



## LIBRARY COMMISSION AGENDA REPORT SUMMARY

**Meeting Date:** October 3, 2024

**Subject** Discuss Commission Presence and establish Ad-Hoc Subcommittee if necessary

**Prepared by:** Anthony Carnesecca, Assistant to the City Manager

### **Purpose**

Discuss Commission Presence and establish Ad-Hoc Subcommittee if necessary

### **Discussion**

Commission Presence has been discussed previously at the Library Commission on August 1, 2024 and September 16, 2024. This is a project area within the approved 2024 and proposed 2025 Commission Work Plans.

At the August 1 meeting, the Library Commission discussed the visibility of the commission and its duties within the community. The goal was to create excitement about the commission and generate interest from community to encourage individuals to replace current commissioners one day.

At the September 16 meeting, the Library Commission discussed the commission's presence with various concepts and ideas. One idea was to create an Ad-Hoc Subcommittee focused on this topic that can evaluate potential concepts proposed by the Commission moving forward.

Per the new Commission Handbook, "A Commission may appoint Ad-Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad-Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad-Hoc subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

In order to establish an Ad-Hoc Subcommittee, the topic of the formation of the Ad-Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on a Ad-Hoc Subcommittee are not eligible to serve on another Ad-Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad-Hoc Subcommittee:



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- Is comprised solely of members of the Commission establishing the Ad-Hoc Subcommittee,
  - Consists of less than a quorum of the Commission,
  - Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
  - Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
  - Will not be re-established or renewed in multiple years, and
  - Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

In accordance with the Brown Act, Ad-Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.”

Currently, the Library Commission has one Ad-Hoc Subcommittee for Potential Library Improvements consisting of Vice Chair Bedard and Commissioner Crane and one Ad-Hoc Subcommittee for Targeted Outreach consisting of Chair Fawcett and Commissioner Morris, which will be presenting their final report at the May 2, 2024 meeting. Once that is completed, the commission may establish one more Ad-Hoc Subcommittee while remaining in compliance with the above guidelines.