

**Community & Library Services Commission Minutes**  
February 12, 2018  
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. CALL TO ORDER – ROLL CALL - 6:30 P.M.**

**II. WORKSHOP**

Called to order at 6:37p.m.

Clean-up day 2018 – discussed plans for Community Clean Up day at the Corp Yard. The group discussed that 2017 was pretty successful. Not much will change for 2018. The layout still in question depending on the status of the new building at the yard, and if the old staff building is moved prior to the event. No Household Waste, No e-Waste.

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

Called to order at 7:03p.m.

Commissioners Ward-Jackson, Chen, Campbell-Miller and Nguyen were present.

Staff Christopher Roke, Parks & Recreation Director, and Lynne Noone, Library Manager were present.

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

None

**VI. AGENDA ADDITIONS/DELETIONS**

None

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

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

**IX. CONSENT CALENDAR**

1. Minutes: January 8, 2018 Meeting
2. Minutes: January 17, 2018 Special Meeting

**MOTION:** Commissioner Campbell-Miller moved to approve the consent calendar. Commissioner Nguyen seconded the motion. Motion passed 3-0. Chair Ward-Jackson abstained.

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

**1. Non-Profit Program**

Council recommended considering adding IRS Form 990 to the Nonprofit renewal criteria for 2019. IRS Form 990 is the reporting form that many federally tax-exempt organizations must file with the IRS each year. This form allows the IRS and the general public to evaluate a nonprofit's operations; it includes information on the nonprofit's mission, programs, and finances.

**MOTION:** Commissioner Campbell-Miller moved to add the IRS Form 990 to the Non Profit Renewal process for 2019. Commissioner Nguyen seconded the motion. Motion passed 4-0.

**XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

It was Commissioner Nguyen's birthday. Everyone broke out in song wishing Commissioner Nguyen a very happy birthday.

**XII. FUTURE AGENDA ITEMS**


**1. Workshop on Teen programs for 2018-19FY**

**XIII. ADJOURNMENT**

Chair Ward-Jackson adjourned the meeting at 7:40pm.

  
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Dr. Evangelia R. Ward-Jackson

Attest

  
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Christopher Roke  
Parks & Recreation Director

The next Regular Meeting of the Commission will be held on Monday, April 9, 2018 at 7:00 p.m., in the Council Chambers. A Special Meeting may proceed the Regular meeting in the form of a Workshop at 6:30 p.m. and Regular meeting at 7:00 p.m.

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