

# APPROVED

## MINUTES

### Library Advisory Commission (LAC)

May 22, 2008

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

**Commissioners Present:** Sanford Forte (Vice Chair), Leonardo Hochberg, Valerie Stinger (Chair), John Stucky, Susan Thom

**Commissioners Absent:** Robert Redfern-West

**Staff Present:** Diane Jennings, Cornelia van Aken, Evelyn Cheng

CALL TO ORDER – Chair Stinger called the meeting to order at 7:10 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

### BUSINESS

1. Approval of draft minutes of Regular Meeting on April 24, 2008.

- Without corrections, Thom moved to approve minutes of Regular Meeting on April 24, 2008. Forte seconded. Minutes were approved unanimously.

2. Debriefing and Response to April 29, 30, May 10 Community Meetings

- Members of the LAC who attended some of the community presentations on the Libraries and Mitchell Park Community Center Projects held recently provided their observations on the kind of questions/issues that were asked by the public. Stinger, Forte and Thom agreed that while attendance was generally light, there were good questions and feedback.
- Discussion followed about what the next steps should be for the LAC to continue with its outreach efforts to inform and educate the public about the LAC process and Library's needs. Suggestions include
  - writing a guest editorial in local newspaper (Stinger, Forte and Stucky will collaborate)
  - attend and hand out Library materials and flyers at local community events (block parties, neighborhood association meetings, farmers' market, etc.)

- Jennings said it would be valuable if Commissioners can attend community meetings to provide additional background information on the building projects.
- Members of the LAC agreed that the timing should be after the school bond election in June.
- Stinger recognized Bob Moss, 4010 Orme St., from the audience. Moss spoke about the LAC's outreach efforts and offered suggestions on how to further help educate the public.
- Jennings gave an update on the City's outreach process:
  - the first mailer will be sent to registered voters in Palo Alto by the end of May and this includes a survey on library facility needs
  - the City's and Library's websites have links to information about the project
  - the second telephone poll will be conducted on the week of June 9
  - the filming of the 9-minute video on Library needs including the Mitchell Park Community Center, has been completed, and will go on the City's website soon. The City will arrange with the Media Center to run it on cable television periodically.
  - Scheduled community presentations:
    - May 22 Government Action Committee, Chamber of Commerce
    - June 18 Crescent Park Neighborhood Association
  - Other key Council dates:
    - July 7 Polling results for Library/Community Center Bond Measure, information on increased operational costs
    - July 21 Council's decision about what to put on the November ballot

3. Library/Community Center and Public Safety Building Cost Estimate Update

- The City Council held a Study Session on May 19 to get an update on the cost estimate for the Library/Community Center and Public Safety Building, including feedback from the Peer Review Committee. Copy of the presentation was provided to the LAC by Jennings.
- Jennings said the report was generally well received by City Council. Based on the Peer Review Committee's input, the City may be able to (1) reduce Public Safety Building costs by utilizing a two-parcel, more efficient building design, and (2) reduce library development costs and resulting escalation amount to reflect current market conditions.
- Discussion followed with the Commissioners asking questions to get clarification about the report on the two projects.
- Stinger expressed appreciation for the Peer Review Committee's work.

#### 4. Library Proposed 2008-2009 Budget

- Jennings reviewed the following 2008-2009 budget documents for the Library Department:

*Proposed Operating Budget:* includes Table of Organization, updates to facilities, collections, technology and programs, resource/service level changes. Jennings noted no significant change in Operating Budget but pointed out the inclusion of a 24-month pilot program for Link+ (resource sharing).

*Proposed Capital Improvement Project (CIP) Budget:* Major project initiated is the College Terrace Library improvements. The 2008-2009 CIP Budget includes funding for design work to complete minor infrastructure upgrades at Main and Downtown Libraries if bond money is not available for the more extensive upgrades.

*Proposed Municipal Fee Schedule:* Change proposed in Library Fines and Penalties will be the charging of a \$5.00 Billing Fee (plus a \$6.00 maximum overdue materials fine) instead of the \$7.00 Processing Fee for lost materials.

- Members of the LAC asked questions to get a better understanding of the City's budget process and the Proposed 2008-2009 Library Operating and CIP Budgets.
- Jennings explained that the charge of the Finance Committee is to review the proposed budgets and recommend to City Council changes made to the budget, as discussed at the Finance Committee budget hearings held on May 6, 8 and 13.
- Jennings added that the Finance Committee is recommending to reinstate the half-time Senior Librarian position which has been frozen and included in the City Manager's "Best Bets" recommendations to reduce \$1M from next year's operating budget to help the City pay back the annual payment of the loan to fund a new Public Safety Building.
- Discussion followed, with members of the LAC asking questions about the Link+ pilot program, work on the Library Technology Plan and the Radio Frequency Identification (RFID) report, and staffing implications.
- Jennings said the consultant working on the RFID segment of the Library Technology Plan will present her draft report to the LAC at the June 25\* meeting. (\*Date changed to accommodate consultant's availability)
- Council's adoption of the 2008-2009 Budget is scheduled on June 9.

5. Follow up from the meeting with the Youth Council

- Following their April 24 meeting with the LAC, the Youth Council had a Study Session with City Council on May 19 to discuss issues facing Palo Alto teens and the group's future plans.
- Stinger expressed appreciation for the LAC meeting with the Youth Council. She added that the LAC has a good opportunity to work with the group in the fall, when the new school year begins.
- Hochberg volunteered to be the LAC liaison to the Youth Council and will stay in contact with Adam Howard, the City's Recreation Supervisor and advisor to the Youth Council.
- Members of the LAC agreed that it would be valuable to get ideas from Palo Alto youth on the kinds of service Library can offer, use of space and technology, as well as work together to educate the community about the potential bond election in November.
- Jennings gave a brief update on the work of the Library's Citizens Technology Advisory Group. The next meeting will be on June 12 to review the consultant's draft report on the RFID segment of the Technology Plan.

LIBRARY DIRECTOR'S REPORT

1. Mitchell Park and Main Libraries had to close by mid-afternoon due to heat during the week of the May 12.
2. Downtown Library will be closed on May 27 for the installation of a new and smaller information desk, funded in part by the Friends of the Palo Alto Library (FOPAL).
3. The Library's annual volunteer recognition event was held on May 8 at the Art Center's patio.
4. Sign-ups for the Library's Youth and Teen Summer Reading Programs will start on June 2. Electronic sign-ups are now available.
5. The Library's summer intern, Michele Hyde, starts her assignment on June 2 and will be evaluating the Library's training operations and training needs.
6. A team has been formed to work on a State grant for the Boomer demographic group. Needs assessment revealed Palo Alto has more young boomers and many older boomers are still working. Palo Alto has the second highest daytime population of any City of comparable size.
7. Interviews to fill Mitchell Park's Supervising Librarian position are scheduled; Senior Cataloger has accepted job offer and will start on June 2; closing application on Librarian position.
8. New online resources:
  - *evanced* software, an online library events calendar with many great features, currently in test mode
  - *Library Press Display*, with 650 full-image newspapers of 76 countries that are searchable, has been purchased with funding from FOPAL

9. Jennings handed out “Palo Alto” pins to the Commissioners, at the request of Mayor Klein.

#### OTHER REPORTS

##### Commissioner Reports and Questions

1. Thom attended the Library Foundation’s Board meeting held on May 13 and related some of the highlights.
2. Stinger attended the FOPAL’s Board meeting held on May 14. The Annual Meeting will be held on October 23 at the Art Center. Stinger said that FOPAL’s e-news has a circulation of 2,600 and can be an avenue for the LAC’s outreach efforts.

COMMENTS AND ANNOUNCEMENTS - None

AGENDA for meeting on June 25, 2008

The items suggested for the meeting are:

- Draft report on Radio Frequency Identification (RFID) segment of the Library Technology Plan – Lori Bowen Ayre, Consultant
- Update and discussion on Community Outreach
- Update on College Terrace Library Capital Improvement Project
- Library Board Effectiveness Workshop

Forte moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:45 p.m.