



## Library Commission Meeting Minutes

---

### Zoom Webinar – Pleasanton, CA January 6, 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, Joanne Hall, Michaela Hertle, Wendy Kimsey, Sharon Murphy, Cindi Sabatini, and Chairperson Larry Damaser.

Commissioners Absent: Pranesh Ragu and Sonia Rai

Staff Present: Heidi Murphy, Director of Library and Recreation; Yu Tao, Library & Recreation Manager; Jennifer Young, Circulation Supervisor; and Edith Caponigro, Recording Secretary.

#### **AGENDA AMENDMENTS**

None.

#### **MINUTES**

##### **1. Approve regular meeting minutes of December 2, 2021.**

A motion was made by Commissioner Kimsey, seconded by Commissioner Sabatini, to approve the December 2, 2021 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 Approve Library Materials Recovery Policy**

Ms. Murphy introduced Ms. Tao and Ms. Young advising they would be taking the lead on this item.

Ms. Tao noted that in July 2019 the library adopted a new material recovery policy and the existing Library Fines and Fee Waiver and Refund Policies were adopted prior to July 2019. She thanked members of the commission's Policy Subcommittee for identifying the need for a material recovery policy that would reflect the new library material recovery model and for collaborating with staff to put together this new Library Materials Recovery Policy.

Ms. Tao advised that the Library and Recreation Department worked together with the Diversity Equity and Inclusion Group and the city attorney's office to both review and provide feedback to determine all members of the community would be covered under this new policy. She commented on the library's mission for the policy in being able to provide clear details and remove unnecessary barriers while being able to increase access for all community members.

Commissioners were advised by Ms. Tao that this policy will replace the existing Files and Fee Waiver Policy and the Refund Policy.

Chairperson Damaser questioned how the library was going to determine whether something was recoverable, unrecoverable, or a total loss. Ms. Young stated a determination would need to be made on whether the material was damaged by being chewed by a pet, accidentally fell into a bathtub and was completely wet, or pages fell out because the book spine was broken through normal wear and tear. If damaged because a pet chewed it or it was clearly patron damage, the library would charge the individual the price of the item plus a \$5 processing fee, if the damage were from normal wear and tear no charge is made.

Ms. Young provided information on how books that need repair are picked up every week by the Friends of the Library group and repaired. She noted that no fees are charged for books damaged through normal wear and tear and added that some books are not well bound and fall apart easily after usage. Ms. Young confirmed that people would be charged replacement value for books damaged by pets or water or lost.

Chairperson Damaser commented on his own experience with children losing books. With no questions being raised by commissioners, he asked for a motion to approve the policy.

A motion was made by Commissioner Sabatini, seconded by Commissioner Kimsey, to approve the Library Materials Recovery Policy as presented.

**ROLL CALL VOTE:**

AYES: Commissioners Cosby, Hall, Hertle, Kimsey, Murphy, Sabatini, and Chairperson Damaser.  
NOES: None  
ABSENT: Commissionera Ragu and Rai  
ABSTAIN: None

Commissioner Murphy asked about the policy being translated into various languages and posted on the website. Ms. Tao advised that this would first be done in Spanish and Chinese and gradually into other languages.

Ms. Murphy informed commissioners that the city now has a new translation serve that it is excited about leveraging and the library is looking forward to having more things available in multiple languages.

**5. Select Commission Chair and Vice Chairperson for 2022 and Select Representatives for the Teen Poet Laureate Selection Committee**

Ms. Murphy advised that it is necessary for the commission to again select a Chair and Vice Chairperson for 2022 and representatives for the Teen Poet Laureate Selection Commission since the voting for this that took place at the December 2021 meeting inadvertently included a vote from the commission alternate.

Commissioner Kimsey nominated Commissioner Sabatini for the Chair position indicating Commissioner Sabatini has been a member of the Library Commission for three years, brings lots of experience, attends all meetings, reviews all materials, and raises questions and issues that improve library policies and programs. She felt that as a member of the Policy Subcommittee, Commissioner Sabatini had discovered the original draft of the Materials Recovery Policy included most of the Refund Policy. Commissioner Kimsey stated that as a former library staff member she supported and nominated Commissioner Sabatini as the Library Commission Chair for 2022.

Commissioner Hertle felt any member of the commission would make a good Chairperson and with that said she nominated Commissioner Rai because she is well versed in what the duties of the Chairperson are having served as the Vice Chair for the past year and participating in meetings with Chairperson Damaser and Ms. Murphy and has led meetings previously.

Commissioner Hall asked what would take place if the person nominated was not reappointed at the end of the year. Ms. Murphy advised that the position is a one-year term for both Chair and Vice Chairperson and elections would take place again at the end of the year if someone were not reappointed.

Commissioner Hall questioned if the commission was going to hear from the appointees. Ms. Murphy stated that could take place.

Commissioner Sabatini indicated she had prepared a statement to present to commissioners. Her statement advised that she has been actively involved with the Pleasanton Library for 26 years and spent many hours with her young children in the library and is now the parent of three adults who love to read and were once Kid Power Volunteers. She felt honored to have seen the value of the library in a generation of children and being a part of this commission.

Commissioner Sabatini felt the commission had done an excellent job expanding the community's knowledge of programs and increasing the number of people who utilize the library. As commission chair she stated she would like to see the commission obtain and then provide more transparency to the community regarding capital projects, service levels and ongoing operations. She would also suggest that annually rules and guidelines of the commission be reviewed so all commissioners are aware of voting procedures and other important parameters. Finally, she would encourage commissioners to bring forward ideas regarding the library and support their specific objectives and concerns. As an example, she noted that commissioners Rai and Kimsey had volunteered to serve on the Teen Poet Laureate Committee and she would like to reinforce that passion for youth, as well as needed to nominate someone for Friends of the Library and the Mayor's Award.

Commissioner Sabatini felt she was a good suggestion for Library Commission Chair. She felt that, together with members of the commission and library staff, she would help the Pleasanton Library continue to provide the community with the high quality of services, programs, and resources that everyone has come to expect.

Chairperson Damaser thanked Commissioner Sabatini and noted that due to a death in the family Commissioner Rai was not in attendance and unable to provide a statement.

In counting the number of commissioner votes for Library Chair for 2022 it was determined that three commissioners would vote for Commissioner Sabatini and four commissioners would vote for Commissioner Rai.

A motion was made by Commissioner Hertle, seconded by Commissioner Murphy, to nominate and elect Commissioner Rai to serve as the Library Commission Chair for 2022.

**ROLL CALL VOTE:**

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

NOES: None

ABSENT: Commissioner Ragu and Rai

ABSTAIN: None

Commissioner Kimsey indicated she would like to nominate Commissioner Sabatini to serve as the Library Commissioner Vice Chairperson for 2022 and Chairperson Damaser stated he would like to nominate Commissioner Hertle for the same position. Commissioner Hertle stated she would decline the nomination and would be in favor of Commissioner Sabatini being nominated as the Vice Chairperson.

A motion was made by Commissioner Kimsey, seconded by Chairperson Hertle, to nominate and elect Commissioner Sabatini to serve as the Library Commission Vice Chairperson for 2022.

**ROLL CALL VOTE:**

AYES: Commissioners Cosby, Hall, Hertle, Kimsey, Murphy, Sabatini, and Chairperson Damaser.  
NOES: None  
ABSENT: Commissioner Ragu and Rai  
ABSTAIN: None

Ms. Murphy noted that at the December 2021 meeting, Commissioners Rai and Kimsey had volunteered to be representatives for the Teen Poet Laureate Selection Subcommittee, however, a third representative is needed. Commissioner Sabatini volunteered to be the third representative to the Teen Poet Laureate Selection Subcommittee.

**MATTERS INITIATED BY THE COMMISSION**

- A. Commissioner Kimsey asked about changes that would allow for in-person meetings. Ms. Murphy provided an update from a recent meeting she had attended in which department heads were advised that the city will be moving forward cautiously, and departments should be taking all necessary precautions and strategically modifying as needed, postponing, or cancelling on a case-by-case basis and making the best decisions that will be most responsive to community needs and desires.
- B. Commissioner Hall questioned if staff had noticed less people going into the library with the omicron variant. Ms. Murphy advised that numbers in the library had not returned to pre-pandemic levels, but the library was becoming continually busier with each passing week. She also noted that staff has noticed less people attending events at the Firehouse Arts Center due to it being a more compact area.

Ms. Young advised that library circulation has gone up and even though the library was closed for five days in December due to the holidays. Circulation in December was more than in November. She noted that a vast number of items were returned by the end of the year making it incredibly busy for people working at the library. She commented that library programs have started and compared to other local libraries Pleasanton is seeing an uptick in usage.

- C. Commissioner Sabatini felt it would be beneficial to review the parliamentary procedures and expectations of commissioner roles. She suggested this be included on the agenda for the next meeting. Ms. Murphy asked Commissioner Sabatini to explain how what she is asking is different than what was reviewed at a previous meeting when commissioner roles and responsibilities had been discussed. She suggested that Commissioner Sabatini and the Commissioner Chair meet with her separately to discuss these issues. Commissioner Sabatini felt a short conversation was needed to review parliamentary

procedures, so everyone understood about voting, motions, and seconds, etc. She felt it would be beneficial for everyone to understand how the system works.

Chairperson Damaser noted that motions and voting was the responsibility of the Chair to oversee and felt the new Chair would do an excellent job of making sure things run smoothly.

D. Commissioner Kimsey thanked Chairperson Damaser for his time serving as the Library Commission Chair.

### **FUTURE AGENDA ITEMS**

Chairperson Damaser noted there were no future agenda items indicated at this time.

### **ADJOURNMENT**

There being no further business a motion was made and seconded to adjourn the meeting at 7:35 p.m.