

APPROVED

MINUTES

Library Advisory Commission (LAC)

January 24, 2008

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

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

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

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – Members of the LAC agreed to Jennings' suggestion to move the Library Director's Report to the end of business items.

BUSINESS

1. Approval of draft minutes of Special Meeting on November 15, 2007.
 - Without corrections, Stinger moved to approve minutes of Special Meeting on November 15, 2007. Thom seconded. Minutes were approved unanimously.
2. Welcome new LAC Council Liaison Sid Espinosa
 - Hirsh welcomed Sid Espinosa, new Council Liaison to the Library Advisory Commission (LAC).
 - Espinosa provided a brief background of his personal and professional experiences and expressed his interest in his new role as Council Liaison to the LAC.
3. Adoption of Resolution commending the outstanding service of Council Member John Barton as LAC Liaison
 - Hirsh read the draft Resolution honoring the outstanding service of City Council Member John Barton in his role as City Council Liaison to the LAC from 2005 through 2007.

- Redfern-West recommended an alternative to the choice of words used in the draft.
 - Forte moved
“The LAC adopts the Resolution, as corrected.”
Jones seconded. Motion passed unanimously, 6-0.
 - Members of the LAC agreed to present the Resolution to Council Member Barton at the February 4 Council meeting.
4. Design update for Mitchell Park, Main and Downtown Libraries – Group 4 Architects
- Dawn Merkes and Paul Jamtgaard of Group 4 Architects gave an update on the progress and the development of schematic designs for Mitchell Park, Downtown and Main Libraries:
 - Mitchell Park Library: landscape plans, floor plan/design/LEED updates
 - Downtown Library: floor plan, design update
 - Main Library: HRB summary, site plan and design
 - Members of the LAC asked for clarifications and gave feedback on Group 4’s presentation.
 - Merkes outlined the next steps for Group 4:
 - February 4: update City Council on the schematic design work, including cost estimates for these projects;
 - February/March: Final round with Boards and Commissions (Park & Recreation, Architectural Review Board)
 - March: Final Report to City Council, with complete schematic designs
 - Hirsh expressed appreciation for Group 4’s work. Members of the LAC agreed that all the design work was excellent and impressive and the community will benefit greatly with functionality of space.
 - Espinosa suggested that Group 4 refer to the problems they were charged with solving during their report to City Council and asked if there was anything missing in the plans, given budget and/or space limitations.
 - Hirsh recognized the following from the audience:
 - Mary Jean Place, 809 Northampton Dr., asked for clarification on Group 4’s presentation and design work.
 - Bob Moss, 4010 Orme St., provided comments on the design work and presentation of cost estimates.

5. Review of City Auditor's Service Efforts and Accomplishments (SEA) Report FY 2006-07

- Jennings welcomed Renata Khoshroo from the City Auditor's Office who will present the FY 2006-2007 SEA Report and answer questions.
- Khoshroo gave a brief summary of the City Auditor's sixth annual SEA Report which provides five years worth of data intended to provide the City and the public with an independent assessment of City services and in particular, for Palo Alto City Library – Library spending, staffing, services – with a variety of comparisons to other cities, and the results of a citizen survey rating of these services.
- Members of the LAC expressed comments and asked questions about the City Auditor's report.
- Espinosa asked if the City Auditor Office had some sense as to why a segment of the Palo Alto community does not use libraries and inquired about an alternative service for the public to access library materials by mail; Jennings said a pilot program for this kind of service was done in 2004 and discontinued due to lack of interest/support from the community.
- Hirsh thanked Khoshroo for the presentation. Khoshroo said the SEA Report is easily accessible - online (City's website) and/or hard copies of the summary version are available at libraries.

6. Update on outreach efforts for community facilities

- Jennings said the City engaged the services of The Lew Edwards Group to develop an outreach process to inform the community about the need to upgrade City facilities. After the speaker's bureau training held last November, there was a change in direction of information to release to the community.
- Jennings gave an update on the outreach efforts:
 - two videos are being developed, one on the Public Safety Building and another one on the three Library projects, and will be available in February for those people who had attended the speakers' bureau training last November and identified as potential speakers and presenters to various community/neighborhood groups;
 - A presentation to the Barron Park neighborhood association is scheduled for February 10;
 - A community mailer with basic information on both the Public Safety Building and Mitchell Park Library and Community Center projects will be sent to Palo Altans;
 - Additional speakers' bureau training will be provided;
 - Dedicated space in the City's website with information on the development and progress of the outreach efforts will include a Questions & Answers (Q&A) list.

- Members of the LAC made comments and expressed concern for an effective communication plan to promote civic engagement and ensure a successful bond measure.

REPORTS

Library Director's Report : van Aken and Jennings

1. Library presents "Memories of Wartime Shanghai," first in a series of Library events celebrating Silicon Valley Reads 2008: *The Distant Land of My Father* by Bo Caldwell, on January 25, 7 p.m. at the Main Library, with historian Connie Young Yu and Meimei Pan.
2. The annual Storytelling Festival is back at the Children's Library and will be held on January 27, with sixteen storytellers providing continuous storytelling from 1 to 5 p.m. This will be the first festival since the library reopened in September.
3. A series of demonstrations entitled "Information You Can Use @ the Library" is being offered on the second Wednesday of every month through June 2008. The next scheduled event, "How to help your child succeed in school using Library tools", will be held on February 13, 10:30 a.m., Main Library.
4. Maya Spector, School Liaison, is working with community partners to present "What Teens and Tweens are Really Doing Online – an Evening with Author Anastasia Goodstein" on March 12, at the Palo Alto High School Haymarket Theater.
5. van Aken explained what the Library had accomplished to develop a uniform approach and template to scheduling across the branches and posting all schedules online to facilitate the assignment and analysis of the use of staffing resources.
6. Staff is in the process of implementing improvements to check-in areas in the libraries to make it more ergonomic and increase efficiencies.
7. The new name for Operation Homebound, a delivery service for homebound or disabled customers, is Library Home Connection or "Connection" for short. van Aken is working with Community Services Department to develop a program to meet the needs of the boomer population in our community.
8. As part of the City's development opportunities, Library will have
 - a summer intern (undergraduate or graduate student) to work on creating a revised Staff Development and Training Plan to enable staff to provide better, more efficient customer service and improved overall staff performance.
 - Management Fellow – a recent graduate of master's program – to work on a library-specific survey during one of the rotation slots in different departments in the City.
9. The Mountain View Public Library will close for renovation, February 3 through March 2. Limited services using the mobile library will begin on February 4. The closing will impact nearby libraries.
10. Marilyn Gillespie, manager of Mitchell Park Library, will retire in March, after 38-1/2 years of service.
11. Jennings gave an update on the Library's Technology Plan: Staff is pursuing the possibility of hiring a consultant to work on the Radio Frequency Identification (RFID) segment of the project in March/April timeframe.

12. An informational report on Link+, a resource sharing system, to City Council on March 17. The Friends of the Palo Alto Library (FOPAL) will pay for half the cost of the two year pilot.
13. Jennings prepared a list of upcoming meetings (January through April) related to LAC business for the Commissioners.
14. The College Terrace Branch will close in September for capital improvements. A small group of staff have started working on the collection component and will survey the community on what they would like to see at that branch.
15. The California Association of Library Trustees and Commissioners (CALTAC) will hold a workshop on library advocacy on March 1 at the San Mateo Public Library, with featured speaker, Dr. Ken Haycock, Director, School of Library and Information Science, San Jose State University, and Susan Hildreth, State Librarian. Commissioners Redfern-West, Stinger and Thom will attend.
16. The LAC is scheduled to have a study session with City Council on April 14.

Commissioner reports and questions:

- Thom attended the Library Foundation's Board Meeting held on January 8. Plans are underway for more fundraising opportunities.
- Stinger inquired if there were financing options for Library building projects, similar to the ones under consideration for the Public Safety Building.

COMMENTS AND ANNOUNCEMENTS

- Commissioners Hirsh and Jones, whose terms expire on January 31 and have not reapplied, expressed their appreciation for the opportunity to serve in the Commission and to work with staff, the City and the community. Jennings said staff is grateful for their dedication and contributions to the Commission and the Library.

AGENDA for meeting on February 28, 2008:

The items suggested for the meeting are:

- Debriefing from February 4 City Council Meeting and February 5 Finance Committee Meeting
- Update on outreach efforts for community facilities
- Election of 2008 LAC Chair and Vice Chair
- Council Buddies Assignments and Friends and Foundation Liaisons
- Planning for proposed discussion with Youth Council
- Potential agenda items for April 14 Council-LAC Study Session

Jones moved to adjourn.

THE MEETING WAS ADJOURNED AT 10:20 p.m.