



## LIBRARY COMMISSION SPECIAL MEETING

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

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. Waive the Reading and Approve the Minutes of the January 3, 2018 Meeting with any necessary corrections.
2. Report by City Public Works Director Robin Kampmann Library Building Improvements.
3. Report by County Librarian Todd Deck on current Library Projects and Programs.
4. Update from County Librarian Todd Deck on the status of the MacGyver Grant.
5. Report on Ridell Trust Fund balance.
6. Consideration of utilizing budgeted Ridell Trust Funds to purchase new computer equipment for the Corning Library, discussion and action.
7. Discussion of Library safety practices.

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: THURSDAY, JANUARY 31, 2019



## LIBRARY COMMISSION MEETING MINUTES

WEDNESDAY, JANUARY 3, 2018  
CITY COUNCIL CHAMBERS  
794 THIRD STREET

A. **CALL TO ORDER:** 5:32 p.m.

B. **ROLL CALL:**

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

All members of the Commission were present except Commissioners Meents and Turner. Commissioner Meents entered the meeting at 5:55 p.m.

C. **BUSINESS FROM THE FLOOR:** None.

D. **REGULAR AGENDA:**

1. **Waive the Reading and Approve the Minutes of the August 23, 2017 Meeting with any necessary corrections.**

Commissioner Mueller moved to approve the minutes as written; Commissioner Olson-Higgins seconded the motion. **Ayes: Blankenship, Mueller, Olson-Higgins. Abstain/Opposed: None. Absent: Turner and Meents. Motion was approved by a 3-0 vote with Turner and Meents absent.**

2. **Report by County Librarian Todd Deck on:**
  - a. **Current Library Projects and Programs;**

County Librarian Todd Deck updated the Commission on the use stats at the Corning Library and the number of books currently at each of the Tehama County Libraries.

- b. **Update on status of professional space assessment and a plan for weeding out books/equipment currently not utilized at the Library.**

County Librarian Todd Deck discussed the space assessment of the Corning Library and stated that he would like to review the needs and condition of the books in the Corning Library prior to completing the space assessment. He explained that it took approximately 2 years to complete this process in Red Bluff and stated that Library Staff are just beginning the process here. He announced some of the updates that will take place at the Corning Library.

It was suggested that Mr. Deck provide information on costs for computer upgrades and furniture for Commission consideration of funding for recommendation to the City Council for approval.

Mr. Deck stated that the flooring in the Library is looking bad and is very old however he would like to hold off on consideration of any flooring replacement until Library Staff has completed the book review and weeding out process and the shelving/furniture reconfiguration is complete so that things will only need to be moved once. He also informed the Commission of the cost incurred in Red Bluff when they hired people to do the moving.

3. **Report on Ridell Trust Fund balance: \$261,570.80.** City Clerk Lisa Linnet provided this information.
4. **Continued discussion of space reconfiguration, new shelving, weeding of books/equipment, and increasing/upgrading technology. Discussion and possible recommendation.**

Previously addressed under item D-2 (b).

5. **Discussion of possible expansion plans and composing a list of priorities.**

City Building Official Dan Redding suggested making the men's restroom unisex (to bring into compliance). He also suggested the following changes:

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- Changing out a towel bar with a bar compliant with the Americans with Disability Act (ADA);
- Replacing the toilet and toilet seat;
- Wrapping the pipes under the sink;
- Lowering the towel rack;
- Installing kick plates on doors;
- Add 3 lighted exit signs over doors.

He also stated that an emergency exit plan needs to be posted.

Chairman Blankenship stated that in addition to addressing the ADA requirements, he believes it would be most beneficial for the Library at this time to move forward with meeting the needs for additional computers and obtaining a cost estimate for new furniture before further consideration of an expansion.

Commissioner Olson-Higgins stated she was still interested in considering an expansion. She also asked if the maximum capacity sign has been placed; she was informed yes.

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

**F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:**

**Blankenship:** None

**Turner:** Absent

**Meents:** None

**Olson Higgins:** Stated that the library got a new Christmas Tree and they gave books to the Firemen for distribution.

**Mueller:** None

**G. ADJOURNMENT: 6:00 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.

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**Lisa M. Linnet, City Clerk**

Report Date: 01/29/19  
Run Date...: 01/29/19 15:21  
Run by.....: MARY BRIMM

CITY OF CORNING  
G/L Trial Balance - Detail in the Order of Fund  
For All Accounts  
With a Mask of 403 3000\* \*\*\*\*

Page.: 1  
ID # GLTB  
CTL.: COR

Beginning of.: July 1, 2018 (01-19) Thru Ending of.: January 31, 2019 (07-19)

/L Account No									
tr	Cal.	Fiscl	Date	Jrnl	Line	Description		Debit	Credit
03	3000					Ridell Lib/Trst City Fund Balance			
						Balance July 1, 2018 (01-19)			263,346.91
						** Budget not Applicable **			
						Activity ---->		.00	.00
						Balance January 31, 2019 (07-19)			263,346.91

**ITEM NO: D-6  
CONSIDERATION OF UTILIZING  
BUDGETED RIDELL TRUST FUNDS TO  
PURCHASE NEW COMPUTER  
EQUIPMENT FOR THE CORNING  
LIBRARY – DISCUSSION AND ACTION**

**February 6, 2019**

**TO: MEMBERS OF THE LIBRARY COMMISSION**

**FROM: LISA M. LINNET, CITY CLERK** *LM*

**SUMMARY:**

County Librarian Todd Deck has stated a need for funding to purchase computer equipment for the Library and is asking consideration of expending the budgeted funds from the Ridell Trust in an amount not to exceed \$5,000 for this purchase.

The current City budget (2017/18) has allotted \$5,000 for Machine/Equipment at the Library under fund 403-9300 (Ridell Trust).

**RECOMMENDATION:**

**FOLLOWING DISCUSSION OF THE PROPOSED REQUEST FOR FUNDING NOT TO EXCEED \$5,000 FROM THE RIDELL TRUST FOR USE IN PURCHASING NEW COMPUTER EQUIPMENT FOR THE CORNING LIBRARY:**

**THE LIBRARY COMMISSION RECOMMENDS CITY COUNCIL CONSIDERATION AND APPROVAL OF THE EXPENDITURE NOT TO EXCEED \$5,000 FROM THE RIDELL TRUST IN AN AMOUNT NOT TO EXCEED \$5,000 FOR THE PURCHASE OF NEW COMPUTER EQUIPMENT AT THE CORNING LIBRARY;**

**OR**

**DENY REQUEST EXPENDITURE OF REQUESTED FUNDS.**

RESOLUTION NO. 11-26-91-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING  
REGARDING THE ESTATE OF WILLIAM W. RIDELL

WHEREAS, the Estate of William W. Ridell has given a gift of \$175,837.96 to the Corning Library; and

WHEREAS, the City of Corning agrees to establish a fund to be called the William W. Ridell Library Trust; and

WHEREAS, the funds are directed to be used exclusively for the Corning Library for major expenditures, not operating expenses; and

WHEREAS, the City of Corning will assure that expenditures are to be made by a joint decision of the County Librarian and the Corning Library Commission.

NOW, THEREFORE, BE IT RESOLVED, that the City of Corning accepts the gift from the William W. Ridell Estate, establishes a Trust Account and assures that expenditures will be made by a joint decision of the County Librarian and the Corning Library Commission.

\* \* \* \* \*

To: John Brewer, City Manager

From: Mike Fitzpatrick, City Attorney

Re: Library Commission question concerning Ridell Trust

Date: April 17, 2012

**ISSUE:** Can the Ridell Trust Account funds legally be used to replace the outdated public access computers in the Corning library?

**ANSWER:** Yes.

**DISCUSSION:** The key language needed to answer this question is contained in City of Corning Resolution 11-26-91-1 which establishes the basis for the City's acceptance of this gift from the William W. Ridell Estate. That language is "WHEREAS, the funds are directed to be used exclusively for the Corning Library for major expenditures, not operating expenses..."

It is my opinion that the use of some of the Ridell account funds for replacement of public access computers would not be considered use of funds for regular "operating expenses."

"Operating expenses," in my opinion, would be payment of salaries for staffing the library, payment of utility expenses, and similar kinds of recurring expenditures needed to keep the library running month to month. I am confident that use of Ridell funds to update and replace such a "major" component of the library system would be entirely consistent with the donor's intent and therefore a legal use of Ridell Trust Account funds if the County Librarian and the Corning Library Commission both approve these expenditures.