

SHASTA PUBLIC LIBRARY
CITIZENS ADVISORY COMMITTEE
Regular Meeting
Wednesday, October 3, 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 September 5, 2007

4. Staff Items

a. Director's Report (Sentman-Paz)

- (1) Reports for Anderson, Burney, and Redding Libraries
- (2) Big Read
- (3) Budget Update
- (4) Web Page Update
- (5) Security Issues

5. Committee Issues

a. Financial Issues:

- (1) Moving Funds Among Budget Categories to Better Meet the System Needs (All)
- (2) Budget Oversight for Special Projects (Jelavich)
- (3) Accounting of Usage/Revenue/Accounting for Conference/Meeting Rooms (Jelavich)
- (4) City Services Benefitting the Library (Jelavich)

b. Revisions to Bylaws (O'Lea)

c. Security and Litter (Jelavich)

d. Status of the Computer Room and Other Room Usage (Jelavich)

e. Inter-Library Lending (Jelavich)

f. Complaint Response Process (All)

g. Holding Committee Meetings at the Branch Libraries (All)

h. Library Support Group Reports (All)

- (1) Shasta Library Foundation
- (2) Friends of the Redding Library
- (3) Friends of the Anderson Library
- (4) Friends of the Intermountain Libraries

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.

**SHASTA PUBLIC LIBRARY
LIBRARY ADVISORY COMMITTEE
Redding Library Community Room, 1100 Parkview Avenue, Redding, California
September 5, 2007**

MINUTES

1. Roll Call

The regular meeting of the Library Advisory Committee was called to order by President Peggy O'Lea at 4:00 p.m. on Wednesday, September 5, 2007 with the following committee members present: Connie Cleckler, Elaine Grossman, Patte Jelavich, and Missy McArthur. Also present were Mark Smith, Regional V.P. with LSSI and new Library Director, Joy Sentman-Paz.

2. Public Comment

Mary Axelson complimented the new Redding Library and the availability of public access computers. She expressed some concern about noisy patrons around the computers on the first floor and noted that the management of noise is better on the second floor. She wanted the issue brought to the attention of the library staff.

3. Consent Calendar

The minutes of the August 1, 2007 meeting were moved (Jelavich), seconded (McArthur) and unanimously approved as presented.

4. Staff Items

a. Director's Report – Mark Smith distributed the director's report and introduced the new Library Director, Joy Sentman-Paz. A note from outgoing Interim Director Linda Mielke was shared with the members of the committee. Mr. Smith updated the committee on the status of the Literacy Center. A \$41,000 grant has been received from California Library Literacy Center to fund adult literacy services, supported by a \$21,000 contribution from Shasta College. The five Rotary Clubs in Redding have pledged funds for the Literacy Center and are seeking a Rotary District match. The goal is to provide outreach services to the branch libraries and to offer family literacy services. Marilyn Odegard is the literacy coordinator and is now housed at the library. She brought approximately 20 students with her from Shasta College. The goal is to provide one-to-one literacy services to 80 students by year end. A new calendar of Big Read Shasta events was distributed. In response to a question, it was noted that the Big Read Shasta grant is to provide activities county-wide. Mr. Smith reported that over 1600 people have participated in 29 library-hosted programs and that circulation in August was 47,000 items – down slightly from the 54,000 circulation in July but significantly more than the 21,000 in the highest month in the old library. Missy McArthur, in response to the speaker's concerns, noted that the Livermore Library has a public bulletin board listing complaints received by the Library and how they are resolved and suggested a similar service locally. An update on activities in Burney was shared with the committee. Also, Peggy O'Lea reported that a grant request has been submitted to The McConnell Fund at the Shasta Regional Community Foundation for funds to provide wireless Internet access in the Burney and Anderson branches. This project has received funding commitments from the Shasta Library Foundation, the Friends of the Intermountain Libraries, and the Friends of the Anderson Library.

b. Budget Update – Mark Smith reported that the Second Quarter budget has been corrected and that the budget is fully spent. The additional materials expenditure reflects the purchase of the Vocera system. The materials expenditure is closer to \$20,000 since the \$14,745 doesn't reflect some ordered materials. Connie Cleckler noted that Burney currently has only one employee and believes only one employee is needed to staff the library. She questioned whether the cost savings for the second

employee could be used to keep the Library open longer hours. The committee requested that the next meeting agenda include a discussion about the ability to move money among budget categories to better meet the system needs.

5. Committee Issues

a. Planning Process – Elaine Grossman and Patte Jelavich presented a proposed process for developing a strategic plan for the library. After review by the committee members, it was agreed that the following changes needed to be made:

- consistently use “Library Advisory Committee” throughout the document
- include “materials” in the fourth bullet “Evaluate existing programs for current relevancy on a periodic basis.”
- identify the City Council as “Redding City Council” and Board of Supervisors as “Shasta County Board of Supervisors.”
- include a representative from the Shasta Library Foundation in committee membership and note that the five community members should represent diversity in age and interest
- remove “Citizens Advisory Board” under #4 of Action Steps.

It was moved (McArthur), seconded (Cleckler) and unanimously approved to forward the amended document to the Library Board for approval.

b. Library History – Patte Jelavich requested that the library make sure it is archiving historical documents relating to the operation of the library, preferably digitally so they can be accessed by the public. Some of this may be archived by the City of Redding but should also be available through the Library’s website.

c. Library Website – Mark Smith updated the committee on the status of the Library’s website. When the website was housed on the SIRSI server, it was very difficult to update because the web designer couldn’t access it for security purposes. The county purchased a web server which didn’t arrive until early August. The web site had to be rebuilt on the new server. The Library can now begin making improvements to the website. A committee of library staff will be looking at the cosmetic features and functionality of the site. It would cost \$5-10,000 to completely revamp the site but the Library has a page with web design expertise who can work on it.

d. Library Advisory Committee Bylaws – Missy McArthur and Peggy O’Lea had drafted bylaws which were reviewed by the committee members. It was moved (Jelavich), seconded (Grossman) and unanimously approved to accept the bylaws with the following changes:

- Article III, Section 5 – add a “weather permitting” clause to the attendance requirement
- Article IV, Section 3, #C – add “and posted online on the City of Redding website.”
- Article VI – add “or designee” to the end of the first sentence after “Library Advisory Committee.”

Per Randy Bachman, the bylaws will have one final review by the City Attorney but are an internal document and don’t need to be approved by the Library Board.

6. Future Agenda Items

The next meeting agenda needs to include a discussion of the budgets for the branch libraries, holding committee meetings in branch libraries, the complaint response process, and reports from the Friends of the Libraries and the Shasta Library Foundation about their activities. The Director’s Report needs to include an update for all three libraries.

7. Adjournment

The next meeting is October 3, 2007, location to be determined. The meeting was adjourned at 5:12 p.m.

Peggy O’Lea, Chairperson

**SHASTA PUBLIC LIBRARIES
CITIZENS ADVISORY COMMITTEE
BYLAWS OPERATING RULES AND PROCEDURES**

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 in 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 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 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 that are not due to weather issues, 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 Advisory Committee shall have the right to recommend to the appointing entity the removal of an Advisory Committee member upon a three-fifths (3/5) vote of the 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 for the first year and no less frequently than quarterly thereafter, at a time, date, and place to be determined by the committee in accordance with a published calendar adopted at the first meeting of the calendar year. 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 and posted online on the City of Redding website.

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 of a staff member of 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 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 5 – 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 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 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 a specific issue.

Committees may have selected members of the general public but must be chaired by a member of the Advisory Committee or designee. 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.

| **APPROVED 9/5/07**10/3/07