

DRAFT

MINUTES

Library Advisory Commission (LAC)

REGULAR MEETING

April 26, 2018

Community Meeting Room, City Hall
250 Hamilton Avenue

Commissioners Present: Sheena Chin, Bob Moss, Doug Hagan

Commissioner Absent: Brigham Wilson, Amy Murphy,

Council Liaison : Karen Holman

Staff Present : Monique Ziesenhenne, Josh Martinez, Gayathri Kanth

CALL TO ORDER – Acting Chair Moss called the meeting to order at 7:08.

ORAL COMMUNICATIONS – Ziesenhenne announced the Human Relations Commission is doing a survey on lesbian, gay, bisexual, transgender, queer (LGBTQ) needs assessment. It's on the City's website if any of the Commissioners were interested or know anyone they who may be interested in taking it. The survey will be on the City's website until sometime in early June.

AGENDA CHANGES, REQUESTS, DELETIONS –

- Ziesenhenne stated there are no agenda changes.

BUSINESS

1. Approval of Draft Minutes of Special Meeting on February 22, 2018

- Moss voiced to correct Page 3 in the last paragraph to say that Ziesenhenne expressed to Council Member Holman that she “has observed” in other libraries.
- MOTION was made by Moss to approve the minutes as corrected with Chair Hagan seconding.

- Ziesenhenné stated that because of her newly appointed role the new contact person for the Commission will be Gayathri Kanth and Josh Martinez.

2. Student Success Asset Card

- Kanth announced that the Palo Alto Unified School District and the library has a long history of working together as educational partners. Some examples of this collaboration include the kindergarten drive, students volunteering for various positions in the library including the T Lab, and every year there is a collaboration to put on the Cram Slam where teens can come to the library to study for finals.
- The ConnectEd Challenge was established in 2015 and the program is to make sure that every student in a school can receive a library card and have access to learning resources.
- The Urban Libraries Council (ULC) is a nationwide organization that established the Leaders Library Card Challenge.
- Palo Alto Library was chosen to be a pilot library for the Pacific Library Partnership (PLP) program called Student Success Initiative. The school district and the library have been working all year on trying to get the program flushed out so it could be initiated.
- A Student Asset Card is a joint card so students can use their school library card as their card for the public library. The reason behind this program is students show higher academic outcomes when they have access to public libraries. Public libraries support in education in multiple areas, lifelong learning habits, and also builds the relationship between the school district and the library.
- The library signed a Memorandum of Understanding (MOU) with the school district, there was a scavenger hunt at JLS that introduces kids to various online resources available to them, this fall the library plans to incorporate the Student Success Asset Card to schools, and work on outreach to the schools, staff, and parents. Also, the card is linked to the kid's school id number so they need their school id number and a prefix to be able to access the library resources.
- Moss educated the Commission on the history behind the library's relationship with the school district. He mentioned that he doesn't see the resistance that was there 40-years ago between the schools and the libraries. A suggestion that Moss brought up is for the libraries to have a section on how to apply for college, how to get financial aid and other various things that need to get done to enter college.

- Chin wanted to know if the parents have to be notified that the kids can use their school library cards at the public library. Kanth explained that because it is a pilot program the parents have been contacted and the parents were offered an opt-out option. Next year a notice will go out in the packet that is sent out to parents at the beginning of the school year.
- Kanth answered Chin's question that the pilot program just started. It's only been implemented for about a month and that no problems have been reported yet. Also, for children's items there are no late fees but if the item becomes lost/damaged there is a fee.
- Chin wanted to know if the library has the resources to engage all the kids and their desires. Kanth stated that because of the relationship with the school, the libraries can talk to the teachers and find out if more materials for certain projects need to be in stock.
- The library offers an online tutoring service called brain fuse that kids and adults can access to help with their studies.
- Next steps are to reexamine how the pilot program worked and to collaborate with the school district and get their thoughts and feedback about the program.

3. Impact Fees

- Zieshenne announced that this was a continuation of the discussion from a previous meeting about impact fees. She stated that electric vehicle chargers may qualify to be bought with impact fees if it is determined that it improves access to the library. However, there are many complaints about not having enough parking so having another electric vehicle charging station might not be the best use of the money.
- At the end of the year, the impact fees were totaled just over \$1 million.
- Moss suggested putting in one more electric car charger because the population of electric cars is only growing. Another suggestion is possibly getting more seating, tables, computers and tv screens in the meeting areas. Also, he suggested more tables and chairs outside of the library.
- Chin wanted to know if the impact fees come from when people are charged to use the library resources. Zieshenne explained that impact fees are a fee Council approves that is applied to new construction projects to help offset the potential growth of the population that project may bring in.

- Impact fees do have an expiration date and must be spent or designated for an expenditure before that expiration date.
- Council Member Holman asked if there are any places where the electric vehicle charging stations are all occupied because if not, it might be best to have those spaces open for people who don't have electric vehicles.

4. Library Monthly Report Preferences

- Ziesenhenné stated that last month the Commission received a monthly report for programs and a report from the Information, Technology and Collection Department (ITC). The Commission was tasked to think about the format, what information should be in the report, the length and anything else that they think is important to be included.
- Chair Hagan stated that he liked having the data numbers available to review and its an easy way to track programs and circulation. He prefers to see trends and comparisons. Also, he liked the ITC report and wants that to continue. In terms of format, he voiced he likes the new format with bullet points and how those support the strategy on an ongoing basis. Also, to take out the section on technology system administration statistics and include more information on the e-branch in its own separate bullet.
- Chin expressed that the layout is clear and is in short messages which are easy to read.
- Moss suggested to mention if circulation and attendance is low because of a library closure that should be mentioned in the reports.
- Council Member Holman suggested putting the full name of things instead of using acronyms.

LIBRARY DIRECTOR'S REPORT

- Diane Lai: Memo on foreign language, circulation statistics
- February Monthly Report
- March Monthly Report
- Ziesenhenné announced that the California State Library has chosen the Palo Alto Libraries to participate in the Aspen Institute Dialog on Public Libraries. Palo Alto Library is one of three locations that has been chosen to host a dialog. A report will be presented to the library afterward that shows data based on the dialog that was held in the library and it will help the library staff think about the future growth of the library.

- Council Member Holman asked what do the dialogs entail. Ziesenhenne stated that there is framework but it will be tailored to Palo Alto Libraries interests and inputs.
- Chair Hagan voiced his surprise that in Diane's memo the numbers had gone up in the foreign language circulation stats compared to last year. Ziesenhenne stated that there have been new materials that have been purchased and placed in the library and that has helped boost numbers.
- Moss suggested to put out a press release to the local papers about the increase in the foreign language media that is available at the library.

OTHER REPORTS

Council Liaison's Report

- No report.

COMMISSIONER COMMENTS AND REPORTS

- Moss commented that it's impressive to see all of the events that the library is sponsoring but the events need to be more publicized.
- Council Member Holman reported that Friends of Palo Alto Libraries is celebrating its 80th year in existence. The City Council awarded the group with a proclamation in recognition of that.
- Ziesenhenne announced that there will be a historic presentation coming up in July in celebration of the birthday of the Rinconada Library. Also, May 1st, 7 p.m. at the Art Center Clay Jenkins is playing as Theodore Roosevelt.
- Council Member Holman voiced that on May 17th thru the 20th the California Preservation Conference will be hosted in Palo Alto for the first time in 40-years. All the information about the conference is located at the California Preservation Foundation website.

AGENDA FOR NEXT MEETING – June 28, 2018

- Chair Hagan suggested staff poll the Commission about the meetings in the summer and see who can make which meetings so there is a quorum.
- Moss voiced he would like an update on how the schools and libraries are working together.
- Chin suggested continuing the impact fee discussion.

THE MEETING WAS ADJOURNED AT 8:24 p.m.