



**CITY OF CORNING
LIBRARY COMMISSION MINUTES
WEDNESDAY, FEBRUARY 6, 2008
CITY COUNCIL CHAMBERS
794 THIRD STREET**

- A. **CALL TO ORDER:** At 5:30 p.m.
- B. **ROLL CALL:**
- | | |
|---------------|-------------|
| Commissioner: | Stuart |
| | Bright |
| | Dunham |
| | Blankenship |
| Chairperson: | Rasmussen |

All Commissioners were present except Jerry Dunham. Commissioner Robyn Stuart announced her resignation from the Library Commission effective immediately. Dean Blankenship was introduced as a new Library Commissioner.

- C. **BUSINESS FROM THE FLOOR:** None.
- D. **REGULAR AGENDA:**

1. Request to Use Riddell Trust to Purchase New Public Use Photocopy Machine.

Chairperson Rasmussen questions who had made the request for this item to be placed on the Agenda and to use the Riddell Trust Funds. Tehama County Librarian, Caryn Brown was present and said that this was placed on the Agenda at her request. Caryn Brown passed out three information packets with cost amounts to purchase a new photocopy machine for the Corning Library. The quotes were from the Ray Morgan Company for \$3,892.10, Inland Business Systems for \$3,497.69 and Carrel's Office Machines for \$2,585.80. Commissioner Stuart suggests that the Friends of the Library be approached to purchase the photocopier. She makes note that the Riddell Trust Fund should be saved/used for larger priced items. There was discussion on the Maintenance Contract that would need to also be funded. Stephen Kimbrough suggested that the funds to purchase the photocopier come from the Friends of the Library and that the annual payment for the Maintenance Contract be paid monthly from the Riddell Trust Fund. Chairperson Rasmussen made a motion that this item be removed from the Agenda so that contact could be made with the Friends of the Library for possible funding. Commissioner Stuart seconded the motion. **Ayes: Rasmussen, Stuart, Bright, Blankenship. Opposed: None. Absent: Dunham. Motion was approved by a vote of 4-0 with Dunham absent.**

2. Request to Use Riddell Trust to Purchase Library Shelving to Expand Collection.

Caryn Brown County Librarian reported that the Tehama County Library has acquired 11 "gently used" shelving units donated by Walden Books located in Chico. The Corning Library will be receiving 6 of these units, replacing the existing wooden shelving in the Juvenile section of the Library.

Caryn Brown provided three price quotes for new shelving units, one from Gaylord for \$1,994.30, Demco for \$2,292.88 and Brodart for \$2,321.86. These quotes are for a single unit and the Library is seeking funds to purchase 3 units. Ms. Brown makes note that the new shelving will be the same height as the existing units and will double the book capacity. Commissioner Stuart moved to approve the Gaylord price quote for the three requested shelving units to be funded by the Riddell Trust Fund. Commissioner Bright seconded the

motion. **Ayes: Rasmussen, Stuart, Bright, Blankenship. Opposed: None. Absent: Dunham. Motion was approved by a vote of 4-0 with Dunham absent.**

3. Revisit Expansion Planning with County Librarian.

Caryn Brown reports that she is continuing the search for matching funds with no additional information. She noted that the Library's Book Budget is constantly being cut of funds. She suggested changing out the art work in the Library to give a new look to the Library. Commissioner Blankenship suggested other outside Organizations/Companies to approach for donations that had not yet been mentioned such as Sierra Pacific, the Fire Department, the McDonald Corporation, etc.

Stephen Kimbrough suggested to the County Librarian provide a floor plan sketch. There was discussion concerning computer software to create plans for the expansion. He also suggested that this Item be brought back in March before doing a Staff Report to Council for action. Chairperson Rasmussen made the motion to return this Item to the Agenda in March. Commissioner Stuart seconded the motion. **Ayes: Rasmussen, Stuart, Bright, Blankenship. Opposed: None. Absent: Dunham. Motion was approved by a vote of 4-0 with Dunham absent.**

4. Library Use and Service Survey – Move Forward with High School Student Support.

Stephen Kimbrough reported that the High School has said that it would love to assist in this project and that the High School is going to further its contact with the English Literature teachers at the school. Chairperson Rasmussen would like to have the Library Commission to participate by having more input concerning the survey content. Commissioner Blankenship notes that the survey should not be limited to High School Students. He noted that since the Library services the entire community that the survey should include a more broadly based survey group to include all ages in the community.

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None.

F. ADJOURNMENT: 6:45 P.M.



Dawn Grine, Deputy City Clerk

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY EMPLOYER