

APPROVED

MINUTES

Library Advisory Commission (LAC)

June 24, 2010

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Leonardo Hochberg, Bob Moss, Theivanai Palaniappan,
Valerie Stinger

Commissioners Absent: Vibhu Mittal

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

Council Liaison: Nancy Shepherd

CALL TO ORDER – Chair Hochberg called the meeting to order at 7:07 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

BUSINESS

1. Approval of draft minutes of Special Meeting on May 28, 2010.

- With corrections, Hochberg moved to approve minutes of Special Meeting on May 28, 2010. Stinger seconded. Minutes were approved.

2. Updates from LAC subcommittees on 2010 Priorities

- *Subcommittee on outreach:* Hochberg provided a summary report of the 219 responses received from the online community survey started in May and explained how the data was collected and presented. He said that while the responses were interesting, the survey still needs to be promoted to different sectors of the community.
- Jennings said Library has yet to publicize the LAC survey through the website (for example, specialized library newsletters, kids' news blast, etc.), and this will help reach a wider audience and get additional responses.
- Hochberg said the online survey will be posted through September to ensure that schools get the opportunity to respond to the survey.
- Discussion followed, with Commissioners providing comments/suggestions on how to interpret, track and/or tabulate responses effectively and efficiently. The

LAC agreed that conclusions cannot be reached at this point and will plan to sort through the survey results at the LAC meeting in September.

- *Subcommittee on technology:* Stinger gave update on the subcommittee's groundwork for a panel discussion to be presented by the LAC, to discuss the future of libraries as technology advances. Panelists have been identified and program date will be determined depending on their availability.
- Members of the LAC asked questions and gave suggestions on the timing as well as kind of audience for this special program. Shepherd suggested that school librarians should be invited.
- Jennings said the Library's focus for adult programs this fall will also be on technology and the LAC and staff should meet to collaborate and package the programs.
- Commissioners agreed that it is exciting to see progress for implementing the LAC's 2010 Priorities.

3. LAC Subcommittee on potential adjustment to the Mitchell Park Building Program

- At the April 22, 2010 LAC meeting, Dawn Merkes of Group 4 Architecture and Kathy Page, library space consultant, recommended a review of the building program for the new Mitchell Park Library with the increasing use of digital media and the increased need for additional people spaces (seating).
- Stinger and Palaniappan, members of the subcommittee working on the potential adjustment to the new Mitchell Park Library, presented their work plan to obtain inputs/information from various resources in preparation for the LAC's response to Group 4 later in the year.
- The subcommittee will work with staff to look into other options and provide an update at the next LAC meeting.

4. Public Art selection for the new Mitchell Park Library and Community Center

- In addition to the Beasley sculpture that will be paid for from bond proceeds, the Public Art Commission is funding from their capital budget three pieces of public art for the new Mitchell Park Library & Community Center.
 - (1) Art component for the bollards outside the entrance to the facility
 - (2) Mural for the teen game room in the Community Center
 - (3) Media piece to be placed inside the library entry
- The City has issued a Request for Proposal (RFP) to artists who might be interested in working on these projects. Three panels have been set up to review the proposals and select an artist for each project and there is one LAC representative on each panel.

- Stinger, the LAC representative for the entryway piece (#1), gave a brief report on the responses received and the interview process. Award of contract is scheduled to go to City Council on August 2.
- Jennings said the process for the selection of the other two public art pieces will start soon. Hochberg is the LAC representative in the panel for the mural for the teen game room; Moss is the LAC representative in the panel for the bollards.

5. Updates on Library Building Projects

- Jennings gave updates on Library building projects:

Mitchell Park Library

- The temporary library at 4050 Middlefield Road, located in the former auditorium of the Cubberley Community Center, is set to open on Monday, June 28.
- The request for bids on the new Mitchell Park Library and Community Center was issued to thirteen pre-qualified construction firms. Council is scheduled to award the construction contract on August 2.

Downtown Library

- Asbestos removal has finished.
- On June 28, Council will (1) award the contract for the construction to W.L. Butler Construction, Inc. and (2) Group 4's and Turner Construction's contracts will be amended to provide additional construction administration and management services for the Mitchell Park project and to provide (Group 4) design services for Main Library, and possibly, a temporary library for Main.

College Terrace Library

- Construction is expected to be done in September.
- Working towards opening in early November (Fall).

Main Library

- Staff is working with Real Estate Division of Administrative Services Department to identify locations for a temporary place for Main Library when it closes for construction in 2012. Options for suitable spaces in the vicinity of the library are limited.

6. Update on FY2011 City Budget

- Jennings reported that after reviewing the alternatives prepared by staff to the proposal to close all libraries on Mondays, the Finance Committee is recommending Option 1* to be adopted by City Council.

*Open Main, Mitchell Park and Children's at 12 p.m. instead of 10 a.m. on Mondays, close Main and Mitchell Park at 8 p.m. instead of 9 p.m. Mondays - Thursdays; close College Terrace on Mondays.

- Jennings said van Aken and Public Services managers are doing a lot of work to develop staff schedules with the new service hours. An extensive public communications plan is underway to ensure that customers are notified. After City Council adopts the FY2011 budget at the June 28 meeting, the new operating hours will take effect July 12, 2010.
- Shepherd said this budget year is a challenging one and City Council appreciates staff's work and the community's engagement in the City's budget process.
- Discussion followed, with members of the LAC asking questions/clarification and providing comments on the new operating hours and service reductions resulting from the City's budgetary constraints.
- Moss made recommendation that the LAC affirms its support for the Finance Committee in carrying the recommendations to City Council.

MOTION: Moss moved, seconded by Stinger.

"The LAC is willing to support Finance Committee's recommendations for library funding for next year."

Hochberg made amendment to Motion to include

"The LAC supports the reopening of College Terrace Library when it is finished with construction."

Discussion followed with Moss speaking to his Motion and Commissioners providing comments/suggestions on the purpose and wording of the Motion.

MOTION as Restated:

"The LAC appreciates the Finance Committee's support to keep libraries open on Mondays and reopen College Terrace Library on schedule."

Motion passed unanimously, 4-0.

- Chair Hochberg will represent the LAC at the June 28 Council Meeting and speak to the Motion in support of the Finance Committee's recommendations for Library.
- Jennings said Council will break for recess on August 3 and return on September 13.

LIBRARY DIRECTOR'S REPORT

1. The City Clerk's Office received seven applications for the two vacancies on the LAC. Council's selection of candidates to be interviewed is scheduled on June 28, and the City Clerk's goal is to have the interviews conducted before the Council's summer break begins on August 3.

2. Maya Spector, Library Services Manager, Children's Library, has announced her retirement. Her last day is June 29. Jenny Jordan, Senior Librarian assigned to Mitchell Park Library, will be filling in on an interim basis for a minimum of three months after Spector retires. Stinger acknowledged Spector's excellent work as school liaison.
3. The Friends of the Palo Alto Library (FOPAL) Board unanimously approved \$200,000 in grants to the Library for FY2011: \$25,000 for programs and staff appreciation; \$125,000 for general collections; and \$50,000 for collections for College Terrace and Downtown Libraries. Additionally, the Friends approved a grant of \$100,000 for the Palo Alto Library Foundation's "Launch our Libraries" campaign to raise funds for the purchase of furniture, equipment and books for the bond measure projects. Staff and the Palo Alto Library Foundation (PALF) appreciate FOPAL's continuing support.
4. The Library's summer reading programs are proceeding smoothly.

OTHER REPORTS

Commissioner reports and questions:

Commissioners reported on other meetings/events that they attended in June:

FOPAL Board - Moss

PALF Board - Palaniappan

Library Bond Stakeholders' Committee - Stinger

Mitchell Park's ground breaking event on June 12 - Hochberg, Stinger,
Moss and Palaniappan

Council Liaison Report:

Shepherd gave updates on current and upcoming projects/assignments in City Council's calendar before their August break.

Shepherd said the City has a new Social Media Use Policy with Twitter, Facebook and video standards which has been reviewed by the Policy and Services Committee.

COMMENTS AND ANNOUNCEMENTS

Commissioners agreed to cancel the LAC meeting on July 22 since there are no pressing issues for the LAC to discuss and staff will not be available at that time. Subcommittees will, however, continue their discussions/work and meet with Jennings. Jennings will check with the City Attorney's Office regarding question on quorum for subcommittee meetings. The LAC will not meet in August (annual break).

AGENDA for meeting on September 23, 2010:

The items suggested for the meeting are:

- Welcome new Commissioners (if appointed)
- Updates from LAC subcommittees on 2010 Priorities
- LAC Subcommittee on Potential Adjustment to the Mitchell Park Building Program (Seating versus Shelving)
- Public Art selection for the new Mitchell Park Library and Community Center
- Feedback from Technology Panel (if held prior to September 24)
- Updates on Library Building Projects

Stinger moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:40 p.m.