



June 6, 2017

TO: Library Advisory Commission  
FROM: Monique le Conge Ziesenhenné, Library Director  
RE: LAC Subcommittees

The LAC requested information about subcommittee topics over the past several years. The following is a list of all the subcommittees formed since 2011.

April 2017

- *Teens*
- *Strategic Plan*
- *Statistics*

October 2015, quoted from motion passed on October 22nd

- “The LAC creates two subcommittees: 1) a subcommittee that would address a user segment (library services) in cooperation with staff, and (2) a separate subcommittee to look at Library data presented to the Commission and visualize how data can be presented as useful to the community.”

December 2014

- *Community Relations/Teen Advisory and Teens* – learn how engaged Library is with this audience, potential growth area, and if needs are addressed
- *Library Comparisons* – how Palo Alto Library services compare to other libraries

August 2014

- *Library Strategic Plan* – work with staff on plan

October 2013

- *Mitchell Park Library* – support the successful launch of the new facility

February 2013

- *Marketing/Communications* – next steps with the Advocacy template, transition of libraries
- *Library Policies* – focus is on potential issues such as use of wifi, open spaces at Mitchell Park, eBranch, meeting rooms, etc.

#### February 2012

- *Virtual Library* – continue to work with staff dedicated to eBranch, look at best practices, how virtual branch can be created
- *Community Relations/Advocacy* – determine the messages the LAC wants to convey to the community, find out who and where to target, create presentation template, outreach
- *Finance* – follow up on Council's suggestion of being able to operate branches when renovations are complete with no major revenue increase, include experiments of alternative ways of staffing branches
- *Review LAC By-laws* – ensure the by-laws are still accurate, identify changes that may be needed and compare with by-laws of other commissions

#### April 2011

- *Communication/Marketing* – understand library services, reach out to the community about library services, increase use of libraries
- *Best Use of Facilities*
- *Measurement and Analytics* – evaluate what to measure and which measures would be most useful

Attached is the August 11, 2015 memo to the LAC with information about how long a subcommittee or ad hoc committee may serve.



August 11, 2015

TO: Library Advisory Commission  
FROM: Monique le Conge Ziesenhenné, Library Director  
RE: Library Advisory Commission Committees

The LAC requested further information about how long a subcommittee or ad hoc committee may serve. This issue has been discussed in the recent past and the staff recommendation would be to follow the LAC Bylaws as approved, with the understanding that perhaps the current subcommittee work be wrapped up in a specific amount of time.

At the time that the LAC revised its Bylaws, in 2012, the City Attorney reviewed and approved the following language:

**“SECTION 3. Committees.**

The Chairperson may appoint special committees as required or desired, consistent with the procedures established by the city council policies and procedures. Normal term is for six months.”

The City Attorney provided further comments when first reviewing the Bylaws revision at that time, and stated that the LAC Bylaws and practice should be “consistent with the procedures established by the city council policies and procedures.”

*The City Council Protocols and Procedures Handbook*  
(<http://cityofpaloalto.org/civicax/filebank/documents/8258>) begins the section regarding Ad Hoc Committees on p. 26:

Y. Ad Hoc Committees

*Policy*

The Council may use Ad Hoc Committees on a limited basis where necessary to study City business in greater depth than what is possible in the time allotted for Council and Standing Committee meetings.

### *Purpose*

These rules are intended to clarify the distinctions between Standing and Ad Hoc Committees, and to set up guidelines for creation of Ad Hoc Committees.

### *General Requirements*

Council Ad Hoc Committees shall be subject to the following procedural rules:

- 1) *Definition of Ad Hoc Committee*  
An Ad Hoc Committee is an advisory committee composed solely of less than a quorum of members of the Council. The work of an Ad Hoc Committee is limited to a single finite purpose. By contrast, a Standing Committee has continuing subject matter jurisdiction extending for a lengthy time period and/or a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Council.
- 2) *Brown Act*  
Ad Hoc Committees do not constitute legislative bodies and are not subject to the requirements of the Brown Act.
- 3) *Appointment*  
The Mayor or the City Council may appoint four or less members of the Council to serve on an Ad Hoc Committee. In contrast, only the Council and not the Mayor alone can create a Standing Committee. The Mayor will publicly announce any Ad Hoc Committee created by him or her, its membership and stated purpose and posted on the City Council website. The City Manager shall prepare a report to Council about the anticipated time commitment required for staff to assist the Ad Hoc Committee.
- 4) *Duration*  
Ad Hoc Committees are created for a finite period of time. If an Ad Hoc Committee does not complete its task by the end of the calendar year, it shall not continue unless reappointed by the new Mayor in the following year.
- 5) *Members*  
Ad Hoc Committees shall consist of less than a quorum of Council members only, and shall not include any other persons such as members of other legislative bodies.
- 6) *Reporting*

Ad Hoc Committees shall report their recommendations to the Council no less than once per quarter in writing or orally. Any Council Member may during the COUNCIL MEMBER QUESTIONS, COMMENTS AND ANNOUNCEMENTS request that an updated Ad Hoc Committee report be placed on the next meeting's agenda.

- 7) Termination of Ad Hoc Committee by Majority of Council  
A majority of the Council may vote to terminate any Ad Hoc Committee following placement of the issue on an agenda.
  
- 8) Conclusion  
A public announcement shall be made any time the Ad Hoc Committee has concluded its work and/or upon dissolution.