

**Community & Library Services Commission Minutes**

February 10, 2020

6:30 p.m. Workshop

7:00 p.m. Meeting

**Hercules City Hall**

111 Civic Drive

Hercules, CA 94547

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**COMMUNITY & LIBRARY SERVICES COMMISSION - MINUTES**

**I. SPECIAL MEETING – 6:30 P.M. – NO SPECIAL MEETING**

**II. CALL TO ORDER – ROLL CALL - 6:30 P.M.**

**II. WORKSHOP**

None

**III. CALL TO ORDER – ROLL CALL - 7:00 P.M. – REGULAR MEETING AGENDA**

Called to order at 7:05p.m

Commissioners Chen, Yamamoto, Campbell-Miller were present. Commissioner Ward-Jackson arrived 7:06p.m.

Staff Christopher Roke, Parks & Recreation Director was present. Library Manager Lynne Noone was absent.

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

None

**VI. AGENDA ADDITIONS/DELETIONS**

1. Library Manager Monthly Report (January)

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Reports (February)
2. Library Manager Monthly Report (February)

**IX. CONSENT CALENDAR**

1. Minutes: January 13, 2020 Meeting

**MOTION:** Commissioner Campbell-Miller moved to approve the Consent Calendar. Commissioner Ward-Jackson seconded the motion. Motion passed 4-0.

## **X. DISCUSSION AND/OR ACTION ITEMS**

### **1. County Library Seat**

The City of Hercules is one of the 18 represented cities that can provide an appointed voting member of the Contra Costa County Library Commission. There is also a provision within the bylaws that allows for an alternate member who is able to vote should our regular member be unable to attend. Currently we do not have an alternate. The alternate needs to be appointed as well, so any recommendation from this commission would go to the Council for approval.

The Library Commission meetings are public meetings, so anyone else could attend and report back to the commission, but they would not be able to vote. A meeting attendee could also comment during the meeting, if they desired. As a public meeting, any member of the public has the opportunity to speak during public comment on each item on the agenda, plus one additional time on any item that is not on the agenda but is under the Commission's purview.

**MOTION:** Commissioner Campbell-Miller moved to recommend to the Council to approve the Commissioner Chen as the Alternate to the County Library Seat. Commissioner Yamamoto seconded the motion. Motion passed 4-0.

### **2. Prop 68**

The State of California has approved Proposition 68. There are 2 programs, a competitive program and a Per Capita program. The City of Hercules is going to participate in the Per Capita program. The Per Capita funds are allocated to entities based on population. The minimum allocation is \$200,000. There is a required 20% match, which means the City's obligation would be \$50,000. Parks and Recreation has identified a funding source for the match, and a location for the work.

### **3. Rec Expo**

The City of Hercules Parks and Recreation Department has been holding a Recreation or Rec Expo for several years. In the beginning many of our Summer Camp contractors come to the event. It was held on a Saturday at the Community Swim Center. The idea was to give our community members/customers a peek at what was being offered for the summer. Families could register during the event. If they paid in full that day they would receive a 10% discount on participating programs. The event was successful from a financial stand-point. However, it turned out that very few people came into the gym to visit with the contractors, so it was not worth the time for the contractors. We learned that people just wanted to get a discount.

In 2017, we changed the Expo from a full day on Saturday, to the full work week, only with reduced office hours (M-Th 10a-4p). The transition was smooth and families seemed to like the idea that they had several days to register for the discount.

As we prepare for this coming Rec Expo, we have been noticing a trend in the industry with many of the neighboring communities, and from this research we found several other ways to make Rec Expo exciting. Some cities call it a “sneak preview” and hold an event in the evening. During the sneak preview, you cannot register. You can only come see what is being offered. In addition to the sneak preview, they hold a discount day a day or two later. One city even calls this event “Discount Day”. But most of the cities we found holding these programs, only do their discount day with online registration. The goal has been to move their families to doing online registration. El Cerrito, Concord and Pleasant Hill have all experienced an uptick in their online registrations because of this move. This would be a big help to the office and allow us to concentrate on other pressing needs should we make this move next year. We plan to pass out information about these proposed changes during Rec Expo Week this year.

#### 4. Joint Commission Training

City Attorney, Patrick Tang, and Administrative Services Director, Lori Martin, held the City’s Annual Commissioner Training on Wednesday, February 19, 2020 at 5:00 p.m. in the Council Chambers. All Commissioners were invited to attend. This is a mandatory training for any new commissioners and optional/voluntary for those who have received this training in the past, however all are encouraged to attend as a refresher and also to give commissioners an opportunity to give input and observations as existing Commission Members.

### **XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

1. Commissioner Campbell-Miller announced that he had been promoted to Library Assistant P.I. and will be filling in for 4 different Librarians. His training for the new position begins February 24.
2. Commissioner Ward-Jackson announced that February is Black History Month. She also announce that she has been promoted to the Senior School Director of the Making Waves Academy. Making Waves Academy is a Charter Academy for 5<sup>th</sup> through 12<sup>th</sup> Grades in Richmond

### **XII. FUTURE AGENDA ITEMS**

1. Library Monthly Report (December & January)
2. Dog Park/Community Garden Tour – May meeting
3. Dog Park Workshop – June meeting

### **XIII. ADJOURNMENT**

Chair Han Chen adjourned the meeting at 8:45pm.

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Han Chen

Attest

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Christopher Roke  
Parks & Recreation Director