



## Library Commission Special Meeting Minutes

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**October 5, 2023 – 7:00 p.m.**

### **CALL TO ORDER**

Vice Chair Sabatini called to order the special meeting of the Library Commission at the hour of 7:07 p.m. from the Operation Services Center located at 3333 Busch Road.

### **ROLL CALL**

Present: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini.  
Absent: Commissioner Cosby, Hall and Chair Rai.

### **AGENDA AMENDMENTS**

None.

### **MINUTES**

#### **1. Approve regular meeting minutes of August 3, 2023.**

**MOTION:** It was m/s by Emerson/Kimsey to approve special meeting minutes of September 7, 2023. The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini  
Noes: None  
Absent: Commissioner Cosby, Hall and Chair Rai.

### **MEETING OPEN TO THE PUBLIC**

#### **2. Introductions / Awards / Recognitions / Presentations**

Introductions/Awards/Recognitions/Presentations  
None.

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

Vice Chair Sabatini opened public comment. There being no speakers, Vice Chair Sabatini closed public comment.

**MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION**

**4. Review and Recommend City Council Adopt Resolutions Approving Updated Library Policies: 1) Public Access to the Internet; 2) Materials Recovery; 3) Collection Development; 4) Request for Reconsideration of Material Form; and 5) Inclusiveness in Material Statement**

Recommendation: Review and recommend City Council adopt resolutions approving updated Library policies for: 1) Public Access to the Internet Policy, 2) Materials Recovery Policy, 3) Collection Development Policy, 4) Request for Reconsideration of Material Form; and 5) Inclusiveness in Materials Statement.

Yu Tao, Library Manager, presented the item and answered questions from commissioners.

**MOTION:** It was m/s by Dhillon/Murphy to approve the recommendation. The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini  
Noes: None  
Absent: Commissioner Cosby, Hall and Chair Rai.

**5. Recommend City Council Approve Updates to Section D. Pleasanton Public Library Fine and Fee Schedule of the City's Master Fee Schedule**

Recommendation: Recommend City Council approve updates to Section D. Pleasanton Public Library Fine and Fee Schedule of the City's Master Fee Schedule.

Yu Tao, Library Manager, presented the item and answered questions from commissioners.

**MOTION:** It was m/s by Kimsey/Emerson to approve the recommendation with the following changes:

1. Capitalize "In Addition to Item Cost"
2. Remove the "Borrowing privileges suspended" line, as it is not a charge but rather a threshold related to circulation operation.
3. Remove the "Photocopies" line, as photocopying is a free library service.

4. Exclude the “Lost /Damaged Laptop” line, as it should be categorized under the “Process Fee for Lost or Damaged Materials – in addition to item cost”.
5. Add the phrase “LINK+ Items Only” above the “Overdue Item (per day) Max \$15 per item” to eliminate any potential confusion concerning LINK+ charges for library users.
6. Add the word “LINK+” between the word “Overdue” and “Item”.
7. Add the word “LINK+” between the word “Damaged” and “Item” to make it easier for library users to understand.

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini  
Noes: None  
Absent: Commissioner Cosby, Hall and Chair Rai.

**6. Receive the October 2023 Library Programs and Events Calendar**

Recommendation: Receive the October 2023 Library Programs and Events Calendar.

Yu Tao, Library Manager, presented the item and answered questions from commissioners.

**COMMISSION REPORTS**

**7. Committee Meetings**

A. Policy Subcommittee – No report

B. Outreach Subcommittee –No report

**8. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.**

Commissioner Murphy provided information about the results of the Friends of the Library Book Sale.

**MATTERS INITIATED BY THE COMMISSION**

**FUTURE AGENDA ITEMS**

**MOTION:** It was m/s by Emerson/Kimsey to add to future agenda: E-Book trends in circulation.

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini  
Noes: None  
Absent: Commissioner Cosby, Hall and Chair Rai.

**MOTION:** It was m/s by Kimsey/Sabatini to add to future agenda: Library Accepting Donations.

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini  
Noes: None  
Absent: Commissioner Cosby, Hall and Chair Rai.

## **ADJOURNMENT**

There being no further business, Vice Chair Sabatini adjourned the meeting at 7:49 p.m.