

APPROVED

MINUTES

Library Advisory Commission (LAC)

November 15, 2007

Council Chambers
250 Hamilton Avenue
7:00 p.m.

Commissioners Present: Sanford Forte, Sandra Hirsh (Chair), Lenore Jones, Robert Redfern-West, Valerie Stinger, Susan Thom
Commissioners Absent: John Stucky
Staff Present: Diane Jennings, Cornelia van Aken, Evelyn Cheng
Council Liaison: John Barton

CALL TO ORDER – Chair Hirsh called the meeting to order at 7:05 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

LIBRARY DIRECTOR'S REPORT

1. Jennings reported briefly on the November 8 presentation by Michael Porter, library technologist, on how public libraries use new digital tools (web 2.0) to build communities. Porter is Community Associate for WebJunction, an organization funded by the Bill and Melinda Gates Foundation, to assist libraries and cultural organizations in meeting their objectives through the effective use of web-based technologies. Several commissioners were able to attend the presentation, as well as applicants to the Library Citizens Technology Advisory Group. Commissioners who attended agreed that discussions were informative and lively. Program will be televised on Channel 26 in December. (Now archived and available for viewing at http://www.communitymediacenter.net/watch/pacc_webcast/pacc_ondemand2.html)
2. Library Technology Plan - responses to Request for Proposals (RFP) from consultants to help develop this plan in 2007/08 are due on November 29. Fourteen applications were received from residents who are interested in participating in the Library's Citizen's Technology Advisory Group and whose role will be to provide input on how the Library can better serve the community through the use of technology. Interviews were held recently and eight people were selected to form the Advisory Group: Masuma Ahmed, Jenny Han, Marc Marchiel, Elliot Margolies, Steven Parkes, Tom Rindfleish, Swamy Viswanathan,

and Asher Waldfoegel. Jennings gave a brief background of each of the members and also expressed interest in contacting the Youth Council for representation in this group. The planning process will begin in January and last three to four months. Jennings and Hirsh thanked the LAC committee - Forte, Stucky, and Stinger - who participated in the interview and selection process. Stinger substituted for Jones who was not available on the interview dates.

3. Jennings provided an updated version to the LAC 2007-2008 Work Plan. A Study Session for the LAC with City Council is scheduled on February 11 (now rescheduled to April 14).
4. The City's 2008-2009 budget process will start in February to allow City departments the opportunity to bring budget changes as anticipated for the next fiscal year. Library will be making recommendations to add funds to the 2008-2009 budget to implement the Link+ (resource sharing) system for a two year pilot project. The Friends of the Palo Alto Library (FOPAL) will pay for half the cost of the two year pilot. Jennings explained briefly the process for Palo Alto to join the Link+ consortium and be able to provide this service.

BUSINESS

1. Approval of draft minutes of Special Meeting on September 27, 2007.
 - With corrections, Forte moved to approve minutes of Special Meeting on September 27, 2007. Stinger seconded. Minutes were approved unanimously.
2. Discussion of November 5 memorandum from Beth Bunnenberg, Archives Chair, Palo Alto Historical Association (PAHA)
 - Beth Bunnenberg provided a background to PAHA's collection housed at the Main Library - the availability of the archives, what kind of materials can be found, and the variety of demands for the collection.
 - Bunnenberg said PAHA is asking for LAC support for appropriate ground level space for its growing collection of Palo Alto's history, thus allowing PAHA to continue with its mission to make the archives readily available to the public.
 - Members of the LAC asked questions to clarify some of the points presented at the meeting.
 - Jennings provided an update on Group 4 Architects' work for Main Library and the plan to incorporate space on the ground level for PAHA's archives, using compact shelving to maximize the use of space.
 - Bunnenberg expressed PAHA's great relief for this plan and thanked the LAC for the opportunity to speak.

3. Design update for Mitchell Park, Main and Downtown Libraries – Group 4 Architects

- Dawn Merkes and Paul Jamtgaard of Group 4 Architects reviewed 50% of the schematic design progress for Mitchell Park Library and Community Center, as well as Main and Downtown Libraries, and provided opportunity for the LAC to give comments and ask questions.
- Included in the presentation were:
 - For Mitchell Park Library & Community Center:* sketch and massing studies, landscape and site/floor plans, design and Leadership in Energy and Environmental Design (LEED) updates
 - For Main Library:* summary of November meeting with Historical Review Board (HRB), site and design options, schematic site plan, landscape design and floor plan updates
 - For Downtown Library:* floor plan and design updates
- Merkes discussed briefly the next steps for Group 4:
 - December: Meeting with Architectural Review Board (ARB)
 - January: final schematic designs to Boards and Commissions (HRB, LAC, ARB and Parks and Recreation Commission)
 - February 4: final report and presentation to City Council on schematic design work, including cost estimates for these projects
- Members of the LAC gave feedback, asked questions/clarification and agreed that Group 4 and Kathy Page (library space consultant) did a good job in providing usable, functioning space for Library with its creativity in design, enhancing benefits and opportunity for the community.

4. Debriefing of October 1 Council Meeting

- At the October 1 Meeting, City Council heard an update on the design work of the library building projects and an update from the focus group discussions held in August and outreach efforts by The Lew Edwards Group, outreach consultant hired by the City. The Council passed a motion to adopt Option B: a joint facility housing a two-story Library, including Technical Services operations, and a single story Community Center at Mitchell Park.
- Members of the LAC agreed that this is a good opportunity to acknowledge and thank City Council for making this decision.

5. Update on outreach effort for community facilities

- Jennings said The Lew Edwards Group made a strong recommendation to involve the community and make it aware of the need to upgrade City facilities.
- A speakers' bureau training session was held in November to provide basic level of training for key City staff and community members to be potential speakers and presenters to various community/neighborhood groups.

- Jennings spoke of some of the plans being discussed:
 - Script for a video regarding the state of City facilities that will become part of outreach presentations;
 - Dedicated space in the City’s website providing information on the development and progress of the outreach efforts;
 - General community meetings with participation from Group 4 to discuss the plans for community facilities.
- Members of the LAC agreed that there is great need to build community awareness and involvement in the coming months.

6. Library Citizen Tech Advisory Group – Forte, Stinger, Stucky

- Forte and Stinger provided feedback on the selection process for the Library Citizen Tech Advisory Group. They were impressed with the talented group of people they had the opportunity to interview and applicants offered a range of technical feasibilities for library services.
- The LAC committee expressed their appreciation for the community’s interest on the advisory group and thanked all those who applied.
- Hirsh expressed appreciation to Forte, Stucky and Stinger for their participation in the selection process.
- The Citizen Tech Advisory Group will be working with the LAC, City staff and the Technology consultant.

REPORTS

Commissioner reports and questions:

1. The Palo Alto Youth Council will be invited to come to a LAC meeting in the December/January timeframe to talk about teen needs and issues.
2. With four new Council members on board, Commissioners are given additional assignments for their “Council buddy” responsibilities.

Pat Burt - Thom

Sid Espinosa - Forte (also Kishimoto)

Yiaway Yeh – (1) Forte, (2) Jones (also Morton)

Greg Schmid - Redfern-West

Hirsh reminded the Commissions that Council buddies are established and adopted to foster a closer relationship and improve communications with City Council on library issues.

3. Thom attended the FOPAL Board meeting held on November 14. A volunteer appreciation event will be held at Lucie Stern on November 18. A newly-created Mitchell Park Library fund has been established.

Council Liaison Report:

Barton said that he is part of a subgroup involved with City outreach efforts and will take on role to help educate new Council members on library issues.

COMMENTS AND ANNOUNCEMENTS

The LAC will cancel the meeting on December 13.

AGENDA for meeting on January 24, 2008:

The items suggested for the meeting are:

- Update on outreach efforts
- Update on Citizen Tech Advisory Group
- Discussion on when to address Council's directive re zero budget options
- Agenda for February 11* Study Session with Council
- Youth Council

* New date is April 14.

Forte moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:02 p.m.