



CITY OF RICHMOND
LIBRARY COMMISSION AGENDA
SPECIAL MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
May 25, 2023
6:30 p.m.

**MEETING
SCHEDULE**

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

3RD THURSDAYS

Library Commission Members:

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

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 March 16, 2023 Meeting Minutes [Harrison, Jaimes-Rodriguez, Kaun, King]

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. DISCUSSION/ACTION Library Commission Adoption of Proposed Policy Document (Larsen)
- 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. Recap of observance attending the Literacy Fair at Civic Center (Chair Harrison)
- 9) **Agenda Setting for Next Meeting and Future Topics**
- a. Creation of Bylaws (Commission as a whole)
 - b. Revisit FY2022-23 Work Plan as needed (Commission as a whole)
- 10) **Adjournment**

NEXT MEETING: Thursday, July 20, 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.