

Library Commission Special Meeting Minutes

December 7, 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 7:04 p.m. from the Public Works Department located at 3333 Busch Road.

ROLL CALL

Present: Commissioners Dhillon, Emerson (via teleconference), Hall, Kimsey, Murphy, Vice Chair Sabatini, Chair Rai.
Absent: None

AGENDA AMENDMENTS

None

MINUTES

1. Approve special meeting minutes of November 2, 2023

MOTION: It was m/s by Sabatini/Emerson to approve special meeting minutes of November 2, 2023, with the following revisions:

- **ROLL CALL** Absent: Commissioner Emerson.
- **6.** It was m/s by Hall/~~Emerson~~ Kimsey

The motion passed by the following vote:

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

MEETING OPEN TO THE PUBLIC

2. 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.

3. Introductions / Awards / Recognitions / Presentations

Presentation on eBooks and Print Materials at the Pleasanton Public Library Librarian Chris Spitzel presented the item.

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Receive and comment on the FY 2022/23 Library and Recreation Department Annual Report

Recommendation: Receive and comment on the FY 2022/23 Library and Recreation Department Annual Report

Lia Bushong, Assistant Director of Library and Recreation, presented the item and answered questions from commissioners.

5. Select Commission Chairperson and Vice Chairperson for 2024

Recommendation: Select Commission Chairperson and Vice Chairperson for 2024

Lia Bushong, Assistant Director of Library and Recreation, presented the item and answered questions from commissioners.

MOTION: It was m/s by Rai/Dhillon to select Commissioner Sabatini as Chair for 2024

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Hall, Kimsey, Murphy, Vice Chair Sabatini, Chair Rai.

Noes: None

Absent: None

MOTION: It was m/s by Dhillon/Rai to select Commissioner Kimsey as Vice Chair for 2024

The motion passed by the following vote:

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

6. Receive the December 2023 Library Programs and Events Calendar

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

Lia Bushong, Assistant Director of Library and Recreation presented the item and answered questions from commissioners.

Commissioner Emerson left the meeting at 8:15 p.m.

COMMISSION REPORTS

7. Committee Meetings

None

MATTERS INITIATED BY THE COMMISSION

MOTION: It was m/s by Kimsey/Sabatini to add to outreach ideas to a future agenda

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

ADJOURNMENT

There being no further business, Chair Rai adjourned the meeting at 8:32 p.m.



Pleasanton Public Library



January 2024

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

-  Library Closed
-  Special Event
-  Special Event

1

**Library Closed -
New Year's Day**

2

**Winter Family
Movie Matinee:
"Super Mario Bros"
1 p.m.**

3

4

5

6

**STEAM Saturdays
11 a.m.-12:30 p.m.
Register online!**

7

8

9

10

**Baby Storytime
11 a.m.**

11

12

13

14

**Sensory Storytime
10 a.m.
To sign up, email
[libraryprograms@
cityofpleasantonca.gov](mailto:libraryprograms@cityofpleasantonca.gov)**

15

**Library Closed -
Martin Luther King
Jr. Day**

16

**Lawyers in the
Library
- Register online!**

17

**Baby Storytime
11 a.m.

Literacy Tutor
Training @ 5 p.m.
- Register online!**

18

**Toddler Storytime
11 a.m.**

19

20

**Film Club
3 p.m.**

21

22

**VA Mobile Visit
10 a.m. - 1 p.m.**

23

**Paws to Read
7 p.m.; 7:35 p.m.
Register at
Children's Desk!**

24

**Baby Storytime
11 a.m.

Family Storytime
7 p.m.**

25

**Toddler Storytime
11 a.m.**

26

27

**Virtual Book Club
12 p.m. - Register online!**

**Adulting 101: Personal
Finance for Teens with
Berna Anat @ 1 p.m.**

28

**Memory Cafe
3 p.m.**

29

30

**Paws to Read
7 p.m.; 7:35 p.m.
Register at
Children's Desk!**

31

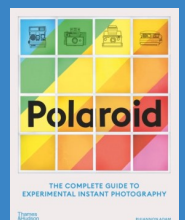
**Baby Storytime
11 a.m.

Family Storytime
7 p.m.**



**January is
National Hobby Month**

**Polaroid: The Complete Guide to
Experimental Instant Photography
by Rhiannon Adam**



January 4, 2024
Item 5

**TITLE: DISCUSS AND SELECT LIBRARY COMMISSION OUTREACH GOALS
FOR 2024**

SUMMARY

Commission goals are discussed annually, to create a shared focus and establish priorities. After approval of the expansion of the Library Commission Outreach Subcommittee work to the entire commission for 2024, commissioners have requested to review and discuss new outreach goals.

RECOMMENDATION

Discuss and select Library Commission outreach goals for 2024.

BACKGROUND

The Library Commission engages in work directly related to the duties outlined in the City of Pleasanton Municipal Code (Muni Code) Section 2.34.020 (Attachment 1), which include the promotion of library services: “Promote the use and support of library services within the community, including working in cooperation with citizen and business groups, foundations, charitable trusts, school districts and governmental agencies.”

Commission and staff often partner on library promotion. In the past, this has included staffing booths at community events, leveraging social networks and community connections to talk about library programs and services, and helping to plan or participate in celebration events. In prior years, this work was guided by the Library Commission’s Outreach Subcommittee.

For the 2024 calendar year, commission approved at their November meeting the expansion of outreach work to the entire commission and pausing the Outreach Subcommittee. Engaging the commission holistically in outreach planning draws a wider perspective and leverages the diverse ages, backgrounds, and experiences of each of the commissioners.

DISCUSSION

At the December 2023 meeting, commissioners recommended and approved adding a discussion on outreach to the January meeting agenda. Staff recommends that commission use this discussion to select outreach goals for 2024. Goals should be within the commission purview and achievable in the current environment. Additionally, goals should be in line with the Library and Recreation Strategic Plan 2019-2024 (Attachment 2). Potential goals for 2024 could include, but are not limited to:

- Promote library programs, materials, and resources, leveraging commissioners' social media connections, community groups, and other networks.
- Identify opportunities for increasing library partnerships with local businesses and organizations.
- Work with staff to develop a presentation to take to community groups in Pleasanton, with a call to action.
- Develop a standard introductory email to send to organizations and businesses to introduce oneself and share information about the library, with a call to action.
- Work with staff to determine programs and services where commissioners can get involved and build new connections with community members.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is a matter of commission business.

OUTREACH

No outreach has been done in advance of this item. Goals developed from this item will guide future outreach.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 3)

- Building a Community Where Everyone Belongs, Strategy 3 – Implement high priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community.
 - Library and Recreation Strategic Plan
 - Goal B. Community Engagement, Customer Service and Communication, Strategy 12 – Identify opportunities for increasing our partnerships with other City departments, local agencies, businesses, and organizations to extend the reach of the department to meet community needs and interests.

FISCAL IMPACT

There is no fiscal impact for this item.

Submitted by:

A handwritten signature in black ink, appearing to read "Lia Bushong", is enclosed within a thin black rectangular border.

Lia Bushong
Assistant Director of Library and Recreation

Attachments:

1. City of Pleasanton Municipal Code Sections 2.34
2. [Library and Recreation Strategic Plan 2019-2024](#) (online)
3. [Citywide Strategic Plan](#) (online)

Chapter 2.34 LIBRARY COMMISSION

Note

2.34.010 Commission created.

2.34.020 Duties.

2.34.030 Membership—Appointments.

2.34.040 Term of membership.

2.34.050 Maintenance of membership.

2.34.060 Commissioner vacancies.

2.34.070 Organization.

2.34.080 Meetings.

Note

* **Prior ordinance history:** Ords. 1357, 1418, 1507, 1675, 1780.

2.34.010 Commission created.

There is created a library commission (commission). (Ord. 1819 § 1, 2001)

2.34.020 Duties.

A. The commission shall be responsible for advising the city council on matters related to the Pleasanton library and library services in general.

B. The duties of the Pleasanton library commission shall include the following:

1. Make recommendations to the city council and the Pleasanton library board of trustees regarding policies, services and operating and capital budgets for the Pleasanton library.
2. Recommend rules, regulations and services necessary for the administration of the Pleasanton library.
3. Assist with the planning of library services.
4. Promote the use and support of library services within the community, including working in cooperation with citizen and business groups, foundations, charitable trusts, school districts and governmental agencies.
5. Recommend rules and regulations regarding the use of the Pleasanton library building.
6. Recommend acceptance or rejection of proposed donations to the Pleasanton library. (Ord. 1819 § 1, 2001)

2.34.030 Membership—Appointments.

A. The commission shall have seven regular commissioners, one youth member, and one alternate commissioner all of whom shall be residents of the city.

B. Six regular commissioners and the one alternate commissioner shall be selected from the community at large. One regular commissioner shall be selected from a recommendation made by the Pleasanton library league. The youth member shall be the minimum age of a high school freshman. The regular commissioners, the youth member, and alternate commissioner shall be appointed by the mayor subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.

C. Commissioners shall be eligible to participate in all activities of the commission except that the alternate commissioner shall vote only in the event of an absence or conflict of interest of one of the regular commissioners.

D. The alternate commissioner may serve as a voting member on any subcommittee of the commission and may be designated as the commission's representative to other boards and commissions.

E. Commissioners shall be compensated as established by city council resolution, unless the youth member is unable to qualify for a work permit that allows for compensation. (Ord. 2202 § 1, 2019; Ord. 2059 § 1, 2013; Ord. 1819 § 1, 2001)

2.34.040 Term of membership.

A. Regular commissioners shall be eligible to serve a maximum of eight years with two four-year terms.

B. Alternate commissioners shall be eligible to serve four-year terms and are not subject to a limit in the number of years served.

C. The youth member shall be eligible to serve a two-year term.

D. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions. (Ord. 2059 § 1, 2013; Ord. 1819 § 1, 2001)

2.34.050 Maintenance of membership.

A. Persons appointed to the commission shall continue to serve as members of the commission except when:

1. The commissioner's term of office on the commission expires;

2. The commissioner voluntarily resigns from the commission;

3. The commissioner is absent from one-third of the regular meetings within a six-month period as provided in subsection C of this section;

4. The commissioner fails to maintain a primary residence in the city;

5. The commissioner is employed with the city in a capacity related to the duties of the commission.

B. The secretary of the commission shall inform the council when any of the above occurs.

C. The following procedures shall apply to termination of office as a result of absences from commission meetings:

1. At the end of each six-month period, the secretary of the commission shall report the attendance record of each member of the commission to the city manager, who shall transmit the record to the city council.

2. The city manager shall notify, in writing, any commissioner who has been absent from one-third or more of the regular meetings during the course of a six-month period and request that the commissioner submit, in writing, to the city council the reasons for the absences.

3. The city council shall determine if the commissioner's reasons for the absences were justified. If the city council determines that the reasons for the failure of the member to attend the meetings in question were not justified, the city council shall terminate the term of office of the commissioner and declare the office vacant.

4. If the city council declares such office vacant, the city clerk shall notify the commissioner that the commissioner's term has been officially terminated. (Ord. 1819 § 1, 2001)

2.34.060 Commissioner vacancies.

Vacancies on the commission shall be filled as provided in the city council resolution establishing procedures for appointments to city boards and commissions. (Ord. 1819 § 1, 2001)

2.34.070 Organization.

A. Commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by a majority vote of the commission, to be held in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two consecutive full terms as chairperson of the commission.

B. The commission shall conduct its meetings and business in accordance with the Pleasanton city council's adopted "rules and operating procedures," as said rules and procedures may be amended from time to time.

C. The chairperson shall:

1. Preside at all meetings;

2. Appoint commissioners as needed to serve on subcommittees, ad hoc committees, and as representatives on other boards and commissions; and

3. Call special meetings.

D. The vice chairperson shall preside in the absence of the chairperson.

E. The city manager shall appoint a city employee to serve as staff liaison who shall also serve as secretary to the commission.

The staff liaison/secretary to the commission shall keep true and accurate accounts of all action of the commission. (Ord. 1887 § 6, 2003; Ord. 1819 § 1, 2001)

2.34.080 Meetings.

A. Regular meetings shall be held on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.

B. Special meetings may be called by the chair or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the [Government Code](#), known commonly as the Ralph M. Brown Act.

C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.

D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote. (Ord. 2170 § 1, 2017; Ord. 2059 § 1, 2013; Ord. 1819 § 1, 2001)

Contact:

City Clerk: 925-931-5027

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