the Summer Reading Planning Team consisted of both library and recreation staff members.

Commissioners were advised by Ms. DeLang that the theme for the program was “Reading Colors Your World” and the program ran from May 29 through August 8, 2021. As patrons entered the children’s reading area they were greeted with a “Reading Colors Your World” banner. Along with several other activities, the program included three distinct reading games—one for children, one for teens, and one for adults.

Ms. DeLang provided additional information about the program, the number of participants, the activities, and the book prizes. She noted that a total of 1,138,846 minutes of reading time was completed during the program and prizes given out included books, \$25 Downtown Pleasanton gift cards, and animal backpacks all provided by the generous support of the Friends of the Library. Another great thing about the summer reading program was the ability for people to post book reviews online.

Ms. DeLang thanked the Friends of the Pleasanton Library group for the help they provided during this program and indicated everyone was looking to providing this program next year.

Commissioner Klmsey asked for Ms. DeLang to again show the slide with some of the book review comments.

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

None.

MATTERS FOR THE COMMISSION’S REVIEW / ACTION / INFORMATION

4. Review Municipal Code Section 2.34.020 Regarding Library Commission Duties and the Library and Recreation Strategic Plan 2019-2024

Ms. Murphy advised that for the benefit of new members of the commission she would first review portions of the Library and Recreation Strategic Plan 2019-2024. She advised that some commissioners, who were members of the commission when the Strategic Plan was being formulated, participated in the work required to put it together. Ms. Murphy advised that

community and commission surveys were conducted as well as program and facility assessments and the Library Commission assisted with putting together the mission and vision values.

Commissioners were advised by Ms. Murphy that the Library Commission exists to help the City plan and provide high level planning guidance and policy direction. She noted that the last word of the mission statement is changed depending on what division it is focusing on, for example the library uses "Discover, Connect, Enjoy", Gingerbread Preschool uses "Discover, Connect, Play", the senior center uses "Discover, Connect, Thrive", and the Aquatic Center uses "Discover, Connect, Swim".

Ms. Murphy commented on the number of programs and facilities that are overseen by the Library and Recreation Department noting this includes not only the library but everything from the Gingerbread Preschool to the Pioneer Cemetery. She provided details on what department staff have been handling during the pandemic, organizing virtual programs, setting up vaccination sites, applying for laptop grants, providing laptops for community members to use, and keeping in contact with senior citizens.

Commissioner Kimsey commented on the laptop program and questioned whether this was something that would continue and how it was possible for people who did not have access to Wi-Fi. Ms. Murphy provided details about the program and the funding the City received for it and Ms. Bushong commented on the assistance provided by the City's IT person.

Commissioner Sabatini felt the Strategic Plan should be a good reference for the commission to use when topics are being discussed by commissioners.

Ms. Murphy commented on the department's annual report noting that it will track with the strategic plan and provide feedback on how the strategic plan goals are being implemented.

Commissioner Sabatini noted she had recently read the Strategic Plan and wondered if any progress had been made on determining who will be responsible for tasks. She stated she was particularly interested in the library roof and lighting project. Ms. Murphy advised that the goal is to have a design and building planned for the library roof for next summer and she will be providing the commission with a timeline on this. She noted that determining how to continue providing library services during this construction project are something staff still needs to work on.

Ms. Murphy advised commissioners that as Strategic Plan projects come forward that require input from the commission, staff will keep them informed and will continue to provide outcomes of the Strategic Plan goals in the annual department report.

Commissioner Kimsey questioned if an annual report was planned for 2020 since one had not been completed. Ms. Murphy advised one would not be provided. Commissioner Hall asked if all departments are required to provide annual reports and Ms. Murphy advised only Library and Recreation and Operation Services Departments provide the reports and City Council provides the budget and report for the City.

Ms. Murphy provided an overview of the roles and responsibilities of staff, commissioners and the City Council and went section by section through Muni Code Section 2.34.020 to highlight these various roles and responsibilities.

Commissioner Kimsey thanked Ms. Murphy for the information noting she had been unclear about the role of the commission and the wording of the Muni Code.

Commissioner Hall questioned if the guidelines were specific for the Library Commission or for all commissions. Ms. Murphy advised that the guidelines are a little different for each commission but are basically the same kind of hierarchical structure for all.

Commissioner Hertle felt it would become easier for new commissioners to grasp as the commission got back to holding regular meetings and working together on projects and regenerating outreach efforts and looking at policies. She indicated that she looked at her role on the commission as that of being an advocate for the community and knowing the availability of staff to answer any questions she may have. Ms. Murphy noted that one of the great examples of this advocacy was the recent elimination of daily overdue library fines and commissioners can add items they would like to discuss to the agenda of any meeting by requesting this item under "Matters Initiated by Commission" and having a majority of commissioners agree.

Commissioner Sabatini noted that at the August meeting she had raised her concern about staffing issues. Ms. Murphy advised that this is a concern Commissioner Sabatini should discuss directly with her. She noted the role of the commission is to set high level goals and staff works on the detailed implementation, including staffing and budget matters. She indicated she would discuss this with the city attorney to determine the best way to respond the Commissioner Sabatini's concerns.

MATTERS INITIATED BY THE COMMISSION

Chairperson Damaser encouraged commissioners to contact Ms. Murphy or Ms. Bushong and take a tour of changes made at the library with the integration of the Recreation Department, he felt it answered several his concerns and questions.

Commissioner Murphy provided information about the upcoming Library Booksale advising publicity for event is planned locally and on media with flyers having been posted at the library. Members of the Library Commission are invited to help with setting-up and taking down the book sale that will be held outside the library. She advised that Ms. Murphy has also been able to arrange for a special "meet & greet" at the event with vehicles and personnel from the Pleasanton Fire and Police Department.

Friends of the Library Booksale – Saturday, September 25, 2021

Commissioner Sabatini was informed by Commissioner Murphy that commissioners are welcome to work at any time they wish, no schedule is in place. Chairperson Damaser noted

that members of the Library Commission usually volunteer to participate at this event, and it is a good opportunity for them to meet community members.

FUTURE AGENDA ITEMS

October – Library App Presentation
December – Chair and Vice-Chair Election

Chairperson Damaser noted that at the October meeting the commission will be receiving a presentation on the new Library App and Ms. Murphy noted staff would be bringing forward proposed policy updates to the Library's Internet Use Policy.

Commissioner Kimsey discussed the possibility of ESL training with Ms. Tao.

Chairperson Damaser asked commissioners to email him or Ms. Murphy if they had additional items they would like to be included on the agenda for the October meeting.

ADJOURNMENT

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