

SHASTA PUBLIC LIBRARY
CITIZENS ADVISORY COMMITTEE
Regular Meeting
Wednesday, September 5, 2007, 4:00 p.m.
Redding Library Community Room
1100 Parkview Avenue, Redding, CA

AGENDA

1. Roll Call

2. Public Comment

Members of the public are entitled under the Brown Act (Government Code §54950 et seq) to address the Commission on any matter within the Commission's subject matter jurisdiction. The Act prohibits the Commission from taking action or discussing the item unless it is already on the agenda.

3. Consent Calendar

The Consent Calendar contains items considered routine and/or which have been individually scrutinized by Committee Members and require no further deliberation. There will be no separate discussion of these items unless an item is removed from the Consent Calendar. If a member of the public wishes to have an item removed for discussion, please fill out a "SPEAKER REQUEST" form and submit it to the City Manager's office before the Consent Calendar is considered.

a. Approval of Minutes From Meeting Held August 1, 2007

4. Staff Items

- a. Director's Report (Smith)
- b. Budget Update (Smith)

5. Committee Issues

- a. Shasta Public Libraries Planning Process (Grossman)
- b. Library History (Jelavich)
- c. Status Report – Library Website (O'Lea)
- d. Draft Library Advisory Committee Bylaws (O'Lea)

6. Future Agenda Items

7. Adjournment

In compliance with the Americans with Disabilities Act, the City of Redding will make available to any member of the public who has a disability, a needed modification or accommodation (including an auxiliary aid or service) in order for that person to participate in the public meeting. A person needing assistance should contact the City Manager's office either by telephone at (530) 225-5095, in person, by mail at 777 Cypress Avenue, 3rd Floor, Redding, California 96001 or by email at lshank@ci.redding.ca.us, at least two (2) working days in advance. Accommodations may include assistive listening devices, accessible seating or documentation in an alternate format.

Library Advisory Committee
 Regular Meeting
 Redding Library Community Room
 1100 Parkview Avenue
 Redding, California
 August 1, 2007, 4:00 p.m.

MINUTES

1. Roll Call

The meeting was called to order at 4:03 p.m. with the following Committee Members present: Elaine Grossman, Connie Cleckler, Missy McArthur, and Chair Peggy O'Lea. Also present were Acting Library Director Linda Mielke and Assistant City Manager Randy Bachman. Committee Member Patte Jelavich arrived at 4:08 p.m.

2. Public Comment

Doug Bennett questioned the value of the Library Advisory Committee if the Library Board of Trustees ignores the Committee's recommendations as they did in regard to the Internet and Computer Use Policy. He also questioned how the implementation of the Internet and Computer Use Policy was going to be affected by the staff.

3. Consent Calendar

Approval of the consent calendar was moved, seconded, and passed unanimously with minor changes to the June 6, 2007, minutes.

4. Staff Items

4.a. Interim Director's Report

Linda Mielke went over her written report. She also noted that the Library had been extremely busy and that Harry Potter and other popular books are simply flying off the shelves. She stated that the Shasta Public Libraries membership to the North State Cooperative Library System had been accepted. She updated the Committee on the "Hot Off The Press" program. She discussed with the Committee issues in her report regarding theft. According to Ms. Mielke, although some Library materials are being stolen, she does not believe that the number is outside of the norm for similar libraries. It was agreed that City of Redding staff and LSSI staff would work on potential solutions to curb the theft of materials in the future, particularly CDs and DVDs. The Committee requested that in her next Library Director's report that Ms. Mielke provide a summary of the Summer Reading Program. Ms. Mielke indicated that the item would be included in the report in September.

4.b. Report from Library Outreach Coordinator Janice Powell on "Big Read Shasta"

Ms. Powell provided an agenda and supporting documents outlining the significant number of activities planned as part of the Big Read Shasta event in October. The book selected for the Big Read program is "To Kill a Mockingbird" by Harper Lee, and they are planning activities every day

of the month. The Committee noted that it is a very ambitious and comprehensive program and thanked staff for their efforts.

4.c. Preplanning for Long-Range Strategic Plan

The Committee and staff had a general discussion about the process for strategic planning. The Committee appointed a sub-committee of Elaine Grossman and Patte Jelavich to work on pre-planning for the strategic planning effort.

4.d. Second Quarter Financial Report

Interim Director Mielke noted that the second quarter financial report was in the packet for the Committee's information. A change was made to the written report by Ms. Mielke, adding that an additional \$30,000 had been spent on Library materials that was not reflected in the report.

5. Committee Issues

5.a. Reduction of WalMart Funding

Chair O'Lea noted that she had put this on the agenda due to some discussions about the potential impact of the reduction in funding from WalMart for the operation of the Anderson Library. Assistant City Manager Bachman reminded the Committee that the budget for the branch libraries is extremely tight and that the budget contemplates a total of \$10,000 this fiscal year in grants and other donations for operation of the Anderson Branch. Because the WalMart grant is only \$5,000, that does leave a shortfall. Mr. Bachman noted that should additional grant funding not be received, the reduction would come out of the materials budget for the branch libraries, which is already fairly thin.

5.b. Expansion of Tiger Field and Potential Impact on Library Parking

Assistant City Manager Bachman stated that this potentially could have been a concern for the Library in working out parking and other issues should a minor league baseball team begin playing at Tiger Field. He noted that there is no specific proposal on the table right now for that to occur and that there will be plenty of time for the Library Advisory Committee to engage should discussions become more serious about minor league baseball in Redding.

6. Future Agenda Items

7. Adjournment

There being no further business, the meeting was adjourned.

Peggy O'Lea, Acting Chair

Shasta Public Libraries Planning Process

It is requested that the Library Board consider establishing a committee to develop a long range strategic plan. Development should begin with the appointment of a planning committee. Among the reasons to create a plan are:

- The Citizens Library Advisory Committee envisions a need to plan for future services.
- To inspire library interest groups, such as Friends of the Library and Shasta Library Foundation, to continue their commitment to the library and Shasta Public Library services.
- Develop a plan to insure that technology is maintained at an up-to-date level.
- Evaluate existing programs for current relevancy on a periodic basis.
- Strategize ways to interest more members in the community to support library services.

Let's consider the composition of a proposed planning committee. There should be a balance between community involvement and staff participation. Our Library Advisory Committee already has appointees from the City Council and Board of Supervisors. We've already created a hierarchy with the Municipal Library Board at the top, then the Library Advisory Committee (who sends items to Municipal Library Board for approval). It is proposed that the Planning Committee would report to the Library Advisory Committee. By involving the community, the members of the Citizens Advisory Committee will fulfill their obligation to represent all the community. Friends and Foundation members may be asked to serve on the planning committee. Staff involvement needs to be at the consultant level except for one staff member who will call meetings, take minutes and generally organize the planning process. The Library Director or the Assistant Library Director might serve in this role.

We suggest a Planning Committee of approximately 10 members be comprised as follows:

- Library Director* - Redding Library - as ex officio member
- Chair - appointed by Library Advisory Committee
- Three appointees from Friends of the Library Groups – 1 each from Anderson, Burney and Redding
- Five community members**

*With input from a Library staff person from Anderson, Burney and Redding.

**Citizens interested in the library to be identified by Citizens Advisory Board, staff, etc. For example, when selecting community stakeholders consider Library Professionals not current employees of LSSI, people from business, community service groups, cultural groups, education, health, professional groups, seniors, etc.

The Chair of the committee should be thoughtfully selected. Should the Chair be a community leader or a trained facilitator? Also, it may be desirable to have an additional library staff member assigned as a liaison between the planning committee and staff.

One way to think about the Planning Committee is that community members serve in an advisory capacity to the library staff and Citizens Advisory Committee. The Planning Committee is responsible for helping the library identify community needs. The Citizens Committee also assists the library in selecting the service priorities that will most effectively meet the identified community needs. Once the service priorities are discussed and prioritized by the Planning Committee, their recommendations are sent to the Citizens Advisory Committee for review.

Action Steps:

1. Chair – Community Leader or Facilitator
2. Staff to provide fact sheets about the community and the library
3. Appoint Planning Committee Members
4. Plan orientation meeting for staff and Citizens Advisory Board and Planning Committee

The foregoing was inspired from “The New Planning for Results, a Streamlined Approach” by Sandra Nelson for the Public Library Association.

**SHASTA PUBLIC LIBRARIES
CITIZENS ADVISORY COMMITTEE
BYLAWS**

DRAFT

ARTICLE I: ORGANIZATION - NAME

The name of this committee shall be the Shasta Public Libraries Citizens Advisory Committee (Library Advisory Committee).

ARTICLE II: POWERS-DUTIES

Section 1. The purpose of the Library Advisory Committee shall be to advise the Redding Municipal Library Board of Trustees on matters pertaining to the administration, operation, development, improvement, and maintenance of the Shasta Public Library System (Section 2.42.080 of the Redding Municipal Code and Section 8C of the Agreement Between The County of Shasta and The City of Redding).

Section 2. In addition to the foregoing general power and duty, the Library Advisory Committee shall have the following particular powers and duties:

- A. Determine and report to the Board of Trustees the community's needs with respect to library services.
- B. Study and recommend to the Board of Trustees on matters relating to current and future library services, including methods of financing.
- C. Submit to the Board of Trustees such recommendations as may seem desirable for the present and future operations of library facilities.
- D. Assist the Board of Trustees in ascertaining community attitudes and issues and in invoking public awareness and involvement in library services.
- E. Make recommendations to the Board of Trustees regarding the development of library policies, services, programs, activities, and facilities.
- F. At least once each year, report Committee activities to the Board of Trustees and make information available to other committees and officials of the City and County as required or desirable.
- G. Review annually, budgets and financial statements relating to library services and make recommendations thereon.
- H. Serve as the liaison between the Board of Trustees and the various volunteer library support groups.
- I. Perform other related duties as directed, from time to time, by the Board of Trustees.

ARTICLE III: MEMBERSHIP

Section 1 – Number. The Library Advisory Committee shall consist of five members.

Section 2 – Appointment. Two members shall be appointed by the Shasta County Board of Supervisors, two members shall be appointed by the Mayor with the approval of the Redding City Council, and one member shall be appointed by the Shasta Library Foundation or its successor organization. Should the Shasta Library Foundation disestablish and there be no successor organization, the remaining members of the Library Advisory Committee shall select the fifth member.

Section 3 – Term. Library Advisory Committee members shall serve staggered four-year terms. For the initial term, members shall draw lots with three members serving a two-year term and two members a four-year term. Committee members shall be limited to two full consecutive terms. All terms shall begin on January 1. Members who have served for two terms may be reappointed after a two-year lapse in service.

Section 4 – Vacancy. In the event a Committee vacancy occurs prior to the expiration of its term, the original appointing entity shall make an appointment to fulfill the unexpired term. New members replacing a member who has not completed his or her term will serve for the remainder of that term, and then may be reappointed to a new term, for a maximum of two terms.

Section 5 – Attendance. Members of the Committee shall be considered in good standing if they miss not more than three (3) consecutive regular meetings. In the event of absences of more than three (3) consecutive regular meetings, or four (4) nonconsecutive absences per year, the Chairperson may declare the seat vacant and shall notify in writing the member and the appropriate appointing entity so that a replacement member may be appointed.

Section 6 – Removal. The Library Advisory Committee shall have the right to recommend to the appointing entity the removal of a Library Advisory Committee member upon a three-fifths (3/5) vote of the Library Advisory Committee.

Section 7 – Voting. Each member shall have one vote and such voting may not be done by proxy.

Section 8 – Compensation. The members of the Library Advisory Board shall serve without compensation.

Section 9 – Conflict of Interest. For the purposes of the Political Reform Act of 1974 (Gov. Code, 81000 et seq.), the Library Advisory Committee shall be subject to Redding’s Conflict of Interest Code. (See Appendix A)

ARTICLE IV: MEETINGS

Section 1 – Regular Meetings. The Committee shall hold regular meetings monthly at a time, date, and place to be determined by the Committee. All meetings of the Committee shall be open to the public and are subject to the Ralph M. Brown Act (Gov. Code, 54950 et seq.).

Section 2 – Quorum. Three members of the Committee shall constitute a quorum for the conduct of business, and the affirmative votes of three members shall be necessary for any action to be taken.

Section 3 – Meeting Notices, Agendas and Minutes.

- A. Notices of regular meetings shall be mailed or e-mailed to all members at least five days before the meeting. Notification of all special meetings must be given to all members at least twenty-four hours in advance of the special meeting.
- B. Agenda items should be submitted to the City of Redding at least ten (10) days in advance of the next meeting to be placed on the agenda as a regular item. No matters other than those on the agenda shall be acted upon by the Committee; provided, however, that matters deemed to be bona fide emergencies by way of a two-thirds vote of the Committee, with an explanation of the emergency stated in the meeting, may be considered and acted upon by the Committee.
- C. The Committee shall keep a public record of its action. Promptly after approval thereof by the Committee, the original minutes of the Committee shall be filed in the Office of the Redding City Clerk.

Section 4 – Addressing the Committee. Any person desiring to address the Committee shall first secure the permission of the Chairperson to do so; provided, however, that under the following headings of business, unless the Chairperson rules otherwise, any qualified person may address the Committee without securing such prior permission:

- A. Correspondence. Under the heading of “Correspondence” interested parties or their authorized representatives may address the Committee in regard to matters or communications submitted in writing in advance of the meeting and placed on the agenda for discussion.
- B. Public Comment. Under the heading of “Public Comment,” members of the public may address the Committee on any matter concerning the Library System’s business, or any

matter over which the Committee has control which is not scheduled for consideration on the agenda. The Committee will not be allowed to take action on items brought forward under "Public Comment."

- C. Agendized Items. In accordance with the Brown Act, members of the public shall be entitled to address the Committee regarding specific items on the agenda prior to or during consideration of the item.

Each person desiring to address the Committee shall first submit a speaker request card to the Chairperson and, once called upon, shall give his or her name in an audible tone of voice for the record. All remarks shall be addressed to the Committee as a body and not to any member thereof. No person, other than the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Committee, without the permission of the Chairperson. No question shall be asked a staff member or Committee member, except through the Chairperson.

Section 5 – Public Decorum.

- A. While the Library Advisory Committee is meeting, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Committee nor disturb any member while speaking, or refuse to obey the orders of the Committee or its Chairperson.
- B. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the Committee, shall be forthwith, by the Chairperson, barred from further audience before the Committee, unless permission to continue is granted by a majority vote of the Committee.

Section 6 – Special Meetings. For action by the Library Advisory Committee, public announcement and a special meeting may be called for urgent issues following discussion by Committee members. Special meetings may be called by the Chairperson, or upon the written request of two members. No other business but that specified in the notice will be transacted at the special meeting without the unanimous consent of all members present at the meeting.

ARTICLE V: OFFICERS

Section 1 - Election. The Library Advisory Committee shall elect its own Chairperson and Vice-Chairperson. Officers will be chosen at the first regular meeting of the calendar year.

Section 2 – Duties. The duties of the officers shall be such as by custom and law and the rules of the Committee usually devolve upon such officers in accordance with their titles. The Chairperson shall preside at all meetings, appoint all committees, authorize calls for any special meetings, notify the appointing body of any vacancies on the Library Advisory Committee, and generally perform the duties of a presiding officer. In the absence of the Chairperson, the Vice Chairperson shall preside.

Section 2 – Removal. The Chairperson or Vice-Chairperson may be removed from office and relieved of duties by a majority vote of the members.

Section 3 – Vacancy. Upon resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of the Chairperson. An election for the vacant office of Vice-Chairperson shall be conducted.

ARTICLE VI: COMMITTEES

Committees may be appointed by the Library Advisory Committee to focus on specific issues. Committees may have selected members of the general public but must be chaired by a member of the Library Advisory Committee. Members of committees shall serve until completion of the work for which they were appointed.

ARTICLE VII: ORDER OF BUSINESS

The Committee shall adopt rules for the transaction of its business. The order of business at regular meetings shall be as follows:

1. Call to order
2. Introductions
3. Roll Call
4. Public Comment
5. Minutes of Previous Meeting
6. Consent Calendar Items
7. Regular Business
8. Library Director's Report
9. Special Items/Other Reports
10. Information Regarding Legislation
11. Correspondence
12. Committee Member Comments
13. Future Agenda Items
14. Set Date, Time, Place of Next Meeting
15. Adjournment

ARTICLE VIII: AMENDMENTS

These Bylaws may be amended at any regular or special meeting by a vote of four-fifths (4/5) of the members present, provided that such proposed amendment has been presented in writing to the Chairperson and distributed to all Committee members at least two weeks prior to the meeting.

DRAFT 8/28/07