

APPROVED

MINUTES

Library Advisory Commission (LAC)

January 26, 2012

Downtown Library

270 Forest Avenue

7:00 p.m.

Commissioners Present: Tolulope Akinola, Noel Bakhtian, Leonardo Hochberg, Eileen Landauer, Bob Moss, Theivanai Palaniappan, Mary Beth Train

Staff Present: Monique le Conge, Cornelia van Aken, Evelyn Cheng

Council Liaison: Greg Schmid

CALL TO ORDER – Palaniappan called the meeting to order at 7:09 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – Discussion on Commissioner assignments and Council buddies for 2012 was added to the agenda, following the election of the LAC Chair and Vice Chair (agenda item #3).

BUSINESS

1. Welcome new LAC Commissioner, Noel Bakhtian
 - Palaniappan welcomed Noel Bakhtian to the Commission.
 - Bakhtian introduced herself and expressed her love and interest in libraries.
2. Approval of Draft Minutes of Special Meeting on November 17, 2011
 - With corrections, Landauer moved to approve minutes of Special Meeting on November 17, 2011. Train seconded. Minutes were approved.
3. Election of LAC Chair and Vice Chair 2012
 - Train nominated Palaniappan as Chair and Akinola as Vice Chair, seconded by Hochberg. Palaniappan was elected as Chair of the LAC; Akinola as Vice Chair of the LAC, 7-0.

4. Commissioner Assignments and Council Buddies

- Palaniappan said members of the LAC will continue the practice of establishing and “adopting” Council buddies in order to foster a closer relationship and improve communications with City Council on library issues.
- LAC liaison roles to the Friends of the Palo Alto Library (FOPAL), Palo Alto Library Foundation (PALF), and the Library Bond Stakeholders Committee would require attending monthly meetings to keep dialogue open between the stakeholders.
- The Library Bond Stakeholders Committee includes members from the various boards and commissions, as well as representatives from PALF, FOPAL, City staff, and staff liaisons to the boards and commissions, whose focus is to establish ways to communicate to the community the status and plans of the renovation and rebuilding of the City’s library facilities.
- Bakhtian suggested that Commissioners include neighborhood associations in outreach efforts.
- Commissioner assignments will be confirmed at the next LAC meeting.

5. Follow up Discussion on January 9 Joint Meeting with City Council

- The LAC agreed that the January 9 joint meeting with City Council went well and appreciated the opportunity to discuss library concerns/issues, answer questions, and gather suggestions.
- Discussion followed, with Commissioners providing feedback on some of the ideas/comments brought up by Council members, asking questions about a range of topics, including:
 - e-books: usage, economic impact on library services, best practices from other libraries
 - youth and well-being: collaborate with other organizations
 - joint walk through with Council members at Main/Art Center campus before any decision making
 - renaming the Main Library when the library reopens
 - use of data by Library customers: by branch, location, and differentiated by desktop and wifi
- le Conge said staff will assist the LAC in getting the requested data and will be available to meet with Commissioners about Library’s involvement with youth groups.
- Palaniappan thanked the Commissioners for their time and good efforts at the Joint Meeting with Council.

6. LAC Priorities

Matrix for the Library Dashboard

- Train will compile a list of metrics/data elements and have this available for Commissioners to consider for their selection for the LAC dashboard before the LAC meeting in February.
- After feedback from the Commissioners regarding the measures they want to focus on, le Conge will review and determine if data is currently collected and/or available.

Need for Survey

- Commissioners agreed to complete the Library dashboard before determining the need for a survey.
- Moss will work on draft of a survey at the next LAC meeting.

Teens

- Landauer gave background of the sub-committee's work and thought process to explore areas to consider for best use of facilities, which later on evolved into their focus on teens – library programs and services with new facilities and available resources, partnering with different organizations to help engage teens.
- Discussion followed, with members of the LAC providing comments and suggestions on resources available to collaborate with, for enhancing library services and programs for the City's youth and their well being (e.g. Project Safety Net, Youth Council, PTA Council).
- Hochberg said the LAC had discussions with the Youth Council to get some insights from the youth about library usage, programs and services, in 2008 when the Commission was working on the Library Service Model Analysis and Recommendations (LSMAR) Report.

Virtual Library

- Hochberg and Akinola, sub-committee members, are working on a list of priorities that will help define the specifics of the plan.
- Hochberg asked about the status of the Library website redesign and the \$15,000 that the Library received from the Pacific Library Partnership (PLP); le Conge said PLP holds money for Silicon Valley System member libraries to use for technology expenditures and Palo Alto's share will be used to pay for design costs associated with the enhancement of the features and functionality of the Library sub-site, following the City renovation of the website. (Staff Report ID#2258, December 19, 2011 Council Meeting)

- Schmid said it would be helpful for the sub-committee members to meet with Jonathan Reichental, the City's new Chief Information Officer and Director of IT Department.
- Bakhtian, new to the LAC, said she is leaning towards participating in the virtual library sub-committee's work.

7. California Association of Library Trustees and Commissioners (CALTAC) Training on February 4

- Le Conge confirmed that the LAC will have a Special Meeting on Saturday, February 4, 9 a.m. – Noon, at the Downtown Library Community Room, for a Board Effectiveness Training Workshop presented by Sandi Genser-Maack, trainer for California Association of Library Trustees and Commissioners (CALTAC).
- Topics will be tailored to the specific needs and issues of the Commission, and include success strategies for accomplishing goals.
- The LAC's last Library Board Effectiveness Training was held in 2008.

LIBRARY DIRECTOR'S REPORT

- Beginning in January, Friday service was added at Downtown Library in January.
- Library has started research to replace the current integrated library system (ILS), including open source and cloud-based systems. The ILS performs and manages most of the library transactions and operations.
- Staff will continue to attend Project Safety Net meetings to find out how the library can best interact with that group.
- The circulation of new magazines was implemented to allow users to have time to read at their convenience and to realize cost savings to the library.
- Changes to library cataloging were instituted to align Palo Alto City Library (PACL) with current library practices and national standards; estimate savings of \$10,000 in staff time.
- Chromebooks (web-based laptop computer) are available to take home for a week at a time at the Downtown, Main, and Mitchell Park libraries beginning January 30.
- LiquidSpace pilot began in December for Downtown Library's group study room reservations. LiquidSpace is a mobile room reservation application.
- Budget preparations for FY2012/13 are well underway.
- The CA State Librarian and State Library staff visited PACL on January 9. The group reviewed both Chromebooks and LiquidSpace projects, visited IDEO, met with City Manager, Assistant City Manager and Chief Information Officer, and toured the Mitchell Park site.

- Recent activities of Library Director:
 - Worked at Main Library for a week in December; will work from other branches in upcoming months;
 - Attended the CA Public Library Summit regarding the future of California Library Services Act (CLSA) and how the State Library can best help libraries now that there is no State funding in the budget;
 - Attended American Library Association Midwinter meeting in Dallas, January 20-23;
 - Now a member of the Rotary Club of Palo Alto (have previously been a member of the Richmond and Benicia clubs).

OTHER REPORTS

Commissioner reports and questions:

- Moss shared California Library Comparisons, FY 2009-2010 showing Palo Alto ahead of State average categories.
- Hochberg attended the Library Bond Stakeholders' Meeting on January 12.

Council Liaison Report:

- The 2011 Service Efforts and Accomplishments (SEA) Report will be released next month and will incorporate results from the annual National Citizen Survey.
- The Infrastructure Blue Ribbon Commission (IBRC) is recommending an infrastructure bond measure for public safety facilities in the November ballot.
- The Regional Housing Mandate committee meeting on January 26 included demographics forecasting and census data from Stanford.
- The LAC's Study Session with Council on January 9 went well. Schmid asked the LAC to consider the question on how to keep libraries adequately staffed after buildings are completed.

COMMENTS AND ANNOUNCEMENTS - None

AGENDA for meeting on February 23, 2012:

The items suggested for the meeting are:

- LAC 2012 Assignments and Council Buddies
- Discussion on Matrix for Library Dashboard and Survey

- Presentation on 2011 Service Efforts and Accomplishments (SEA) – City Auditor’s Office
- Update on Temporary Main & Mitchell Park Libraries – Karen Bengard (March Agenda)
- eBooks: economic impact of e-books on library services (scale of potential impact), best practices from other libraries, use, etc. (March Agenda)

Hochberg moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:48 p.m.