

APPROVED

MINUTES

Library Advisory Commission (LAC)

May 28, 2009

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Leonardo Hochberg, Raj Mashruwala,
Valerie Stinger, Susan Thom

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

CALL TO ORDER – Chair Thom 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 Special Meetings on February 26 and March 5, 2009

- Without corrections, Stinger moved to approve minutes of Special Meeting on February 26, 2009. Mashruwala seconded. Minutes were approved unanimously, 4-0.
- Without corrections, Stinger moved to approve minutes of Special Meeting on March 5, 2009. Hochberg seconded. Minutes were approved unanimously, 4-0.

2. Resignation of John Stucky from the Commission

- Thom said Commissioner Stucky resigned from the LAC effective immediately due to professional and personal reasons.
- Mashruwala moved
“The LAC accepts John Stucky’s resignation with regret.”
Hochberg seconded. Motion passed unanimously, 4-0.

- A subcommittee (members, Stinger and Mashruwala) will draft a Resolution of Appreciation for John Stucky's years of public service as member of the LAC, and will bring the draft to the next LAC meeting.
3. Report on Downtown Library Focus Group and Update by Group 4 Architecture on Plan for Downtown Library
- Jonathan Hartman and Paul Jamtgaard, Project Designers of Group 4 Architecture, did a presentation on the latest updates to the design work for Downtown Library, covering the community meeting, current design and program analysis.
 - Plans for the Downtown Library and/or the Mitchell Park Library and Community Center were discussed at five public meetings over the last two months. Comments made at these meetings were considered in the current design of the buildings.
 - The project schedule and timeline for Downtown Library was provided: First quarter of 2010 –bid for Downtown Library construction contract, then twelve months of construction work, to reopen in Spring 2011.
 - Enid Pearson, Treasurer, Friends of the Palo Alto Library (FOPAL), and representing FOPAL, gave a brief presentation and report of a recent tour by some FOPAL members of two nearby communities with branch libraries that are about the same square footage as the Downtown Library.
 - Pearson said the proposed plan for Downtown Library was disappointing and expressed some of the concerns shared by Board members of FOPAL: size of collection, amount of seating space, number of computers available, need for a multi-purpose room and whether it would be used by the public or staff from City Hall, location of Administration Office/staff space in the facility, amount of square footage allocated for Administrative Office, and whether or not Administration staff should even be located at this facility.
 - Thom recognized the following from the audience:
 - 1) Betsy Allyn, President, FOPAL, spoke about FOPAL's concerns about the plans for Downtown Library.
 - 2) Enid Pearson, Treasurer, FOPAL, spoke about her concern for Downtown Library's collection size and staff space requirements.
 - 3) Jeff Levinsky, 1682 Hamilton Ave., spoke about his concern for Downtown Library's collection size and shelving.
 - 4) Tom Wyman, 546 Washington Ave., characterized FOPAL's concerns as constructive and would best serve the community.
 - 5) Ellen Wyman, 546 Washington Ave., spoke about her concern for Downtown Library not being used as traditional library space.

- 6) Martha Schmidt, 244 Forest Ave., spoke about her disappointment in the plans for Downtown Library and her concern for a larger collection.
 - 7) Ray Bachetti, 850 Webster St., #700, spoke about favoring Downtown Library's plan as it provides for flexibility into the future.
 - 8) Elaine Meyer, 609 Kingsley Ave., spoke about her concerns for more books, computers and seating space at Downtown Library.
 - 9) Jim Schmidt, 244 Forest Ave., asked for the definition of schematic design.
- Discussion followed by members of the LAC, asking questions/clarification about Group 4's presentation on Downtown Library and providing feedback and comments on the current design.
 - Jennings said while the floor plan is fluid and changing, if the basic schematic design passed by voters of Measure N in the November 2008 bond election changes significantly, there would be an impact on the project schedule for Downtown Library.
 - Thom noted that while the common theme in discussions among different stakeholders is that everyone loves libraries, the difficulty lies in how to get there - to continue with tradition of library and flexibility to move with the times, 30-40 years ahead, is a critical element.
 - Commissioners agreed that the LAC has been true to the process and the commitment to the Downtown Library by City Council. The LAC's Library Service Model Analysis and Recommendations (LSMAR) report provided the basis and strategy for the plans for the Downtown Library facility, as well as the other library facilities.
 - Stinger moved

"That the LAC maintains the walls or natural footprint of the building, which include the Administration, staff and public areas, as brought forward by Group 4, and study some more ways we use public spaces, which reflects the collection, seating and other public space."
- Mashruwala seconded. Motion passed unanimously, 4-0.
- The LAC agreed that it would be helpful to form a subcommittee (members: Stinger, Hochberg, Mashruwala) to further review the concerns expressed by FOPAL regarding the book collection, seating space, and number of computers, to ensure these elements are optimized for the demographics of the Downtown Library.
 - Dawn Merkes of Group 4 said Kathy Page, Group 4's library programmer, would be available to work with the subcommittee.

4. Update by Group 4 Architecture on Planning for Mitchell Park Library and Community Center, and Temporary Mitchell Park Library; and Discussion/Action by Commission

- Merkes joined Hartman and Jamtgaard in their presentation of planning updates for Mitchell Park Library and Community Center, including a walk-through of the interior renderings, floor plans and roof plan, as well as sustainability strategies.
- The project schedule timeline was provided:
Second quarter of 2010 – bid for Mitchell Park Library and Community Center construction contract, followed by 20-24 months of construction, reopens Spring 2012.
- Merkes said the design for Mitchell Park Library and Community Center celebrates values of the community, functionality and sustainability.
- The May 19 Community Meeting at Mitchell Park was well attended and had four stations (sustainability, teens, materials, color) for small group discussions/participation.
- Members of the LAC asked questions/clarification and provided comments and feedback about the design and plans for the new Mitchell Park Library and Community Center.
- Stinger moved
“The LAC supports and recommends that Council move forward with drawings of Mitchell Park Library and Community Center as presented.”
Mashruwala seconded. Motion passed unanimously, 4-0.
- Discussion followed about the temporary library facility at Cubberley Community Center during construction of the new facilities. Technical Services staff will also be relocated to the temporary facility.
- Members of the LAC asked questions/clarification and provided comments and feedback to the design and plans for the temporary Mitchell Park Library in the Cubberley Campus.
- Mashruwala moved
“The LAC moves forward with the temporary space for Mitchell Park Library at the Cubberley Community Center.
Stinger seconded. Motion passed unanimously, 4-0.

- Group 4 Architecture will meet with other boards and commissions (Architectural Review Board, Parks and Recreation Commission) in June as the projects move forward.

5. Report on Meetings of Library Bond Stakeholders Committee

- Thom gave a brief overview of the Library Bond Stakeholders Committee, reported on recent meetings held and plans ahead.
 - Committee includes members from the various boards and commissions, as well as representatives from the Palo Alto Library Foundation, FOPAL, City staff and staff liaisons to the Boards and Commissions.
 - Focus of this group is to establish ways to communicate to the community the status and plans of the renovation and rebuilding of the City's library facilities.
 - Next meeting will be held on June 11 and agenda includes discussion of a draft communication plan and LEED and environmental package.

6. Update on Library Budget

- Jennings provided the following proposed City budget documents:
 - Library's FY 2010-2011 Operating Budget
 - Projects in the FY 2010-2011 Capital Budget that pertain to libraries
 - Library's FY 2010 Proposed Municipal Fee Schedule
- Jennings gave a brief explanation of the City's annual budget process and how current budget documents are structured.
- Jennings also gave a summary of the main changes in the Library's proposed budget, given the shortfall that the City is facing due to declining revenues from the economic downturn:
 - *Staffing*: elimination of certain positions for a total of 140 hours per week of staff time; additional funds to reclassify Library Coordinator to Business Analyst, liaison to City's IT Division.
 - *Collections*: Same level of collection support has been requested from the Friends of the Palo Alto Library (FOPAL) for the next year but there is a 3.8% reduction in the City's collection budget.
 - *Revenue*: Changes in Library fines and fees schedule to include revenue adjustments (i.e., fines 25 to 30 cents per day; laser prints from 5 to 15 cents for black and white, 10 to 50 cents for color)
 - *Hours*: When College Terrace Library closes for renovation in July, Mitchell Park Library will have the same hours as Main Library (additional 4 hours).

- Jennings added that the Finance Committee of the City Council is also asking the City Manager to make a 20% reduction in travel and meetings budget and, possibly, a 2% reduction in instruction and training budget.
- Members of the LAC asked questions/clarification about the Library's proposed budget and the impact on Library services.
- The Finance Committee will bring the proposed budget to the full Council for additional input and refinement, and a public hearing will be held at the June 8 Council meeting. Budget adoption is scheduled on June 15.

LIBRARY DIRECTOR'S REPORT

1. College Terrace – The bid package for construction has been issued. On April 13, Council approved the future sale of development rights for the College Terrace Library, under the Transfer of Development Rights (TDR) program of the City, to encourage and support the rehabilitation of historic buildings owned by the City or located in Downtown. This library will close on July 13 to enable staff to prepare the building for the scheduled construction start date in August. The project is expected to be completed in September 2010.
2. LAC vacancies – Council will wait until after the recruitment of Stucky's position is finished to appoint to fill the three vacancies (unfinished terms of Redfern-West, Forte, Stucky).
3. Library Bond Oversight Committee – Interviews of candidates are scheduled on June 3 and appointments will be made on June 15 for the five-member citizen oversight committee for expenditures of Library bond funds, which will be for four-year terms ending on May 30, 2013.
4. The Supervising Librarian position at Mitchell Park Library is now open; the previous hire did not pass her probationary period.
5. Library had great response and success to the *Feed Your Head* series, "Nourish Your Boomer Brain at the Library", April 15 through June 2, 2009. Podcasts of the various programs are posted on the Library's Facebook page as well as on the special blog created for the Boomer program <http://paclboomers.blogspot.com>
6. Library participated in the City's Earth Day celebration on April 18 and had a booth displaying the LEED eligible elements of the Mitchell Park Library and Community Center Project.
7. On April 28, 140 people attended the Library's spring author series event featuring Brian Copeland, author of *Not a Genuine Black Man*, at Palo Alto High School's Haymarket Theatre. *Not a Genuine Black Man* was also the book selection for Silicon Valley Reads 2009, the Santa Clara County community reading program in which the Library participated.
8. All Palo Alto libraries were closed on April 24 for a staff development training session, focusing on "*Sustain Ability: Recycle, Reflect, Respect, Reconnect*".

OTHER REPORTS

Commissioner reports and questions:

1. Members of the LAC agreed that the LAC Chair will provide an update to City Council on the Library facilities projects and speak during Oral Communications at the Council meeting in June.
2. The annual LAC joint meeting with City Council will be scheduled when the Commission has all seven members on board.

COMMENTS AND ANNOUNCEMENTS

Stinger will be out of town from June 23 through June 30 and requested the Commission to consider changing the LAC meeting in June. Commissioners agreed on July 2 as the new meeting date, pending room availability. Staff will confirm at a later time.

AGENDA for meeting on July 2*:

The items suggested for the meeting are:

- Resolution of Appreciation for John Stucky
- Subcommittee Report on Downtown Library Issues
- Updates to Library Technology Plan
- Update on Library Budget

*new meeting date.

Stinger moved to adjourn.

THE MEETING WAS ADJOURNED AT 11:15 p.m.