

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**December 16, 2015
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on December 16, 2015.

1. ROLL CALL

Present: Yvonne Nair, Vice Chair Member
McKinley Williams, Board Member
Vicki Winston, Board Member

Absent: Elaine Merriweather, Chair
Vinay Pimple, City Council Member/Personnel Board Liaison

2. STATEMENT OF CONFLICT OF INTEREST

- None

3. APPROVAL OF MINUTES

- Regular Meeting of November 18, 2015

SPEAKERS:

- None

Board Member Vicki Winston made a motion to approve the minutes of November 18, 2015. Board Member McKinley Williams seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, M. Williams, V. Winston. NOES: None.

4. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: spoke on the open position of Executive Director for Richmond Promise and acknowledged that it is a great opportunity for someone. He believes there will be plenty of applications. Mr. Hindler reiterated his belief that the City should not utilize outside attorneys for grievances due to the high cost and the availability of City Attorneys.

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

5. NEW BUSINESS

SPEAKERS:

- None

6. UNFINISHED/OLD BUSINESS

SPEAKERS:

- None

- a. Discuss the Richmond Library and Cultural Services Department Internal Audit

DISCUSSION:

Secretary Stephenson stated that the up-to-date audit information from the library has not been received.

Board Member Winston noted that updates to the audit on a previous occasion had been done in red and would like to see the current updates to the audit be done in red also. It would also be helpful to receive the updated audit information along with the Personnel Board Agenda packet. This item should continue on the next agenda under Old Business.

Tyrone Weems, Library Commissioner and WCCUSD sixth grade teacher, spoke to the Personnel Board. The first item he brought up was the anonymous email and how the Library Commission does not wish to speak on this due to the lack of knowledge on who wrote the email.

Board Member Winston brought up the fact that there have been many library issues brought to the Personnel Board over the past couple of years.

Mr. Weems noted that the Library Commission is aware that there are internal issues in the library. Mr. Weems asked what question(s) the Personnel Board has for the Library Commission. Does the Personnel Board want to know how the Library Commission has dealt with these internal issues? Does the Library Commission communicate with the Director of Library and/or other staff?

Vice Chair Nair stated that originally when library issues were brought to the Personnel Board the desire was to refer it to the Library Commission but the Library Commission was not fully functioning at the time. Vice Chair Nair expressed her desire to have the Personnel Board and Library Commission work together to resolve some of the internal audit issues.

Board Member Winston asked what the charge of the Library Commission is. She also mentioned that the Personnel Board will deal with issues under their purview: grievances, personnel issues, etc.

Mr. Weems stated the following items as charges of the Library Commission:

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- Increase the notoriety of the public library
- Increase (especially students) visibility of the library
- Increase student knowledge of the technology advancements in the library
- Increase circulation
- Increase number of members
- Increase knowledge of services available in the library

Mr. Weems continued to speak on projects the commission is currently working on while also changing the perception of the Richmond library as old and out-of-date. The Library Commission assures that new and/or updating of a program, accessibility, ADA materials, online services, social media, etc. meets all requirements (i.e., insurance, safety, maintenance, regulations, etc.).

The Library Commission is open to all and library staff attends the meetings to update the commission on events and programs in the library. Meeting dates and times are on the website along with the Library Commission Bylaws.

Mr. Weems also noted that everyone is welcome to bring issues to the Library Commission.

Library Commissioner Hindler's main concern is literacy programs that have been cut and his hope is to address during his term as Library Commissioner.

Vice Chair Nair would like to see a resolution to the library issues brought to the Personnel Board over the last few years and would like to assure that anyone can bring questions/concerns to either the Personnel Board and/or the Library Commission for answers.

Library Commissioner Weems will work from his end to share the discussed concerns to the Library Director.

Library Commissioner Weems stated he would communicate to the Personnel Board at some future date to give his input on what has been resolved on the audit.

7. REVIEW OF SUBPOENA(S)

- None

8. CONSIDERATION OF PROBLEMS AND REPORTS

- None

9. ADJOURNMENT OF REGULAR MEETING

Regular meeting adjourned at 5:55 p.m.

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