



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: December 19, 2017

Subject: Reconstitution of the County Library Commission in Composition and Powers

RECOMMENDATION(S):

1. RECONSTITUTE the County Library Commission in its composition and powers, as recommended by the Library Commission and County Librarian.
2. DIRECT the County Librarian to return to the Board within 90 days with recommendations for revised Commission bylaws consistent with these changes.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On March 7, 1991, the Board of Supervisors established a Countywide Library Commission (see attached 1991 Board Order). At that time, the Commission comprised 27 members. Two additional members were added when the City of Oakley incorporated in 2000 and the Contra Costa Community College District was invited to join the Commission, bringing the total composition to 29 members.

On December 13, 2016, the Board of Supervisors voted to accept the Library Commission

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/19/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V Supervisor

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: December 19, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: 925-608-7701

cc:

Ad Hoc Revitalization Committee's recommendation to REAUTHORIZE the Commission through December 31, 2019 (Item C.62) with a composition of 24 voting members and 4 non-voting special representatives; the City of Richmond elected to leave the Library Commission.

BACKGROUND: (CONT'D)

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The following changes are recommended to reflect the evolution of the Library Commission and its member organizations:

I. COMPOSITION:

Amend the composition of the Library Commission to be no fewer than 24 voting members and no greater than 28 total members. Members will each serve a four year term and may be reappointed by their respective appointing organizations. Appointing organizations may also appoint one alternate for each seat to serve when the primary commissioner is absent. The terms of new commissioners will be staggered so that each Supervisorial District, and cities/towns within each District, are equally represented; this may result in one, two, three or four year initial terms. Successive terms of office will commence on July 1 following expiration of the initial term for a period of four years ending on June 30. The composition shall be:

A. Eighteen (18) representatives, one from each of the 18 cities (towns) in the County Library Service Area, to be appointed by the City (Town) Council and to be other than a member of the city council.

B. Five (5) representatives of the County to be appointed by the Board of Supervisors, one to represent each Supervisorial District and to be other than a member of the Board of Supervisors.

C. Four (4) representatives to serve as ex officio (non-voting) members of the following:

Contra Costa County Office of Education

Contra Costa Friends Council

East Bay Leadership Council

Contra Costa Community College District

D. One (1) representative of the following:

Contra Cost Central Labor Council

E. Alternate members may be appointed and, when seated due to the absence of the Primary member, may serve as the voting member for their appointing authority.

II. PURPOSE AND DUTIES:

A. Serve in an advisory capacity to the Board of Supervisors and the County Librarian.

B. Provide a community linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.

C. Serve as a forum for the community to express its views regarding the goals and

operations of the County Library

D. Assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.

E. 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.

F. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.

G. Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public.

H. 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.

I. Provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.

The Library Commission is an advisory body and as such 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; and from taking any action that would imply the County's support or opposition to legislation in the absence of, or inconsistent with, adopted Board positions. Only the Board of Supervisors can send letters on a particular piece of legislation.

III. GOVERNANCE:

A. The Commission will elect its own Chair and Vice-Chair. The County Librarian or his/her designee will serve as Secretary.

B. When a vacancy occurs on the Commission, the appointing organization shall fill the vacancy.

C. A quorum shall be 13 voting members.

D. Consistent with the policy of the Board of Supervisors on open government, the Library Commission shall govern itself consistent with the Board's policy on conflict of interest and the provisions of the Ralph M. Brown Act and the County's Better Government Ordinance.

IV. VOTING:

A. Direct that the work of the Commission proceed by consensus whenever there is no objection from a member to proceeding in this manner.

B. 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 a majority vote by the County Board of Supervisors' appointees.

C. Changes to the Bylaws are the exception, and will require 60 percent approval by voting members.

D. Alternate members may vote in the absence of the Primary member.

V. FREQUENCY OF MEETINGS:

A. The Library Commission will meet at least quarterly and no more than six times each year, to discuss and vote on major policy issues and to be involved in providing local input for the County Library budget and strategic plan.

B. The County Librarian will provide appropriate staff support to the Commission.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, a change in the composition and powers will not be made, achieving a quorum at meetings will be difficult, and special representative organizations will not be appropriately named.

ATTACHMENTS

1991 Board Order Establishing Library Commission