



Library Commission Meeting Minutes

**City Council Chambers, 200 Old Bernal Avenue, Pleasanton, CA
October 6, 2022 – 7:00 p.m.**

CALL TO ORDER

The meeting was called to order at 7:02 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, Joanne Hall, Wendy Kimsey, Michaela Hertle, Sharon Murphy, and Vice Chairperson Cindi Sabatini.

Commissioners Absent: Pranesh Ragu, Chairperson Sonia Rai

Staff Present: Heidi Murphy, Director of Library and Recreation, Chris Spitzel, Librarian; and Ania Pawlak, Office Manager (Transcribing by Edith Caponigro, Recording Secretary).

AGENDA AMENDMENTS

Ms. Murphy advised that the “Tailored Recreation and Education Collections (TREC) Grant Update” was being removed from the agenda and would be added to agenda for the next meeting.

MINUTES

- 1. Approve regular meeting minutes of September 1, 2022.**

Amendment to the September 1, 2022 meeting minutes: Roll Call should indicate that Commissioner Joanne Hall was absent.

A motion was made by Commissioner Hertle, seconded by Commissioner Emerson, to approve the September 1, 2022 meeting minutes as amended. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

- **Diversity, Equity, and Inclusion (DEI) Tools for Library Collection Development – Chris Spitzel, Librarian**

Ms. Murphy introduced Ms. Spitzel to the commission and advised that she would be reporting on the Diversity, Equity, and Inclusion tools.

Ms. Spitzel reviewed with commissioners a PowerPoint presentation noting the Library and Recreation Department's Mission, Vision and Values and included the values of integrity, collaboration, customer service, inclusiveness, and innovation. She provided information about the library book vendor Baker & Taylor's DEI Collection Analysis tool for diversity, equity, and inclusion.

Ms. Spitzel shared one of the tenets of the department's "inclusiveness" value: "We provide programming, materials and services that reflect the unique and varied perspectives of the Pleasanton community and the world." She noted that the Collection Development Team is guided by these principles, and she felt the windows and mirrors analogy used by librarians and educators fit perfectly with this statement.

Ms. Spitzel provided commissioners information on how the DEI module works and discussed the broad topics used by Baker & Taylor to match titles, the qualifiers used, information in the database, and trend tracking details. She informed commissioners that January 2019 was the first month the DEI tool was used by the library and the report provided information from that date through July 2022. Ms. Spitzel noted that filtering by topics such as authors or culture was possible with the tool. Staff was expecting trend tracking to improve as the database becomes more robust and titles are added, noting that the library is currently looking to add to its language selection.

Commissioner Emerson questioned if there was a goal in place as to what the ideal collection data would look like. Ms. Murphy felt it would be difficult to match percentages to the City's demographics since many trends do not fall into specific categories. She stated the goal is to

keep increasing trends while continuing to moderate the metrics used. Ms. Spitzel commented on what has been captured in the DEI module.

Commissioner Murphy felt the DEI module was a great tool and questioned if it was free to everyone. Ms. Spitzel indicated it was free to anyone who has a Baker & Taylor Collection HQ account and that many libraries are finding it to be a helpful tool. Commissioner Murphy asked if libraries would first utilize their own collections when looking for something specific. Ms. Spitzel agreed that searching the library's own catalog would be the initial step and Ms. Murphy commented on searching throughout the state and what is theoretically possible.

Ms. Spitzel felt that library displays and book lists are great ways for people to see what books are available. She commented on how the DEI module is being used by other libraries and becoming a robust way for librarians to provide information with each other.

Commissioner Hertle questioned if the library staff would be considering publicizing the DEI tool through social media as a way of highlighting things in an inclusive package. She felt it would be a beneficial way of letting the Pleasanton citizens aware of this program.

Commissioner Hertle also discussed with Ms. Spitzel the possibility of there being an opportunity to add qualifiers for categorization and advance filtering. Ms. Spitzel felt this was something already being added in the program. Commissioner Hertle questioned if crowdsourcing would assist with the program and if it provided a way for the community to see what collections and materials are available. Ms. Murphy noted the program was primarily built for people who are purchasing items to build a well-balanced collection.

Vice Chairperson Sabatini felt the DEI module was a great tool and questioned if staff was checking monthly trends and whether that was something done by the purchasing staff. Ms. Spitzel provided information about the team of staff who select materials and how things are discussed in meetings. Ms. Murphy commented on the aim for greater diversity and having different perspectives when ordering.

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 Comment on the Fiscal Year 2021/22 Library and Recreation Department Annual Report

Ms. Murphy indicated she was excited to be sharing with commissioners the Library and Recreation Department Annual Report for 2021/22, discussed this being a transitional year, and how staff is collecting data in more robust ways. She noted that one survey tool is being leveraged for the entire department with a consistent set of questions.

Ms. Murphy advised that budget and trend information requested by the commission was included in the report. She reviewed with commissioners the Library and Recreation Department budget section of the report, commenting specifically on changes to contracting services for the Pleasanton Pioneer Cemetery, the Pleasanton Rides Program, and aspects within the Library Services report.

Commissioners were informed by Ms. Murphy that the library is bouncing back after becoming the first library to reopen after the COVID-19 pandemic and is back to operating full hours. She noted the literacy program is incredible and that the library will be getting more grant funding from the State because the team is doing such a phenomenal job. Additionally, Ms. Murphy commented on the partnerships with nonprofits and the number of people being served through these partnerships.

Commissioner Hertle stated she enjoyed reading the Annual Report and was pleased that this report was so readable, and that staff had listened to suggestions provided by the commission. She liked the infographics and short pieces of information provided within the report that answered some previous questions of the commission. Commissioner Hertle was pleased with information and statistics provided about other sections of the department.

Commissioner Hertle asked Ms. Murphy what data she missed that had previously been available. Ms. Murphy advised that one thing not yet available is department data with consistent questions throughout and felt it would be interesting to learn about trends coming out of the COVID-19 pandemic. She would like to learn how things are interrelated and interconnected. She felt an excellent job was being done in the library and would like to see it connected in other areas together with predicted revenue and cost recovery.

Commissioner Hertle questioned what staff are doing to restore services coming out of COVID-19. Ms. Murphy felt it was important to get everything back up and running at the same level they were before the pandemic and infuse diversity, equity, and inclusion into programs.

Commissioner Murphy discussed with Ms. Murphy library programs that are highlighted in core library services and the importance of things being fully functional. She also commented on not realizing that the Pioneer Cemetery was under the authority of the Library and Recreation Department.

Commissioner Cosby also discussed with Ms. Murphy other areas being serviced by the department but not close to the library. Ms. Murphy commented on people being further away from the library not using the library services and how staff will be following this to see how the future Mobile Vehicle can get people more involved.

Commissioner Emerson discussed with Ms. Murphy the possibility of a branch library and where it might go. She also asked for information about the recent cricket and football issues. Ms. Murphy commented on the growth in the northern part of Pleasanton and information that would be provided in the next Annual Report.

Commissioner Emerson complimented staff on the Annual Report and was pleased with the information it provided. Ms. Murphy noted that a staff Community and Public Relations Coordinator was responsible for how the report appears and a team of staff members collects all the data required.

Vice Chairperson Sabatini agreed it was a well-done report indicating she would love to see some comparisons between trends and goals.

COMMISSION REPORTS

- A. Policy Committee – no report. Ms. Murphy indicated that Ms. Tao had this on her calendar and would be reaching out to the committee members.
- B. Outreach Committee – Ms. Murphy indicated committee members had wanted to do some specific things including one with social media. She thought members have wanted to share a number of library posts out to the community to help broaden the network, also a citywide event to help market the library. Since she did not have all the details available Ms. Murphy suggested she email the report to commissioners once she can access her computer.

MATTERS INITIATED BY THE COMMISSION

- A. Vice-Chairperson Sabatini commented on the library being closed October 10th for building maintenance and staff development. Ms. Murphy noted that the library is always closed the second Monday of October to align with Columbus Day but is a day when things are fixed in the buildings and is the only day of the year when the entire staff team can get together and plan things. She provided details about staff plans for the day updating policies and strategies, staff training, and staff recognition awards.

Ms. Murphy informed commissions that Lia Bushong would be returning as the staff liaison at commission meetings now that a Civic Arts Manager has been hired.

- B. Commissioner Hertle provided details about a library card promotion event she did at the Farmers Market and the excitement of a 3-year-old in getting her first library card. She discussed it as being a great opportunity to meet people and let them know about signing up for a new card or renewing an old one. Commissioner Murphy also provided information about participating in this event and getting people to sign up for library cards.
- C. Vice-Chairperson Sabatini asked Ms. Murphy for an update on the library roof project. Ms. Murphy advised that it is going well and it is anticipated the roof project will be completed by the fall before the rains start, but the clerestory windows are still going to be delayed because of supply issues and will be installed as weather permits.

FUTURE AGENDA ITEMS

- A. TREC's grant will be brought forward next month.

- B. Ms. Murphy noted that Committee Reports will be on the agenda for the next meeting and commissioners should be prepared to provide a Committee Report at each meeting. She asked commissioners to advise staff of any actionable items they may want to add to the agenda.
- C. Vice-Chairperson Sabatini asked about the Booklegger program and indicated she was saddened that it was being considered to pause this program for another year. She was informed by Ms. Murphy that this would be brought to the commission later and discussed the issue of being able to get the program back into schools. Ms. Murphy agreed it was a valuable program and she would do some checking on it.
- D. Vice-Chairperson Sabatini questioned if there were other library programs that are paused and would not be returning, and Ms. Murphy indicated she would check into this and provide information back to the commission.

ADJOURNMENT

There being no further business a motion was made and seconded to adjourn the meeting at 7:57 p.m.