

Library Commission Special Meeting Minutes

January 4, 2024 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the special meeting of the Library Commission at the hour of 7:00 p.m. from the Public Works Department located at 3333 Busch Road.

ROLL CALL

Present: Commissioners Dhillon, Emerson, Kimsey, Murphy, Chair Sabatini
Absent: Commissioner Rai

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of December 7, 2023.

MOTION: It was m/s by Kimsey/Emerson to approve the special meeting minutes of December 7, 2023, with the following revision:

- **CALL TO ORDER** Chair Sabatini Rai 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.

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Hall, Kimsey, Murphy, Chair Sabatini
Noes: None
Absent: Commissioner Rai

MEETING OPEN TO THE PUBLIC

2. Introductions / Awards / Recognitions / Presentations

None.

3. Public comment from the audience regarding items not listed on the agenda.

Chair Sabatini opened public comment. There being no speakers, Chair Sabatini closed public comment.

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Receive the January 2024 Pleasanton Public Library Events Calendar

Recommendation: Receive the January 2024 Pleasanton Public Library Events Calendar.

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

5. Discuss and Select Library Commission Outreach Goals for 2024

Recommendation: Discuss and Select Library Commission Outreach Goals for 2024

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

MOTION: It was m/s by Kimsey/Dhillon to approve Library Commission Outreach Goals for 2024 with the following revisions and purpose statement.

Outreach Purpose:

Promote library programs, materials, and resources, leveraging commissioners' social media connections, community groups, and other resources.

Outreach Goals:

1. Identify opportunities for increasing library partnerships with local businesses and organizations.
2. Work with staff to develop general and thematic presentation(s) for specific community groups and a sample introductory email, each with a call to action.
3. Work with staff to determine programs and services where commissioners can get involved and build new connections with community members.
4. Connect with PUSD schools and teachers to help partner in promotion of youth and teen programs.
5. Work with staff to help lead a library initiative, or a signature event such as a community read or mobile vehicle program.

The motion passed by the following vote:

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

COMMISSION REPORTS

6. Committee Meetings

- A. Policy Subcommittee – No report
- B. Outreach Subcommittee

Commissioner Kimsey provided the Outreach Subcommittee report.

MATTERS INITIATED BY THE COMMISSION

None

ADJOURNMENT

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



Pleasanton Public Library



February 2024

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

-  Library Closed
-  Special Event
-  Special Event

				1 Toddler Storytime 11 a.m.	2	3 Lunar New Year Celebration! 1 p.m. @Amador Theater -Tickets required!
4	5	6 Paws to Read 7 p.m.; 7:35 p.m. Register at Children's Desk!	7 Baby Storytime 11 a.m. Family Storytime 7 p.m.	8 Toddler Storytime 11 a.m.	9	10
11 Sensory Storytime 10 a.m. To register, email libraryprograms@cityofpleasantonca.gov	12	13 Paws to Read 7 p.m.; 7:35 p.m. Register at Children's Desk!	14 Baby Storytime 11 a.m. Family Storytime 7 p.m.	15 Toddler Storytime 11 a.m.	16	17 Film Club 3 p.m. - Register online!
18	19 Library Closed - Presidents' Day	20 Lawyer in the Library - Register online! Paws to Read 7 p.m.; 7:35 p.m. Register at Children's Desk!	21 Baby Storytime 11 a.m. Family Storytime 7 p.m.	22 Toddler Storytime 11 a.m.	23	24 Black History Month Celebration! 1 p.m.
25 Virtual Book Club 11 a.m. - Register online! Memory Café 3 p.m.	26 VA Mobile Visit 9:30 a.m. - 12 p.m.	27 Paws to Read 7 p.m.; 7:35 p.m. Register at Children's Desk!	28 Baby Storytime 11 a.m. Family Storytime 7 p.m.	29 Toddler Storytime 11 a.m.	February is Black History Month Black Cake by Charmaine Wilkerson 	

February 1, 2024
Item 5

TITLE: DISCUSS AND PRIORITIZE LIBRARY PRIVACY POLICY DEVELOPMENT

SUMMARY

One of the key duties of the Library Commission is to make recommendations to the City Council regarding library policies. Library Commissioners work with staff to review policies for their relevance to the community, currency, accuracy and alignment with City and departmental values. Five library policies were completed in 2023 and approved by the City Council. Two library policies still need to be reviewed, with a staff recommendation to prioritize a Library Privacy Policy for development in 2024.

RECOMMENDATION

Discuss and prioritize Library Privacy Policy development.

BACKGROUND

Among the duties of the Library Commission is to “Make recommendations to the city council...regarding policies” (Pleasanton Municipal Code, Attachment 1). In 2023, the commission policy work resulted in the update of several outdated Library policies and a request form, along with the development of a new statement on inclusiveness in materials. These policy revisions represented important changes in technology, ensured compliance with the Federal Children’s Internet Protection Act (CIPA) requirements to receive discounted rates for Library broadband access and to qualify for grant funding, and reflected changes in the City Fee Schedule. The commission recommended the policies and statement and on November 7, 2023, the City Council adopted resolutions approving the updated policies for: 1) *Public Access to the Internet Policy*, 2) *Materials Recovery Policy*, 3) *Collection Development Policy*, 4) *Request for Reconsideration of Material Form*, and 5) *Inclusiveness in Materials Statement*.

The review of library policies has been done in past years by the Library Commission’s Policy Subcommittee and policy revisions were reviewed by commissioners and staff, with a final recommendation for the City Council. At the November 2023 meeting, the commission approved the expansion of policy review and development to the entire commission and the pause of the Policy Subcommittee. It was determined that engaging the commission holistically in library policies would draw a wider perspective and leverage the diverse ages, backgrounds, and experiences of each of the commissioners.

DISCUSSION

The following library policies need review for currency and to provide information and clarity for community members, as identified by staff and the Library Commission Policy Subcommittee in prior cycles: 1) *Donations Policy* (Attachment 2, 2004) and 2) *Confidentiality of Library Records Policy* (Attachment 3, 1999).

The Policy Subcommittee had also identified additional library policies for review: 1) *Exhibit Space Policy*, 2) *Bulletin Board Policy*, and 3) *Volunteer Policy*, however it was determined that these are administrative policies approved by the City Manager and relate to City business. City staff will evaluate these policies for currency and relevance and will make revisions as needed.

Staff Recommendation of a Privacy Policy Priority in 2024

Staff is recommending the Library Commission approve prioritizing the development of a Privacy Policy in 2024, which would utilize designated funding for a consultant that specializes in developing privacy policies. The *Confidentiality of Library Records Policy* was created over twenty years ago, prior to technological developments and data privacy considerations. In consultation with library professionals in Alameda County, staff determined that a consultant with library privacy policy expertise would provide the best product and service for the community.

Privacy policies are important tools for public libraries that outline their commitment to protect the rights of library users and ensure compliance with state privacy laws. Administering an updated and comprehensive policy to address how library user information is used and protected is core to the function of the library.

The American Library Association (ALA) has affirmed on its website (Attachment 4), the importance of libraries providing a privacy policy and what it should include:

“The *Library Bill of Rights*, Article VII, affirms the long-standing commitment of library workers to protect the privacy rights of users, regardless of the format or medium of information in use. All libraries — not just those that are publicly funded — should have in place privacy policies and procedures to ensure that confidential information in all formats is protected. A privacy policy communicates the library’s commitment to protecting user information and helps prevent liability and public relations problems. Library workers should consult with their legal counsel to develop policies that limit the degree to which personally identifiable information is monitored, collected, retained, disclosed, and distributed.”

With the approval of the Library Commission, staff will begin the process to identify a library privacy consultant in February 2024 and schedule a privacy policy workshop with commissioners and staff by April 2024.

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. The direction developed from this item will be used for a future policy workshop.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 5)

- 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 (Attachment 6)
 - Goal D. Organizational Effectiveness and Talent Management – Foster a productive and engaged workforce and efficient service delivery in a way that reflects the department's organizational mission, vision, and values.

FINANCIAL STATEMENT

Funding for a Library Privacy Policy consultant in the amount of \$9,000 is budgeted in the FY 2023/24 Library divisional budget account #00152301-430105.

Submitted by:



Lia Bushong

Assistant Director of Library and Recreation

Attachments:

1. Pleasanton Municipal Code
2. Donations Policy (2004)
3. Confidentiality of Library Records (1999)
4. [American Library Association \(ALA\)](#) (online)
5. [Citywide Strategic Plan](#) (online)
6. [Library and Recreation 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.

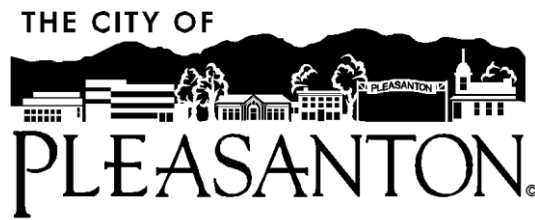
C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.

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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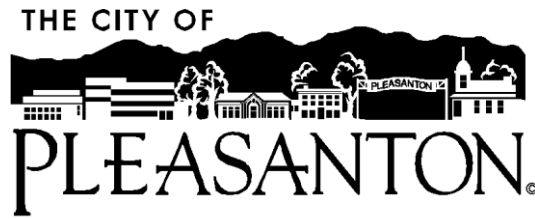


Donations Policy

The Pleasanton Public Library welcomes and encourages donations of money and materials. Gifts of books and other materials are accepted with the understanding that they are not necessarily to be added to the collection. Donations of materials and equipment are evaluated by the same standards as purchased materials. Gifts of equipment are accepted if they are in excellent condition, meet the City of Pleasanton's purchasing standards and are of use in the library. Due to health considerations, used stuffed animals and toys are not accepted.

Use of donated items is subject to the discretion of the division head in conformity with library selection policies and guidelines. The library cannot guarantee that unsolicited materials will be returned to donors.

Items not added to the library collection are offered to the Friends of the Pleasanton Library for sale. Funds raised by the Friends of the Pleasanton Library are used to support library services and collections.



Confidentiality of Library Records Policy

It is the policy of the Pleasanton Public Library in accordance with California Government Code Section 6267 to keep all library circulation and registration records confidential. Staff will not give out any information regarding library usage to anyone other than the cardholder, except as follows:

1. Upon the presentation of a subpoena from a Superior court.
2. In order for a library employee, contractor, or other City employee to facilitate the collection of overdue materials from a patron whose record is delinquent.
3. In the case of a child under the age of 14, upon a request from the parent or legal guardian who originally authorized the child to obtain a library card.
4. Upon the presentation of a written release from the cardholder.