

APPROVED

MINUTES

Library Advisory Commission (LAC)

April 24, 2008

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte (Vice Chair), Leonardo Hochberg,
Robert Redfern-West, Valerie Stinger (Chair), Susan Thom
Commissioners Absent: John Stucky
Staff Present: Diane Jennings, Evelyn Cheng
Council Liaison: Sid Espinosa

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

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

BUSINESS

1. Approval of draft minutes of Special Meeting on February 28, 2008.

- Without corrections, Forte moved to approve minutes of Special Meeting on February 28, 2008. Thom seconded. Minutes were approved unanimously.

Approval of draft minutes of Retreat on April 2, 2008

- Without corrections, Thom moved to approve minutes of Retreat on April 2, 2008. Forte seconded. Minutes were approved unanimously.

2. Discussion with Youth Council

- Jennings welcomed Adam Howard, Recreation Supervisor and advisor to the Youth Council and Rob de Geus, Division Manager, Recreation for Community Services Department to the meeting. Howard introduced representatives from the Youth Council: Jillian Liu, Charlie Lin and Andrea Yang. Liu is President of the Youth Council.
- Liu, Lin and Yang gave a brief personal background of where they are in school and spoke about the Youth Council – its composition, purpose, and focus for the year.

- Stinger gave an overview of the LAC's Library Service Model Analysis and Recommendations (LSMAR) Report and the project plan for library facilities. She added that the LAC would like to get some insights from the youth about library usage, programs and services.
 - Discussion followed with members of the LAC asking questions and Liu, Lin and Yang providing feedback and personal experiences with libraries.
 - Espinosa said that it would be useful for the LAC and the Youth Council to have good dialogues and interaction about library needs and to work together to engage and/or draw the youth community to libraries.
 - Liu said the Youth Council has access to schools and spoke about starting an informal discussion about the Library and letting students provide feedback and/or express ideas.
 - Liu, Lin and Yang agreed that an effective outreach campaign method for youth about the proposed library facilities project would be to use online resources such as Facebook.
 - Members of the LAC agreed that the education piece is vital and a good first step to get the information out to the community and invited the Youth Council to attend the upcoming public meetings scheduled for April 29, April 30 and May 10 to learn about the Libraries and Mitchell Park Community Center projects.
 - Jennings added that the City's website will soon have dedicated space providing complete information on the development and progress of the projects and outreach efforts.
 - Stinger expressed the LAC's appreciation to the Youth Council for coming to the meeting and added that the LAC is looking forward to working together in the coming months.
3. Debriefing from April 14 Study Session with City Council
- Espinosa commended the LAC for a well organized and thoughtful Study Session with City Council on April 14.
 - Stinger thanked the Commissioners for their time and good efforts.
4. Update on outreach efforts for community facilities
- The City has planned three community meetings to discuss the need to upgrade existing Library and Mitchell Park Community Center facilities and to present schematic designs to address that need. The presentations will be held on:
 - April 29, 7-8:30 p.m. , Main Library (1213 Newell Road)
Presenter: Valerie Stinger

- April 30, 7-8:30 p.m., Mitchell Park Community Center (3800 Middlefield Road) Presenter: Bern Beecham
 - May 10, 10-11:30 a.m., Mitchell Park Community Center
Presenter: Yoriko Kishimoto
- Hochberg said it would be helpful to have members of the LAC attend these meetings. Jennings and Espinosa agreed that this would be a good way for the Commissioners to meet the public and be more visible in the community.
5. Board Effectiveness Training
- Stinger requested members of the LAC to consider an extra commitment and take the Board Effectiveness training presented by the California Association of Library Trustees and Commissioners (CALTAC). This will be a three-hour workshop held on a Saturday date. Commissioners will provide dates of their Saturday availability to Library Administration.

LIBRARY DIRECTOR'S REPORT

1. Assistant City Manager Emily Harrison will be taking on a new job as Deputy County Executive of Santa Clara County. Her send-off party is scheduled for April 25, 1:30-3:30 p.m. at Heritage Park.
2. Upcoming key dates:
 - May 6 –Budget Kick-Off, Finance Committee reviews proposed General Fund budget for 2008-09
 - May 12 – Study Session on Library/Community Center and Public Safety Building Cost Estimate update and report from Peer Review Committee, 7:00 p.m.
(NOTE: Date changed after LAC meeting. New date is May 19)
 - June 9 – City Council adoption of 2008-09 Budget.
 - June 23 – Polling results for Library/Community Center bond measure and direction to staff on a November 2008 bond measure
3. Commissioners are invited to attend the Library volunteer recognition event on May 8, 3:00-5:00 p.m., Palo Alto Art Center
4. The “Reverse American Idol” program held at the Children’s Library was featured in the April 24 Palo Alto Daily News.
5. Registration for this year’s Summer Reading Program starts on June 2 and is available online.
6. The Senior Cataloger position, vacant since August 2007, will be filled soon.
7. The Library will be participating in the May Fete parade on May 3 and also partner with Recreation Department in hosting a community booth at the Addison Town Fair to promote the Free2 campaign and Library facilities project.
8. The date for the LAC meeting in June was changed to allow the consultant working on the Radio Frequency Identification (RFID) segment of the Library Technology Plan project to present her final draft report to the LAC. The new LAC meeting date is Wednesday, June 25, 7 p.m., Council Conference Room.

REPORTS

Commissioner reports and questions:

Stinger announced that she sent a personal letter of support for Senator Joe Simitian's \$4 billion library construction and renovation bond measure on the November 2010 ballot that is working its way through Senate. She encouraged other members of the LAC to do the same and provided copies of her letter for reference.

Council Liaison Report: None

COMMENTS AND ANNOUNCEMENTS

Thom attended the Palo Alto Library Foundation (PALF) Board meeting on April 8 and Stinger attended the Friends of the Palo Alto Library (FOPAL) Board meeting on April 9. Stinger said FOPAL volunteers working on the monthly book sales deserve commendation for their work.

AGENDA for meeting on May 22, 2008:

The items suggested for the meeting are:

- Library Proposed 2008-09 Budget
- Debriefing from April 29, 30 and May 10 community meetings
- Library/Community Center and Public Safety Building cost estimate update
- Follow up from the meeting with the Youth Council

Forte moved to adjourn.

THE MEETING WAS ADJOURNED AT 8:50 p.m.