

## MINUTES

### Library Advisory Commission (LAC)

#### REGULAR MEETING

August 23, 2018

Community Meeting Room, City Hall  
250 Hamilton Avenue

**Commissioners Present:** Sheena Chin, Doug Hagan, Bob Moss

**Commissioner Absent:** Brigham Wilson, Amy Murphy

**Council Liaison** : Karen Holman

**Staff Present** : Josh Martinez, Gayathri Kanth

CALL TO ORDER – Acting Chair Moss called the meeting to order at 8:00.

#### ORAL COMMUNICATIONS –

- David Carnahan spoke about Board and Commission recruitment for three positions on the Architectural Review Board, three positions on the Parks and Recreation Commission, and two on the Planning and Transportation Commission. Applications are available on the City's website [cityofpaloalto.org/clerk](http://cityofpaloalto.org/clerk) and applications were due October 17, 2018, at 4:30 pm.
- Steven Lee, a member of the Human Relations Commission, announced an upcoming event called Palo Alto Welcome Week that was scheduled for September 14, 2018, through September 21<sup>st</sup>, 2018. The purpose of the event was to embrace new Americans and the leading sponsor was the YMCA. Events that would be happening during Palo Alto Welcome Week were listed on the website [paloaltowelcomeweek.org](http://paloaltowelcomeweek.org).

#### AGENDA CHANGES, REQUESTS, DELETIONS

- Moss suggested that the elections of officers be added to the agenda.

- Hagan explained that it was discussed prior to the meeting and there was an understanding that elections should be held off because several Commission members were absent.
- Council Member Holman announced that because it was not noticed to the public then it could not take place.
- Chin stated that the election of officers should have been added to the August meeting agenda since the by-laws state that the elections should happen in June. Since there was no meeting in June then the elections should have happened at the August meeting.
- Discussion commenced among the Commission about the election of officers. The Commission discussed putting the elections on the next meeting's agenda in October.

## BUSINESS

### 1. Approval of Draft Minutes of Regular Meeting on April 26, 2018

- Without any corrections the minutes for the meeting of April 26, 2018, were approved.

### 2. Follow-up to Mayor's Memo re: Anti-Gay Posters Found at Mitchel Park and City Hall

- Kanth announced that there was going to be a roundtable discussion on the 29<sup>th</sup> of August, 2018, with the school, YMCA, Human Relations Commission, Parent's Place, and other organizations to discuss what programs could be set in place to support families of the LGBTQ community.
- Chin asked if there was any information on who put up the discriminatory posters and Kanth answered no.
- Steven Lee, a member of the Human Relations Commission, articulated his appreciation to the libraries for supporting the LGBTQ community during pride month. He announced there had been other incidents of hateful behavior against the LGBTQ community. He stated that it was important that the Human Relations Commission and the Library Commission to come up with programs to help support the LGBTQ community.
- Moss asked what the community input was in regards to the pride posters that were put up in support of the LGBTQ community by the libraries. Kanth announced that most of the community was in support of what the libraries were trying to do for the LGBTQ community.

### 3. Art Exhibit Policy

- Kanth stated that the policy was intended to help artists and librarians with the logistics of circulating artwork through the libraries.
- Moss wanted to know who selected the artwork and the artists. Kanth explained that there is not a high demand for art space at the libraries so there was not a selection process at the time. She stated that staff would investigate a selection process so that it is in place if demand were to rise.
- Council Member Holman agreed that a selection process should be put into the policy.
- Hagan suggested bringing the policy to the City's Art Commission and getting their perspective on how selections of artwork and artists should go.
- The Commission brainstormed and suggested several options to staff on how they could get more artists and their artwork into the libraries.

### 4. Library Use & Services re: Palo Alto's Unhoused

- Moss discussed with the Commission that there was an article published talking about unhoused folks taking up space and causing issues in libraries countrywide.
- Kanth explained that library staff was very well trained to handle those issues and there was no problems with unhoused patrons at the libraries in Palo Alto.
- Chin wanted to know if there were incidents that were caused by unhoused users. Kanth stated that unhoused patrons were not the sole causes of incidents that happen at the libraries.

### LIBRARY DIRECTOR'S REPORT

- April Monthly Report
- May Monthly Report
- June Monthly Report
- July Monthly Report
- Kanth asked the Commission for their feedback on the different layout of the Director's reports for June and July versus April and May.

- Moss wanted to know why the number of participants for certain programs or events were lower. Kanth answered that some of the programs are initially made for smaller audiences.
- Council Member Holman stated that the new form for the reports for June and July was perfect. She suggested that the reports include a column stating the hours of operations for the libraries.
- Hagan wanted to know who else gets the reports besides the Commission. Kanth announced that the reports were on the website for the public. Martinez added reports are distributed to all Palo Alto branches and available for staff/public reference.
  - Annual Circulation Report
- Kanth explained there were two reports, library circulation statistics by age group and library circulation statistics by material type.
- Moss stated that in terms of media, it was good to see that the libraries were prepared for high demand in the media department but since there was not a high demand, he was happy to see the libraries putting that money towards other areas.
- Chin wanted to know why the teen ages and materials had dropped down six percent. She stated that she had heard from the teen community that there were long waiting lists for certain popular books. Kanth suggest that Chin tell the teens to talk to the librarians so that more copies could be bought. She stated that she was watching the teen statistics and was trying to determine why the numbers went down.
- Hagan asked for more information on eBooks and the pricing model for them.

## OTHER REPORTS

### Council Liaison's Report

- Council Member Holman gave an update to the Commission on current actions that the Council had taken in various areas that were not related to the libraries.

## COMMISSIONER COMMENTS AND REPORTS

- Moss commented that he had heard from the community that they are very happy with the libraries and the resources the libraries provided. He suggested that the libraries use other City facilities for events so that more people could attend.

- Hagan announced that he had attended the event highlighting the architect who designed the Rinconada Library and he stated he was very impressed how the event turned out.

AGENDA FOR NEXT MEETING – October 25, 2018

- Hagan stated that the election for the LAC Chair and Vice Chair would take place at the next meeting. The library satisfaction survey review, BiblioCommons update and the library use and services regarding teens would also be on the next meeting's agenda.

THE MEETING WAS ADJOURNED AT 8:35 p.m.