



CITY OF RICHMOND  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
MAIN LIBRARY  
MADELINE F. WHITTLESEY COMMUNITY ROOM  
325 CIVIC CENTER PLAZA, RICHMOND, CA  
July 20, 2023  
6:30 p.m.

**MEETING  
SCHEDULE**

**Bi-monthly, odd months:**  
January, March, May, July,  
September and November

**3<sup>RD</sup> THURSDAYS**

**Library Commission Members:**

Thomas Harrison, Jr., Marcela Jaimes-Rodriguez, Thomas Kaun, and Risa King (w/one vacancy)  
Gayle McLaughlin, City Council Member Liaison

**Public comments may be submitted in writing:**

Via email to [lisa\\_carter-owens@ci.richmond.ca.us](mailto:lisa_carter-owens@ci.richmond.ca.us). Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before **Thursday, July 20, 2023, by 4:30 p.m.** and must include the following:

- a) Your Name
- b) Your Contact Information
- c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of three minutes, depending on the number of commenters.

1) **Call to Order/Roll Call**

Members: Harrison, Jaimes-Rodriguez, Kaun, and King

2) **Welcome and Meeting Procedures**

*Individuals who would like to address the Library Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under Open Forum.*

*Public comment may be made on agenda items when the item is discussed.*

*The standard amount of time for each speaker, in either instance, will be three (3) minutes.*

3) **Agenda Review**

*Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.*

4) **Public Comment**

*Issues brought to the attention of the commission in Public Comment cannot result in discussion or action at this meeting.*

5) **Approval of Minutes**

*In the absence of full membership and the commissioners that have since termed out, current Library Commissioners may choose to vote on the minutes, or direct Library staff to consider minutes*

approved based on lack of quorum.

- a. Approval of May 25, 2023 Meeting Minutes [Harrison, Jaimes-Rodriguez, Kaun]
- 6) **Department Reports For Information**  
*Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.*
  - a. Library Services
  - b. Literacy for Every Adult Program (LEAP)
  - c. Circulation Statistics
  - d. Director's Report
- 7) **Presentations, Discussions and Action Items, etc.**  
*Following discussion of each item, the commission may vote to make recommendations to staff or to the City Council.*
  - a. INTRODUCTION of Guest Attendees (each to briefly introduce themselves)
  - b. Take-a-ways from participation in the City's Boards, Committees, and Commission Members training on July 12, 2023 (Commission as a whole)
  - c. DISCUSSION/ACTION Library Commission Consideration of Proposed Library Style Guide and Publicity Manual (Larsen)
  - d. Annual 2024 Literacy Festival planning subcommittee formation (Commission as a whole)
  - e. Revisit FY2023-24 Work Plan as needed (Commission as a whole)
- 8) **Items of Interest to the Commission and Announcements**  
*Commissioners or Library staff may make announcements regarding the Library, Library Commission, Friends of the Richmond Public Library, Richmond Public Library Foundation, or other relevant activities of interest to the commissioners and the community.*
  - a. Library Commission attendance at next Council Meeting and introduce new Library Director as suggested by Council Liaison McLaughlin
- 9) **Agenda Setting for Next Meeting and Future Topics**
  - a. Creation of Bylaws (Commission as a whole)
  - b. Library Commission Report to City Council (subcommittee Kaun and King)
- 10) **Adjournment**

**NEXT MEETING:** Thursday, September 21, 2023 at 6:30 p.m. in the Madeline F. Whittlesey Community Room

*As presiding officer, the Library Commission Chair has the authority to preserve order at all Library Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. Any documents produced by the City and distributed to the Library Commission regarding any item on this agenda will be made available at the Richmond Public Library located at 325 Civic Center Plaza, Richmond, California during normal business hours.*

***This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator, at (510) 620-6974 at least three business days before the meeting date.***