

CONTRA COSTA COUNTY LIBRARY COMMISSION
SPECIAL MEETING – NEW COMMISSIONER ORIENTATION

DATE: Thursday, September 25, 2008
TIME: **5:00 p.m.**
LOCATION: Contra Costa County Library Headquarters
75 Santa Barbara Road, Pleasant Hill, Administration Conference Room C.

1. 5:00 pm

New Library Commissioners and Library Commission Alternates, are invited to a new Commission orientation. All Library Commissioners and Alternates are welcome to attend.

A light dinner will be provided.

Please **confirm attendance by 1:00 p.m. September 24, 2008** in order to provide an accurate attendance count for dinner and for the preparation of the orientation binders.

2. 6:30 p.m. Adjournment to the regular Library Commission meeting at 7:00 p.m.


**CONTRA COSTA COUNTY LIBRARY COMMISSION
SPECIAL MEETING – NEW COMMISSIONER ORIENTATION AGENDA**

DATE: Thursday, September 25, 2008
TIME: 5:00 p.m.
LOCATION: Contra Costa County Library Headquarters
75 Santa Barbara Road, Pleasant Hill, Administration Conference Room C.

1. 5:00 pm **CALL SPECIAL ORIENTATION MEETING TO ORDER**
New Library Commissioners and Library Commission Alternates, are invited to a new Commission orientation. All Library Commissioners and Alternates are welcome to attend.
A light dinner will be provided. Please **confirm attendance** by 1:00 p.m. September 24, 2008 in order to provide an accurate attendance count for dinner and for the preparation of the orientation binders.
2. 6:30 p.m. **ADJOURNMENT TO THE REGULAR LIBRARY COMMISSION MEETING AT 7:00 p.m.**

A G E N D A

DATE: Thursday, September 25, 2008
TIME: 7:00 p.m.
LOCATION: Contra Costa County Library Headquarters
75 Santa Barbara Road, Pleasant Hill, Administration Conference Room C

 The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 24 hours before the meeting, at (925) 646-6423.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 72 hours prior to that meeting are available for public inspection at Library Administration, 75 Santa Barbara Road, Pleasant Hill, CA 94523

1. 7:00 p.m. **CALL REGULAR MEETING TO ORDER**
The Library Commission Chairperson will call the meeting to order.
2. **COMMISSION BOOKSHELF**
Library Commissioners can provide suggestions for current reading.
3. **ROLL CALL**
4. **INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
5. **ITEMS FROM THE PUBLIC**
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and all speakers must fill out a speaker card. Public comment on agenda items can also be e-mailed to the Library Commission at ccclibcommission@ccclib.org to be received one day prior to the Library Commission meeting.
6. **ACTION ACCEPTANCE OF MINUTES - Agenda Attachment 1**
Commissioners will approve or amend the minutes for the meeting of July 24, 2008.
7. **ACTION APPROVAL OF AGENDA**

Approve or amend the agenda for the meeting of September 25, 2008.

8. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS** - *Agenda Attachment 2*
Commissioners or Library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members including a viewing of a recent Comcast Newsmaker taping featuring Project Second Chance.
9. **CORRESPONDENCE** - *Agenda Attachment 3*
Receipt and referral of Library Commission correspondence.
10. **REPORT FROM COUNTY LIBRARIAN** - *Agenda Attachment 4*
County Librarian will report on items of interest to Commissioners.
11. 7:30 p.m. **OLD BUSINESS**
- A. **BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD** - *Agenda Attachment 5*
ACTION Commissioners will decide whether to receive regular BALIS reporting from the newly appointed Contra Costa County Library representative to the BALIS Advisory Board, Deborah Burstyn.
- B. **BUDGET**
ACTION Anne Cain will discuss proposed changes to the Library's 08/09 budget due to a reduction in property tax revenue.
12. 7:50 p.m. **NEW BUSINESS**
- A. **LIBRARY ANNUAL WORKPLAN AND HIGHLIGHTS** - *Agenda Attachment 6*
County Librarian will report on the Library highlights and the annual workplan.
- B. **LIBRARY LOGO** - *Agenda Attachment 7*
ACTION A new logo for the Contra Costa County Library will be presented.
- C. **FREE2VOTE** - *Agenda Attachment 8*
Library Staff will discuss upcoming community library activities that have been created around the Free2Vote campaign.
- D. **LIBRARY GUIDES** - *Agenda Attachment 9*
Library staff will share the new Subject Guides. Subject Guides make research easier by providing quality Internet sites that have been handpicked by librarians for the depth of the guides' content.
- E. **2008 ANNUAL REPORT AND 2009 WORKPLAN PLANNING WORKSHEET** - *Agenda Attachment 10*
ACTION The Library Commission is required to submit an annual report and workplan to the Board of Supervisors to satisfy the County's advisory body annual report requirements. Commissioners will be asked to complete a form and bring it to the next meeting or return it to ckelly@ccclib.org or fax to (925) 646-6461, before October 26, 2008. The draft 2008 Annual Report and 2009 Workplan will be available for Commissioner's consideration at the November 20, 2008 Library Commission Meeting.
- F. **NOMINATIONS FOR NEW LIBRARY COMMISSION OFFICERS** - *Agenda Attachment 11*
ACTION Commissioners will consider making nominations for the Library Commission Officers for 2009. Nominations can be made during this meeting or submitted to Corinne Kelly, Executive Secretary, at Library Administration, 1750 Oak Park Blvd. Pleasant Hill, CA 94523 or by e-mail to ckelly@ccclib.org

- 13. ACTION AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
- District V Supervisor, Federal Glover, Chair, will attend the November 20, 2008.
 - District I Supervisor, John Gioia, District III Supervisor, Mary Piepho, and District IV Supervisor Susan Bonilla have been invited to attend a future meeting.
 - Update on the continued collaboration with schools in library technology and electronic resources.
 - Elections for Officers of the Library Commission.
 - Services For Seniors (November meeting)
- 14. 9:00 p.m. ADJOURNMENT TO THE November 20, 2008 LIBRARY COMMISSION MEETING**

Contact telephone number during meeting: (925) 646-6434.

Library Commissioners, please call Corinne Kelly, Executive Secretary, at (925) 927-3206 by 5 p.m. Wednesday, September 24, 2008 if you will NOT be at the meeting.