

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**October 22, 2015  
MINUTES**

The regular meeting was called to order by Chair Elaine Merriweather at 5:15 p.m. on October 22, 2015.

**1. ROLL CALL**

Present: Elaine Merriweather, Chair  
Yvonne Nair, Board Member  
Vicki Winston, Board Member

Absent: McKinley Williams, Board Member  
Vinay Pimple, City Council Member/Personnel Board Liaison

**2. STATEMENT OF CONFLICT OF INTEREST**

- None

Dorothy Mandujano regretfully forgot to turn on the recorder – the following information is from notes:

Before proceeding with the meeting, Dorothy reminded everyone that the November and December meeting will be held on the third Wednesday - November 18<sup>th</sup> and December 16<sup>th</sup> – due to holiday schedule and the third Thursday conflicts with the Planning Commission.

**3. APPROVAL OF MINUTES**

- Regular Meeting of September 24, 2015

**SPEAKERS:**

- None

Board Member Yvonne Nair made a motion to approve the minutes of September 24, 2015. Board Member Vicki Winston seconded the motion. Minutes were approved by the following vote: AYES: E. Merriweather, Y. Nair, V. Winston. NOES: None.

#### **4. PUBLIC COMMENT**

##### **SPEAKERS:**

Cordell Hindler: spoke on the fact that there is a problem with personal hygiene in the library.

At this point, recorder was turned on:

Cordell Hindler (continued): pointed out that the library is a place of enjoyment for everyone.

Board Member Yvonne Nair inquired on who Cordell was referring to when speaking on personal hygiene problems in library. Cordell stated it was the clientele and emphasized that he was not speaking about the library employees.

Roseanne Ryken: brought to the attention of the board the annual award ceremony where the Demitrea Foster award(s) went to four permit technicians in Planning and Building. She expressed how she found this to be ironic since this is where Pamela Hampton formerly worked.

#### **5. NEW BUSINESS**

#### **6. UNFINISHED BUSINESS**

Mr. Weems not present at this point. To give him more time to arrive, 6b was presented first.

- b. Elect Vice Chair

##### **SPEAKERS:**

- None

Board Member Yvonne Nair volunteered for the position of Vice Chair. Election of Board Member Yvonne Nair to Vice Chair was approved by the following vote: AYES: E. Merriweather, Y. Nair, V. Winston. NOES: None.

#### **7. REVIEW OF SUBPOENA(S)**

- None

#### **6a. Discuss the following Library issues with Library Commission Chair Weems:**

1. Communications
2. Bookmobile driver and Library Associate
3. Richmond Library and Cultural Services Department Internal Audit
4. Anonymous letter

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**<http://www.ci.richmond.ca.us/index.aspx?NID=1090>**

## **DISCUSSION:**

Board Member Nair recommended the discussion proceed in the absence of the library commission Mr. Weems.

Board Member Winston recently reviewed the library materials/issues received during the past year. Answers have not been forthcoming. The last status report is dated February 2013 without receiving any updates. Board Member Winston suggested the Personnel Board form an action plan with deadlines.

Vice Chair Nair stated that the frustration being felt by the Personnel Board is what the employees are feeling and expressing. Vice Chair Nair emailed Mr. Weems requesting a meeting to speak about his perspective on these library issues prior to this meeting but has not received a reply. Vice Chair Nair agreed with Board Member Winston on finding a way to deal with these issues by coming up with a plan.

Vice Chair Nair has met with a few of the library staff members who have brought to the attention of the Personnel Board Meeting the ongoing library issues. Board Member Winston will try to meet with library management by interviewing with formulated questions and report back at a future Personnel Board meeting.

Chair Merriweather suggested a letter outlining the library concerns be composed and delivered to the City Council.

Board Member Winston noted that the City Charter is clear on how the Personnel Board can explore other matters.

Vice Chair Nair attended the mandatory ethics class and learned that “even though something is legal it doesn’t mean it’s ethical.” She would like to emphasize this point and use this information to stop the barriers between what is legal and what is ethical.

Board Member Winston suggested that the speakers be heard, ask any follow up questions and take the information and formulate a plan.

## **SPEAKERS:**

Stacey Agnitsch: gave an update on the meetings between Human Resources and library staff on Bookmobile driver and Library Associate. Stacey Agnitsch expressed gratitude to Lisa Stephenson for being instrumental in moving this item forward. Human Resources hired an outside entity to accompany the library associate on the bookmobile route for safety assessment in the hopes of solving some problems. Hopefully, this will increase interest in a lateral transfer from Library Assistant to Bookmobile Library Assistant.

Personnel Board allowed Stacey Agnitsch an extension to her speaking time.

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The library was closed for the holidays in September and for four additional days due to bathroom construction. For the month of September there was a definite drop in services provided to the community. It was suggested by the union to keep the library branch open by positioning the bookmobile outside the library or opening the children's section. These ideas were "shot down" because there would not be enough staff available. The staff worked in LEAP during the closed days and there would have been sufficient staff to staff the library as suggested by the union. The library will again be shut down during the holiday closure. These closures may cause the community to look for and find other options to the Richmond Library.

Roseanne Ryken: stated her believe that the current management does not have the ability to do the job that is needed by this community. Every library closure can lead to the community viewing the library as unnecessary. The needs of the community are not being met because of not hiring necessary staff, lack of materials and outreach.

Personnel Board allowed Roseanne Ryken an extension to her speaking time.

Last September, the police came to the library to arrest a man for downloading child pornography. An incident report should have been completed to inform library staff on what is going on in the library. To date, this incident report has not been seen.

#### **DISCUSSION:**

Board Member Winston suggested that each Board Member communicate to her what they believe is the main concern. Between the communicated concerns and the materials she has collected over the past two years, direct and specific questions can be created. Invite the Library Commissioner Weems to the next meeting.

The following questions were developed after discussion:

- Communications
- Improve fear of retaliation
- Filling of vacancies and staffing
- Lack of performance planning and appraisal
- MRG audit including the survey: what is the status as of now, what is going to be addressed and what is not going to be addressed

Someone from audience shared information but was inaudible.

Emails with agenda items will be sent to Dorothy in HR by November 4<sup>th</sup> for the Wednesday, November 18<sup>th</sup> meeting. Board Member Winston requested that her agenda item on the library report be under New Business.

6a from this meeting will move to the agenda for November 18<sup>th</sup> removing Mr. Weems by inviting the entire Library Commissions.

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Donna Newton sat in for Lisa Stephenson this evening.

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

**9. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 6:07 p.m.