

TO: BOARD OF SUPERVISORS  
 FROM: INTERNAL OPERATIONS COMMITTEE  
 DATE: March 7, 1991  
 SUBJECT: COMPOSITION OF PROPOSED COUNTYWIDE LIBRARY COMMISSION



Contra  
 Costa  
 County

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SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

## RECOMMENDATIONS:

1. Establish a Library Commission of either 26 or 27 members, as follows:

17 representatives, one from each of the 17 cities (towns) in the County other than the City of Richmond, to be appointed by the City (Town) Council and to be other than a member of the city council.

1 representative from the City of Richmond, if they wish to participate on the Commission, to be appointed by the Richmond City Council and to be other than a member of the city council.

5 representatives of the County, one appointed by each member of the Board of Supervisors, other than a member of the Board of Supervisors.

4 special representatives of the following:

Superintendent of Schools  
 Contra Costa Central Labor Council  
 Contra Costa Council  
 Alliance for Better Libraries

CONTINUED ON ATTACHMENT YES YES SIGNATURE:  
 \_\_\_\_\_  
 \_\_\_\_\_ RECOMMENDATION OF COUNTY ADMINISTRATOR \_\_\_\_\_ RECOMMENDATION OF BOARD COMMITTEE  
 \_\_\_\_\_ APPROVE \_\_\_\_\_ OTHER  
 SIGNATURE(S): ROBERT I. SCHRODER SUNNE WRIGHT McPEAK  
 ACTION OF BOARD ON March 12, 1991 APPROVED AS RECOMMENDED X OTHER \_\_\_\_\_

## VOTE OF SUPERVISORS

X UNANIMOUS (ABSENT III)  
 AYES: \_\_\_\_\_ NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

CC: Please see Page 5.

I HEREBY CERTIFY THAT THIS IS A TRUE  
 AND CORRECT COPY OF AN ACTION TAKEN  
 AND ENTERED ON THE MINUTES OF THE BOARD  
 OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED March 12, 1991  
 PHIL BATCHELOR, CLERK OF THE BOARD OF  
 SUPERVISORS AND COUNTY ADMINISTRATOR

*Library*

*Isabel Edwards*

2. Establish a Library Commission Steering Committee of ten (10) members, each of whom is to be drawn from the membership of the Commission and be selected as follows:

5 representatives of the cities, one representing the cities in each supervisorial district to be selected by the city representatives on the Commission from that supervisorial district, in the absence of any other selection process having been identified.

3 representatives from the County, selected by the five County representatives on the Commission.

1 of the four special representatives, selected by the four special representatives.

The Chair of the Commission, serving ex officio during such time as he or she continues to be the Chair of the Commission.

3. Determine that when a vacancy occurs on either the Commission or the Steering Committee, the appointing organization should fill the vacancy.
4. Authorize the Commission to elect its own Chair, who will also serve as Chair of the Steering Committee.
5. Consistent with the policy of the Board of Supervisors on open government, the Library Commission should govern itself consistent with the Board's policy on conflict of interest and the provisions of the Ralph M. Brown Act, as other advisory bodies have been advised by the County Counsel.
6. Establish the Commission and Steering Committee for a two year period commencing March 15, 1991 and ending March 14, 1993, except that the Commission and Steering Committee may be continued for additional periods of time, with the approval of the Mayors' Conference and the Board of Supervisors.
7. For purposes of voting at Commission meetings, direct the four special representatives to draw lots such that two of the special representatives are associated with the city representatives for voting purposes and the other two are associated with the County representatives for voting purposes.
8. Direct that the work of the Commission proceed by consensus whenever there is no objection from a member to proceeding in this manner. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote by the city representatives and the special representatives associated with them and a majority vote by the County representatives and the special representatives associated with them. (For example, on a 26 member Commission with all members present, approval of an item would require at least 10 "aye" votes from the 19 city representatives and four "aye" votes from the 7 County representatives.)
9. In addition to the purpose and duties outlined below, charge the Commission to meet at least quarterly, to review and ratify actions of the Steering Committee, to discuss and vote on major policy issues, to be involved in providing local input for the County Library Needs Assessment and Master Plan, and to give particular attention to the duties outlined under Recommendation #12 A and B below.

10. In addition to the purpose and duties outlined below, charge the Steering Committee to meet at least monthly, to work closely with the County Librarian to implement the policy actions adopted by the Commission, to report to the Commission regularly on its actions for review and/or confirmation by the Commission, and to give particular attention to the duties outlined under Recommendation #12 C below.

11. Establish as the purpose of the Library Commission and the Steering Committee, the following:

**PURPOSE:** The Library Commission and Steering Committee are created for the following purposes:

- A. To serve in an advisory capacity to the Board of Supervisors and the County Librarian.
- B. To provide a community linkage to the County Library.
- C. To establish a forum for the community to express its views regarding the goals and operations of the County Library.
- D. To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.
- E. To develop and recommend proposals to the Board of Supervisors and County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

12. Establish as the duties of the Library Commission and the Steering Committee, the following:

**DUTIES:** The Library Commission and Steering Committee are charged to perform the following advisory functions in regard to the County Library:

- A. Participate in the planning process, including the Library element of the County General Plan and the Library Master Plan.
- B. Hold hearings so the public can express its views on the County Library.
- C. Monitor the progress in achieving the goals set forth in the adopted plans. Report and make recommendations to the Board of Supervisors and the County Librarian in this regard.
- D. Where the Commission has any concerns or questions regarding the Library budget, the Commission may make recommendations regarding the Library Budget to the Board of Supervisors.
- E. Assist in the development of policies which the Commission and the County Librarian determine will improve the operations of the County Library and service to the public.
- F. Determine what levels of funding are necessary to provide each level of service which is proposed. Explore alternative methods of

establishing stable and adequate funding for each level. Report their findings to the Board of Supervisors and County Librarian along with their recommendations for actions which may be necessary to achieve the levels of service desired.

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- G. To perform such other tasks and undertake such other assignments as may, from time to time, be referred to them by the Board of Supervisors or County Librarian.
  - H. To provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.
  - I. The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library.
- 13. Authorize, but do not require, the Commission and Steering Committee to utilize regional subcommittees or any other mechanisms which will assist the Commission in being aware of the "grass roots" interests of the communities they represent.
  - 14. Upon approval of these recommendations by the Contra Costa Mayors' Conference and the Board of Supervisors, request the County Librarian to solicit appointments from each city, from the Contra Costa Council and invite the City of Richmond to participate in the work of the Commission.
  - 15. Request each member of the Board of Supervisors to make his or her appointment to the Commission as quickly as possible so the Commission can begin to undertake its work.
  - 16. The County Librarian should provide appropriate staff support to the Commission. Supervisor Schroder indicated that it would have been his preference that the cities contribute financially to the support and staffing of the Commission, but that he was willing to support these recommendations without that provision being included.
  - 17. Direct the County Librarian to convene the first meeting of the County Library Commission as soon as feasible after all members have been appointed.
  - 18. Remove this item as a referral to our Committee.

### BACKGROUND:

On September 25, 1990, the Board of Supervisors approved a report from the Internal Operations Committee, creating a Library Commission, based on an understanding that the cities supported the composition which had been agreed to at the Internal Operations Committee meeting. This was apparently not the case and the Contra Costa Mayors' Conference at its November, 1990 meeting approved all of the September 25, 1990 Board Order except for the composition of the Commission. The Mayors' Conference proposed an alternative composition consisting of more city representatives, fewer County representatives and no representatives from other agencies.

The letter from the Mayors' Conference was considered at the Board's meeting on January 22, 1991. The composition suggested

by the Mayors' Conference was rejected and the matter was referred to the City/County Relations Committee for further consideration. The City/County Relations Committee considered this matter at its meeting on February 11, 1991.

Out of that meeting a possible compromise emerged which Supervisor McPeak shared with our Committee on February 11, 1991. The above recommendations embody the compromise reached with the City/County Relations Committee and is acceptable to our Committee. Since the Mayors' Conference will not be able to consider these recommendations until March 7, 1991, we are recommending that the report be rescheduled for consideration by the Board on March 12, 1991.

cc: County Administrator  
~~County Librarian~~  
County Counsel  
Auditor-Controller  
Mayors' Conference (Via Library)  
City Managers (Via Library)  
Alliance for Better Libraries (Via Library)  
Superintendent of Schools (Via Library)  
Contra Costa Council (Via Library)