

LIBRARY COMMISSION SPECIAL MEETING AGENDA

**Thursday, November 2, 2023
7:00 P.M.**

**Operation Services Center
Remillard Room – 3333 Busch Road**

The meeting will be held in-person and streamed live at
<https://www.youtube.com/user/TheCityofPleasanton>.

Public participation: It is requested that members of the public wishing to address the Library Commission submit a speaker card in person at the meeting. When public comment is opened on an agenda item, individuals may speak once per agenda item. You may submit a physical speaker card to the clerk at the meeting.

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of October 5, 2023

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Presentation on Ebooks and Print Materials Circulation
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

4. Receive the November 2023 Pleasanton Public Library Events Calendar
5. Review and Approve Pausing the Library Commission Outreach and Policy Subcommittees and the Joint Library and Civic Arts Commission Subcommittee for 2024
6. Review and Approve Library Commission Meeting Schedule for 2024 and Amend Meeting Schedule for 2023
7. Select Commission Chairperson and Vice Chairperson for 2024

COMMISSION REPORTS

8. Committee Meetings
 - A. Policy Subcommittee
 - B. Outreach Subcommittee
9. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

MATTERS INITIATED BY THE COMMISSION

FUTURE AGENDA ITEMS

Mobile Outreach Vehicle

ADJOURNMENT

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Library and Recreation Department, 400 Old Bernal Avenue, Pleasanton.

Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation, please contact the Library and Recreation Department at 400 Old Bernal Avenue, Pleasanton, CA 94566 or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting.



Library Commission Special Meeting Minutes

October 5, 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 7:07 p.m. from the Operation Services Center located at 3333 Busch Road.

ROLL CALL

Present: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini.
Absent: Commissioner Cosby, Hall and Chair Rai.

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of August 3, 2023.

MOTION: It was m/s by Emerson/Kimsey to approve special meeting minutes of September 7, 2023. The motion passed by the following vote:

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

MEETING OPEN TO THE PUBLIC

2. Introductions / Awards / Recognitions / Presentations

Introductions/Awards/Recognitions/Presentations
None.

3. 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.

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Review and Recommend City Council Adopt Resolutions Approving Updated Library Policies: 1) Public Access to the Internet; 2) Materials Recovery; 3) Collection Development; 4) Request for Reconsideration of Material Form; and 5) Inclusiveness in Material Statement

Recommendation: Review and recommend City Council adopt resolutions approving updated Library 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.

Yu Tao, Library Manager, presented the item and answered questions from commissioners.

MOTION: It was m/s by Dhillon/Murphy to approve the recommendation. The motion passed by the following vote:

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

5. Recommend City Council Approve Updates to Section D. Pleasanton Public Library Fine and Fee Schedule of the City's Master Fee Schedule

Recommendation: Recommend City Council approve updates to Section D. Pleasanton Public Library Fine and Fee Schedule of the City's Master Fee Schedule.

Yu Tao, Library Manager, presented the item and answered questions from commissioners.

MOTION: It was m/s by Kimsey/Emerson to approve the recommendation with the following changes:

1. Capitalize "In Addition to Item Cost"
2. Remove the "Borrowing privileges suspended" line, as it is not a charge but rather a threshold related to circulation operation.
3. Remove the "Photocopies" line, as photocopying is a free library service.

4. Exclude the “Lost /Damaged Laptop” line, as it should be categorized under the “Process Fee for Lost or Damaged Materials – in addition to item cost”.
5. Add the phrase “LINK+ Items Only” above the “Overdue Item (per day) Max \$15 per item” to eliminate any potential confusion concerning LINK+ charges for library users.
6. Add the word “LINK+” between the word “Overdue” and “Item”.
7. Add the word “LINK+” between the word “Damaged” and “Item” to make it easier for library users to understand.

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Murphy, Vice Chair Sabatini

Noes: None

Absent: Commissioner Cosby, Hall and Chair Rai.

6. Receive the October 2023 Library Programs and Events Calendar

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

Yu Tao, Library Manager, presented the item and answered questions from commissioners.

COMMISSION REPORTS

7. Committee Meetings

A. Policy Subcommittee – No report

B. Outreach Subcommittee –No report

8. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

Commissioner Murphy provided information about the results of the Friends of the Library Book Sale.

MATTERS INITIATED BY THE COMMISSION

FUTURE AGENDA ITEMS

MOTION: It was m/s by Emerson/Kimsey to add to future agenda: E-Book trends in circulation.

The motion passed by the following vote:

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

MOTION: It was m/s by Kimsey/Sabatini to add to future agenda: Library Accepting Donations.

The motion passed by the following vote:

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

ADJOURNMENT

There being no further business, Vice Chair Sabatini adjourned the meeting at 7:49 p.m.

NOVEMBER 2023

PLEASANTON PUBLIC LIBRARY EVENTS



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01 Baby Storytime 11 a.m. Family Storytime 7 p.m.	02 Toddler Storytime 11 a.m. App Makers Club 6:30 p.m. - Register Online	03 Coding Club on Zoom 4 p.m. Register Online	04 Dia de Los Muertos Celebration 12 p.m - Ofrenda Viewing 1 p.m - Performances
05 Diwali Celebration 11 a.m. @ Senior Center	06	07 Paws to Read 7 p.m. and 7:35 p.m. Register at Children's Desk!	08 Baby Storytime 11 a.m. Family Storytime 7 p.m.	09 Toddler Storytime 11 a.m.	10 Library Closed - Veteran's Day (Observed)	11
12 Sensory Storytime: 10 a.m. To sign up, email libraryprograms@cityofpleasantonca.gov	13	14 Paws to Read 7 p.m. and 7:35 p.m. Register at Children's Desk!	15 Baby Storytime 11 a.m. Family Storytime 7 p.m.	16 Tri-Valley Stargazers Watch Party 6 p.m.	17	18 Native American Heritage Month Celebration 11 a.m. @ Alviso Adobe
19	20	21 Movie Matinee: Pixar's "Elemental" 1 p.m. Lawyers in the Library- Register Online	22 Library closes at 5 p.m.	23 Library Closed - Thanksgiving Day	24 Library Closed - Day After Thanksgiving	25
26	27 Veterans Mobile Visit 10 a.m. - 1 p.m.	28	29 "Rudolph the Red- Nosed Reindeer Jr" Musical Preview 7 p.m.	30 Toddler Storytime 11 a.m.		



Library and Recreation Department

400 Old Bernal Avenue

Pleasanton, California 94566 | (925) 931-3400

www.cityofpleasantonca.gov/gov/depts/library_and_recreation/default.asp

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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November 2, 2023
Item 5

**SUBJECT: REVIEW AND APPROVE PAUSING THE LIBRARY COMMISSION
OUTREACH AND POLICY SUBCOMMITTEES AND THE JOINT
LIBRARY AND CIVIC ARTS TEEN POET LAUREATE SELECTION
SUBCOMMITTEE FOR 2024**

SUMMARY

In 2023, Library Commissioners served on three subcommittees which included the Library Policy Subcommittee, the Library Outreach Subcommittee, and the joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee. Staff recommends expanding the work of the Library Commission Policy and Outreach Subcommittees to the entire commission for calendar year 2024 and pausing the Outreach and Policy subcommittees and selection of new members.

For the joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee, staff recommends pausing the subcommittee for one year to fully evaluate the program, including research of best practices from neighboring agencies, identifying teen interests that have emerged since the inception of the program, and aligning program goals with the One Pleasanton and Library and Recreation Department Strategic Plans. Staff will bring an analysis of the Teen Poet Laureate program to both commissions for review and recommendation.

RECOMMENDATION

Review and approve pausing the Library Commission Outreach and Policy Subcommittees and the joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee for 2024.

FINANCIAL STATEMENT

There is no financial impact to this action.

BACKGROUND

In 2023, Library staff identified subcommittees for work that supported the Library and Recreation Strategic Plan goals (Attachment 1) and directly related to the duties of the Library Commission as outlined in the City of Pleasanton Municipal Code (Muni Code) Section 2.34 (Attachment 2). Once staff identified the need for a subcommittee, the Chairperson appointed commissioners as needed to serve on the subcommittees as outlined in the *City of Pleasanton Commissioner's Handbook* (Attachment 3).

Library commissioners served on three subcommittees which included the Policy Subcommittee, the Outreach Subcommittee, and the joint Library and Civic Arts and Teen Poet Laureate Selection Subcommittee, with a staff liaison for each group. The subcommittees brought information to the commission on library policies, marketing needs, outreach opportunities, and a Teen Poet Laureate recommendation. The subcommittee members were engaged and committed, however, there were limited spots due to quorum limits for new commissioners that expressed interest in joining. Having only three subcommittee members limited the ability to gather multiple viewpoints on library policies and outreach planning. Subcommittee meetings also required additional time of commissioners and staff to schedule and meet monthly, engage in communications, take summary notes, and share informational updates at the commission meetings.

DISCUSSION

For the 2024 calendar year, staff recommend expanding the Library Commission policy and outreach work to the entire commission and pausing the Outreach and Policy subcommittees and selection of new members. Engaging the commission holistically in the process of policy revisions and outreach planning draws a wider perspective and reflects the diverse ages, backgrounds, and experiences of each of the commissioners, while creating greater consistency and efficiency in monthly meetings for both commissioners and staff.

For the Joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee, staff from both program areas recommend pausing the subcommittee for one year to fully evaluate the program, develop strategic direction that aligns with City and department goals, research best practices from neighboring agencies, and identify new teen interests that have emerged since the inception of the program in 2012. Staff will bring an analysis of the Teen Poet Laureate program to both commissions for review and recommendation.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 4)

- Optimizing our Organization, Strategy 4 – Evaluate the organization's structure of community engagement opportunities (such as commissions and committees, and citizens' academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community.

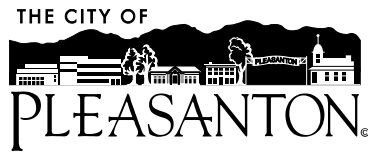
- Building a Community Where Everyone Belongs, Strategy 1 – Apply strategies from the City diversity, equity, and inclusion (DEI) action plan to increase equitable access to City programs and services for the community.
- Building a Community Where Everyone Belongs, Strategy 3 – Implement high priority 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 D. Organizational Effectiveness and Talent Management, Strategy 5 - Conduct an analysis of staffing needs based on ongoing service delivery, commission support, and morale of all employees.

Submitted by:



Lia Bushong
Assistant Director of Library and Recreation

- Attachment 1: [Library and Recreation Strategic Plan](#) (online)
Attachment 2: City of Pleasanton Municipal Code Sections 2.34
Attachment 3: [Commissioners Handbook](#) (online)
Attachment 4: [Citywide Strategic Plan](#) (online)



LIBRARY COMMISSION AGENDA REPORT

November 2, 2023
Item 6

SUBJECT: REVIEW AND APPROVE LIBRARY COMMISSION MEETING SCHEDULE FOR 2024 AND AMEND THE MEETING SCHEDULE FOR 2023

SUMMARY

As stated in Section 2.34.080 of the Pleasanton Municipal Code, "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."

RECOMMENDATION

Review and approve the Library Commission meeting schedule for 2024 and amend the meeting schedule for 2023.

FINANCIAL STATEMENT

There is none.

BACKGROUND

As stated in Section 2.34.080 of the Pleasanton Municipal Code:

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.

DISCUSSION

Staff recommends the following meeting schedule, location and times for December 2023 - December 2024:

Location: Public Works, Remillard Room, 3333 Busch Road until Council Chambers construction is complete. After construction is complete, will meet in Council Chamber, 200 Old Bernal Avenue.

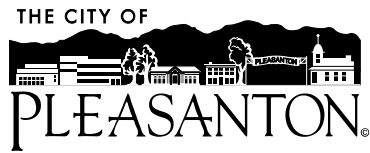
Time: 7:00pm

- Dates:
- *(Amend to cancel December 7, 2023)*
 - **January 4, 2024**
 - **February 1, 2024**
 - **March 7, 2024**
 - *(No meeting on April 8, 2024 for Spring Break)*
 - **May 2, 2024**
 - **June 6, 2024**
 - *(No meeting on July 4th for City Holiday)*
 - **August 1, 2024**
 - **September 5, 2024**
 - **October 3, 2024**
 - **November 7, 2024**
 - **December 5, 2024**

Submitted by:



Lia Bushong
Assistant Director of Library and Recreation



LIBRARY COMMISSION AGENDA REPORT

November 2, 2023
Item 7

SUBJECT: SELECT COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2024

SUMMARY

Annually, the Library Commission selects a Chairperson and Vice Chairperson to facilitate meetings.

RECOMMENDATION

Select a commission Chairperson and Vice Chairperson for 2024.

FINANCIAL STATEMENT

There is none.

BACKGROUND

Per the City of Pleasanton Commissioner's Handbook Chapter 2.28, Item 2.28.070 Organization, Section A, Commissioners shall meet in regular session and elect a Chairperson and Vice Chairperson. The election shall be by 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.

DISCUSSION

Commissioners should be prepared at the meeting to nominate and select a Chairperson and Vice Chairperson for calendar year 2024.

All voting Commission members are eligible for the Chairperson and Vice Chairperson roles.

Commissioners may nominate themselves or others for the positions of Chairperson or Vice Chairperson and the selections will be made by a majority vote of the Commission.

Submitted by:

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

Lia Bushong
Assistant Director of Library and Recreation