

APPROVED

MINUTES

Library Advisory Commission (LAC)

March 22, 2007

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Sandra Hirsh (Chair), Lenore Jones, Valerie Stinger, John Stucky

Commissioners Absent: Genevieve Gerard, Paula Skokowski

Staff Present: Diane Jennings, Evelyn Cheng

CALL TO ORDER – Chair Hirsh called the meeting to order at 7:06 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

LIBRARY DIRECTOR'S REPORT

1. City Council will interview the three new LAC applicants on April 3 at 5:30 p.m. A file of all seven applications was available for review by members of the Commission.
2. The next City/School Liaison Committee will be held on March 28, 8:15-9:30 a.m. in Conference Room A, District Office at 25 Churchill. Topic is cooperation in library services. The LAC is invited to attend. Hirsh will give an overview of strategies related to City/School partnerships outlined in the LAC's Library Service Model Analysis and Recommendations (LSMAR) report.
3. The City Auditor will complete the audit on Library operations by end of April and would like to bring the report to Council in May.
4. On April 9, City Council will discuss policy implications of the poll results.
5. The Library is moving ahead with the department's reorganization:
 - begin search for an Assistant Director
 - appointment of Mary Minto as Division Head of Collection and Technical Services
 - appointment of Susan Bodenlos as Library's Budget Coordinator

6. On May 3, the Finance Committee will review the Library's budget for 2007-2009. The City Manager is recommending an increase to Library's collections (but with no additional staffing) with a proposed \$167,000 partnership between the City and Friends of the Palo Alto Library (FOPAL). Jennings will provide the LAC with copies of (1) City's proposed budget and (2) the Library's organizational chart at the next LAC meeting in April.

7. Building Projects

Children's Library – Re-opens in mid September. Jennings acknowledged the contribution of the Library Foundation in raising close to \$400,000 for furniture and fixtures. Orders are now being placed. The artist chosen to do the mural in the new program room is Jeff Petersen.

The Historic Resource Board (HRC) has concern that new windows in the south wing are not a good match architecturally. These windows may be replaced at the end of the project, if funds are available.

Main Library – Re-opens on Sunday, March 25. Still 3 weeks away from completion of construction project but there are noticeable improvements in areas for service desks, public space, shelving, and staff work space.

College Terrace Branch – Kick off meeting with KPA, the company handling the design work for infrastructure work on the library and the day care center, was held on March 21. The design work will take at least one year, focusing on seismic and other upgrades, such as ADA, mechanical and electrical systems, roof, etc. A library program consultant will be hired by KPA to look at the use of interior spaces. The plan is to close the building when construction begins in the 2008/09 fiscal year.

8. The Library has committees working on (1) study of Link +, a resource sharing service; and (2) recommendations for "Library 2.0" - use of new technologies (blogs, wikis, podcasts, RSS feeds, etc.) to reach out into the community to promote and deliver library services.

9. Upcoming events:

National Library Week – April 14-21 with three separate programs for children, youth, and adults/families:

- April 14 Gardening program at Mitchell Park Library
- April 20 Evening music and poetry program at Main Library
- April 21 Teen Poetry Slam at Mitchell Park Library

Annual Volunteer Recognition Event – May 10, 3:00-5:00 p.m. at the Art Center

Mayfield Reading Day – May 26, College Terrace Branch

10. FOPAL's proposed April 5 Forum on Library has been indefinitely postponed.

11. The Library System Advisory Boards' annual joint breakfast for local government officials and community leaders will be held on May 12, 8:30-11:00 a.m. at the Stanford Park Hotel. Members of the LAC are invited to attend.

BUSINESS

1. Approval of draft minutes of Regular Meeting on January 25, 2007.

- Without corrections, Forte moved to approve minutes of Regular Meeting on January 25, 2007. Jones seconded. Minutes were approved, 5-0 (Gerard and Skokowski absent).

2. Polling results

- Jennings said City Council will make a decision on potential funding measures for Library facilities and/or Public Safety Building projects on April 9.
- Hirsh said there were no surprises in the polling results and that community support for children's programs and services as well as for a larger collection remains high. She added that poll results also confirmed that the LAC has work to do to educate the community on both projects.
- Members of the LAC agreed that the LAC should make a statement at the April 9 meeting, recommending City Council to contract with Group 4 Architects to look at the joint Mitchell Park Library and Community Center building and improvements system-wide.
- Jones moved
"As the survey confirms community support for the LAC's recommendations regarding library facilities, we recommend that the City Council take the necessary steps to further refine the design, cost and impact of construction of a new Mitchell Park Library, including a new Community Center, and upgrades to the Main and Downtown Libraries. And, we also recommend that the City Council considers the future costs of not following these recommendations at this time."

Stucky seconds. Motion passed, 5-0 (Gerard and Skokowski absent).

3. LAC communications strategy

- Stinger said this is a good time for the LAC's Ad Hoc Committee to reconvene and redefine the timeline for a communications strategy.
- Jones said she will work on preparing short informational pieces for the neighborhood associations' newsletter.
- Forte suggested coordinated effort with the Parks and Recreation Commission (PARC) and the Police Building's Blue Ribbon Task Force (BRTF).

- Jennings suggested that City Council would appreciate hearing from the LAC about an education campaign. Forte said he will contact PARC and BRTF if they would like to issue a joint statement. Forte will plan to speak during Oral Communications at the April 9 Council meeting.
 - Discussion followed on other ways and means to communicate the plans for the Library to the community.
 - Members of the LAC agreed that it will be helpful to put together a packet of information and have these available to bring to meetings and events.
 - Hirsh reported that she had the opportunity to talk about the Library at meetings held by the Greenmeadow Neighborhood Association and the Midtown Residents Association.
 - The LAC Ad Hoc Communications Committee (members: Stinger, Forte and Stucky) will convene and make a presentation at the LAC meeting in April, identifying - amongst other things - materials that will be available for the LAC to have in the information packets, possible ideas and/or opportunities/venues, who else the LAC can bring in to help in the process, and hard questions the LAC should have good answers to.
 - Hirsh recognized Bob Moss, 4010 Orme, from the audience. Moss spoke about the importance of crystallizing 4-5 major points in the LAC recommendations for Library to resonate with the community and address current and future needs.
4. March 28 City/School Liaison Committee Meeting: LSMAR strategies for service to students
- Jennings said staff will provide an update on City/School library activities that have taken place at this meeting and suggested that Hirsh provide a brief overview of the LSMAR and summarize the points in the section on strategies for City/School Library enhanced partnerships.
 - Staff will meet with Marie Scigliano next week to work on a Powerpoint presentation. Jennings will send Hirsh a draft of this presentation when available.
 - Hirsh and Forte will attend the March 28 meeting. Hirsh encouraged other members of the LAC to attend if available.
5. Draft letter commending teen volunteer, Ethan Cheng, recipient of the President's Volunteer Service Award - Forte
- This Agenda item is postponed for discussion at the next LAC meeting.

REPORTS

Commissioner reports and questions: None

Council Liaison Report: None

COMMENTS AND ANNOUNCEMENTS - None

AGENDA for meeting on April 26, 2007:

The items suggested for the meeting are:

1. Election of LAC Chair and Vice Chair 2007
2. Welcome for new commissioner(s) and Resolutions for outgoing Commissioners if all incumbents are not reappointed
3. LAC Council buddies and liaison roles (FOPAL and PALF)
4. LAC Communications Strategy:
 - Report from Ad Hoc Committee
 - Discuss possible joint meeting with PARC and BRTF - Forte
5. Library Budget
6. Draft letter commending teen volunteer, Ethan Cheng, recipient of the President's Volunteer Service Award - Forte

Stucky moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:05 p.m.