



LIBRARY COMMISSION MEETING

WEDNESDAY, APRIL 3, 2019
CITY COUNCIL CHAMBERS
794 THIRD STREET

A. **CALL TO ORDER:** 5:30 p.m.

B. **ROLL CALL:**

Commissioner: Judy Turner
Susan Olson Higgins
Sylvia Meents
Carol Mueller
Chairperson: Vacant

C. **BUSINESS FROM THE FLOOR:**

D. **REGULAR AGENDA:** All items listed below are in the order, which we believe, are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the Agenda changed, please come to the podium, state your name and address, and explain the reason you are asking for the order of the Agenda to be changed.

1. Discussion and appointment of Library Commission Chairperson.
2. Waive the Reading and Approve the Minutes of the February 6, 2018 Special Meeting with any necessary corrections.
3. Update by County Librarian Todd Deck on current Library Projects and Programs.
4. Update on the Corning Friends of the Library Computer, Bulletin Board and new sign purchase.
5. Summer Reading Program Update.
6. Discussion of the Friends of the Library Storage Area.
7. Report on Ridell Trust Fund balance.

E. **ITEMS PLACED ON THE AGENDA FROM THE FLOOR:**

F. **COMMISSIONER REPORTS AND ANNOUNCEMENTS:**

Turner:
Olson Higgins:

Meents:
Mueller:

G. **ADJOURNMENT:**

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

POSTED: TUESDAY, MARCH 26, 2019



**LIBRARY COMMISSION SPECIAL MINUTES
WEDNESDAY, FEBRUARY 6, 2019
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 5:30 p.m.

B. ROLL CALL:

**Commissioner: Judy Turner
Susan Olson Higgins
Sylvia Meents
Carol Mueller**

Chairperson: Vacant

All members of the Commission were present with one vacancy (Chairperson). Acting Chairperson Judy Turner announced that the selection of a Chairperson will be on the Agenda for the next Meeting.

C. BUSINESS FROM THE FLOOR: None

D. REGULAR AGENDA:

- 1. Waive the Reading and Approve the Minutes of the January 3, 2018 Meeting with any necessary corrections.**

Commissioner Mueller moved to approve the Minutes of the January 3, 2018 meeting as written. Commissioner Olsen-Higgins seconded the motion. **Ayes: Turner, Olsen-Higgins, Meents and Mueller. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with one vacancy on the Commission.**

- 2. Report by City Public Works Director Robin Kampmann Library Building Improvements.**

Presented by PW's Director Robin Kampmann:

- Replaced exterior and interior lighting to LED.
- Removed dividing bar in men's restroom
- Installed emergency exit lighting/signs
- City is having a CASP study on ADA; all work is on hold until the City receives the results of the study
- City is working on removal of glass case in foyer.

Susan Olson-Higgins suggested a bell on the entry doors to inform the Librarian of individuals entering the building. Commissioner Olson-Higgins stated that one of the Librarians stated her concerns regarding the front door, specifically when working in the Library by themselves. County Librarian Todd Deck informed the Commission that Staff should always keep the back door locked for safety reasons.

Also mentioned was the wall blocking view of the entrance upon entry from foyer. Commissioner Olson-Higgins also suggested moving the cupboards in the back room into the foyer for Friends of the Library book storage; County Librarian Deck was not in favor of this. Commissioner Turner would like to see the cupboard doors in the back room removed. It was decided to remove the shelving doors within the Friends of the Library Storage area as the first step.

- 3. Report by County Librarian Todd Deck on current Library Projects and Programs.**

County Librarian Todd Deck stated he has received approval and funding for 6-5 part-time Library Clerks, which includes a Law Librarian. One will be assigned to Corning, this will hopefully allow the Library to extend their hours (possibly by 10 hours). He also reported the following:

- We're approved for a Computer Code Club Grant.
- Received New Chrome books.
- Author visiting the Library on March 12th.

- Received \$10,000 grant for retro-technology (VHS tapes, etc. digitized) from the State of CA, one of three selected for this project. Will be housed in Red Bluff but is transportable and hope to set up times at the various libraries within the County.
- Reported on his attendance at a Library Training in Seattle, WA.
- It looks like there will be a cut in the Library's Budget (\$46,000) during the next County Budget Year.
- He will know about the Budget this summer and will then know how that affects the expansion of the hours.

4. Update from County Librarian Todd Deck on the status of the MacGyver Grant.

County Librarian Todd Deck stated that the County was not awarded this grant.

5. Report on Ridell Trust Fund balance. City Clerk Lisa Linnet reported that the current balance is \$263,346.91.

6. Consideration of utilizing budgeted Ridell Trust Funds to purchase new computer equipment for the Corning Library, discussion and action.

City Clerk Lisa Linnet stated that the City has budgeted \$5,000 for computers. It was suggested to table this item at this time to allow the Friends of the Library to discuss this issue as they may wish to provide funding for the computers. By consensus of the Commission they tabled this item to the next meeting. Commissioner Meents moved to tentatively approve the expenditure of the \$5,000 from the Ridell Trust for new computers should the Friends of the Library decide to not fund the expenditure. Commissioner Olson-Higgins seconded the motion. **Ayes: Turner, Olsen-Higgins, Meents and Mueller. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with one vacancy on the Commission.**

7. Discussion of Library safety practices.

County Librarian Todd Deck led a discussion of safety practices and ensuring that the Library back door stays locked at all times. This entry should only be utilized by those working at the Library and immediately locked following entry for safety reasons.

Also discussed was the replacement of the couch (has broken leg) and chair at the Library. It was stated that OSHA requires a piece of furniture be present where the employees can lie down if necessary. Also discussed was the removal of the extra shelves not secured to wall and other items stored on top of the shelves. It was stated that City Public Works Staff will review the site and remove the requested shelving for safety if necessary.

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None

F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:

Turner: None

Meents: None

Olson Higgins: None, other than adding her list to the next Agenda..

Mueller: None

G. ADJOURNMENT: 6:36 p.m.

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

Lisa M. Linnet, City Clerk