



CITY COUNCIL HISTORY SUBCOMMITTEE AGENDA REPORT

Meeting Date: 12/13/2022

From: Stuart Schillinger, Assistant City Manager

Subject: Review Memorandum of Understanding between the City of Brisbane and San Mateo County Library Joint Powers Authority Concerning the Brisbane History Collection and History Room Located in the Brisbane Library.

Community Goal/Result

Community Building

Purpose

Ensure the history of Brisbane is adequately preserved and displayed to allow for easy access for future residents and scholars.

Recommendation

Review the attached Memorandum of Understanding (MOU) and recommend its approval by the full City Council.

Background

In 2018 the Citizen History Committee met with the City Council History Subcommittee to outline projects it was working on. One of the projects was to develop an MOU between the City and the Library System concerning the City's Historical documents and the History Room in the new Library. A number of drafts were developed and reviewed by the City's legal counsel and the Library's legal counsel. The attached Draft dated 5/17/2022 is the final proposed MOU as approved by all legal counsels.

Discussion

The attached MOU lays out the roles and responsibilities for the City and the Library system as it relates to the City's historical documents and the History Room.

The main points are:

- 1) Any cost sharing for the maintenance of the room will be subject to the current Library JPA Agreement.
- 2) All historical artifacts, including books, manuscripts, photographs, videos, digitized materials, posters, etc. are the property of the City. If they are located in the Library they will still be the property of the City and any decision about the disposition of these materials will be at the sole discretion of the City.

- 3) The City, the Citizen's History Committee, and the Library JPA will work jointly to determine what will be displayed in the History Room. Items for display will be rotated through the History Room so it retains a lively and continuously interesting presentation of Brisbane History.
- 4) Library JPA staff assigned to the Brisbane Library will have sufficient knowledge of the History Collection to assist patrons in the productive use of the material.
- 5) The City will be responsible for accepting items into the City's collection. If potential donors contact Library staff, they will direct the potential donor to the appropriate person in the City.
- 6) The Library and the City will work together to find sources for the City's History Collection as appropriate.

Fiscal Impact

There is no additional direct cost for entering into this MOU. As projects arise for using, digitizing, or expanding the City's History Collection the costs will be brought to the City Council according to the City's administrative and budget procedures.

Measure of Success

The City maintains a history collection that can be used by people of all ages and educational needs.

Attachments

MOU between the City of Brisbane and San Mateo County Library Joint Powers Authority.

Stuart Schillinger

Stuart Schillinger, Assistant City Manager

DRAFT (5-17-2022)

**Memorandum of Understanding between the City of Brisbane and
San Mateo County Library Joint Powers Authority
concerning the Brisbane History Collection and the Brisbane History Room
located in the Brisbane Library.**

In order to establish the specific responsibilities of the City of Brisbane (City) and San Mateo County Library Joint Powers Authority (Library JPA) concerning the City's History Collection (History Collection) and the Brisbane History Room (History Room) in the new Brisbane Library (Library), the City and the Library JPA agree to the following principles:

1. The History Project is a City and Library JPA collaborative endeavor to preserve and share the rich history of the Brisbane community.
2. As the owner of the Library facility, the City has permanently dedicated one of its rooms to the History Project.
3. The design and purchase of original furniture and equipment of the History Room will be an integral part of the Library construction and interior furnishings implementation agreement between the Library JPA and the City.
4. The cost sharing of the repair, maintenance, and replacement of the furniture and equipment in the History Room will be subject to the Library JPA Agreement.
5. The historical artifacts, including books, manuscripts, photographs, videos, digitized materials, posters, etc. are the property of the City, and any decision regarding such artifacts must have the approval of the City. When the historical artifacts are located in the History Room, they remain the property of the City and will not be considered part of the Library JPA collection.
6. The City intends to store historical materials not placed in the History Room in its other facilities such as the archive room in City Hall where such historical materials will be preserved in a safe and retrievable manner.
7. The City in consultation with the Brisbane History Committee and the Library JPA will work on deciding which materials should be on display and accessible in the History Room. A rotating schedule will be established so that the History Room retains a lively and continuously interesting presentation of Brisbane history.

8. Library JPA staff assigned to the Brisbane Library will have sufficient knowledge of the History Collection so that the staff may assist patrons in the productive use of the material. It is anticipated that users will range from serious researchers to elementary school children.

9. The Library JPA will exercise appropriate oversight and careful monitoring of the contents of the History Room so that materials are properly protected. If there are events or circumstances in the Library during which the History Collection could be at risk, the Library JPA will make every effort to close off access to the History Room. However, an alleged failure to exercise such care shall not be a basis for any claim against the Library JPA.

10. The City shall cooperate with the Library JPA on matters regarding the History Collection and the History Room itself. The City and Library JPA are interested in designing the most effective information retrieval processes for its archived collection.

11. The City will establish criteria and a process for accepting new materials into the History Collection, utilizing gift deeds or other legal documents when appropriate. If potential donors initially contact the Library JPA, the staff will refer them to the City.

12. The City shall take financial responsibility for the acquisition, preparation, and maintenance of the History Collection. For example, the City plans to digitize its collection of old photos, newspapers (Brisbane Bee), documents, etc.

13. Brisbane's History Project, which is more comprehensive than the History Room, may receive financial contributions from grants, non-profit organizations, individuals and businesses as well as the City. The City and Library JPA will work together when appropriate in the search for funding.

14. Each of the parties to this agreement, will designate a staff member at all times to represent their interests in the cooperative implementation of this MOU and the negotiation of referenced future agreements. The designations will be made by the Director of the Library JPA and by the City Manager of the City.

Director, San Mateo County Library JPA

City Manager, City of Brisbane

Date _____

Date _____