

APPROVED

MINUTES

Library Advisory Commission (LAC)

July 26, 2012

Downtown Library Community Room

270 Forest Avenue

7:00 p.m.

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

Commissioners Absent: Noel Bakhtian

Staff Present: Monique le Conge, Evelyn Cheng, Phil Bobel

Council Liaison: Greg Schmid

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

ORAL COMMUNICATIONS –

Ned Himmel, 820 Richardson Ct., suggested the renaming of Main Library to a more geographic one, especially when the new Mitchell Park Library opens. Himmel also thanked the LAC for their service to the City.

AGENDA CHANGES, REQUESTS, DELETIONS – None

BUSINESS

1. Approval of draft minutes of Special Meeting on May 24, 2012.
 - Without corrections, Hochberg moved to approve minutes of Special Meeting on May 24, 2012. Landauer seconded. Minutes were approved.
2. Update on Mitchell Park and Main Library Building Projects
 - At the May meeting, the LAC requested progress reports on both the Mitchell Park and Main Library building projects from Public Works. le Conge welcomed Phil Bobel, Assistant Director/Public Works, to the meeting.
 - Bobel gave updates on status of the building projects and recent staffing changes in Public Works:

Staffing

Mitchell Park building project:

Project Manager – Phil Bobel

Main Contact & Project Engineer – Debra Jacobs

Main Library building project:

Main contact - Brad Eggleston

Project Manager – Matt Raschke

Project Engineer – Young Tran

Project updates

Mitchell Park

Milestones achieved despite project challenges/issues

(e.g. dry-in, exterior wall dry, raised floor). Bobel said the City will continue to insist on highest quality and will compromise schedule for quality if necessary.

le Conge said staff has been candid with library stakeholders and the community about the status and issues of the project and will continue to keep the public informed.

Main Library

Request For Proposal (RFP) for construction manager will be issued next month; Group 4 Architecture, Research + Planning Inc. is the architect for this project.

- Members of the LAC asked questions, and for clarification about building project costs, financial issues, schedule/target dates as well as timing for closing and opening libraries.
- le Conge said staff's goal is to have libraries open and/or close as closely as possible: Temporary Main at the Art Center to open with the closing of Main Library, and Main's construction timed close to Mitchell Park's opening (about Spring 2013).
- The LAC thanked Bobel for the updates.

3. Review and Discussion of Input Received from Community Regarding Library Computers

- The Library Commission received public comment about problems and opportunities with library computers after the recent upgrade of workstation browsers to Internet Explorer 8.
- Discussion followed, with members of the LAC asking questions and providing comments and suggestions on improving the performance of library computers.

- le Conge said the comments were forwarded to the appropriate Library and City IT staff. Changes, upgrades and improvements are enacted by the City's IT department.
- A follow up response will be sent to the customer to advise that the Commission had the discussion of the concerns raised and staff will continue to work with the City IT department.

4. 2012 LAC Priorities

a) *Virtual Library (members: Akinola, Hochberg)*

- le Conge did a presentation on the library's recent work on the virtual branch, working with LAC members Akinola and Hochberg, as appropriate. For the past several months, staff focused on developing a visual prototype of the webpage, exploring options for special collections or features to be included and prepared a time/cost analysis so that future activities can be prioritized.
- Two prototypes were developed to demonstrate key concepts for integrating different services and digitization options: Project 1 – Heritage Trees, Project 2 – Local History Collection & Internet Archive. These prototypes are intended to be a non-functioning representation of the desired “look.”
- le Conge added that the goal is to have the virtual branch operate as another library, provide collections, customer service, programs and community using current technological tools available to libraries.
- Recently, Library has taken steps to acquire new products and services that will allow people to interact virtually and use the library's new resources:
 - Freegal* - three million downloadable songs, cardholders can download three songs each week at no cost
 - Discover & Go* – free passes to museums and other Bay Area cultural destinations
 - Evanced Summer Reader* – offers online book reviews and rating sharing by participants
 - Axis 360 eBooks* – interactive eBooks enhanced by color, video, and audio using the Blio eReading app
- Members of the LAC gave comments and suggestions, asked questions and discussed the Library's work on the virtual branch.

- le Conge said the work continues to find the best option for digitization, and more importantly, to explore and find a content management system to host the virtual branch.
 - Akinola said the subcommittee met with Jonathan Reichental, the City's Chief Information Officer, and communicated the subcommittee's vision. Reichental was excited about the project and the Library's initiative.
 - The subcommittee's goal is to understand the different components and develop a concrete plan. Having a cloud based integrated library system (ILS) would be highly beneficial. le Conge agreed that OCLC WorldShare is a good place to start and would help pull the project together.
 - The subcommittee will continue their discussions with the Library's virtual library team
- b) *Community Relations/Advocacy (members: Train, Bakhtian)*
- Train said that the subcommittee was not able to meet but she plans to meet with staff to get additional input, suggestions and/or elevator pitches.
 - Bakhtian will be back in town mid-August and will work with Train to finalize their draft presentation template for LAC Advocacy in Palo Alto.
- c) *Finance (members: Landauer, Palaniappan)*
- Landauer did a comparison of different libraries (e.g. Ohio, non-Ohio libraries that are comparable to Palo Alto in Library Journal's Star ratings) and their per capital performance in 2011, including budget and staffing, and shared key learning points resulting from her research.
 - Landauer plans to meet with Mitchell Park staff to discuss plans for services, technology and staffing when the branch opens, and about the needs of the community.

LIBRARY DIRECTOR'S REPORT

- le Conge provided a written report (included in packet) on recent library activities of interest in June and July as well as updates on the Library's investigation of OCLC WorldShare as an option for the ILS replacement system and the Strategic Plan project which Library plans to develop during this fiscal year.

- Comments from Melissa Tronquet/City Attorney's Office regarding the revisions to the LAC's ByLaws were received after the Agenda for this meeting went out. Moss will review and make necessary revisions and the ByLaws will be amended for the LAC meeting in August.

OTHER REPORTS

Commissioner reports and questions:

- Palaniappan read Bakhtian's July 26 e-mail to le Conge with comments and questions about some of the public comments included in the LAC packet and the Commission's recent agenda items (virtual branch, circulation of new magazines). Bakhtian's e-mail and le Conge's response to her will be included in the LAC packet for the August meeting.
- Moss attended the July 11 Friends of the Palo Alto Library Board meeting; Train said the Library Foundation Board did not meet in July.

Council Liaison Report:

- The Mitchell Park construction contract monthly report was on the Consent Calendar in the July 23 City Council meeting.

COMMENTS AND ANNOUNCEMENTS

- Commissioner Noel Bakhtian has notified the City Clerk's Office that she is resigning from the LAC, effective once a replacement has been appointed. The Notice of Vacancy for the unexpired term ending on January 31, 2014 has been posted. Deadline for receipt of applications is Friday, August 17, 2012.
- Moss handed out copies of the (1) New York Times' July 18 article on *Survey Shows Growing Strength of E-Books*, and (2) USA Today's June 23 article on *Libraries Make e-Lending Push*.

AGENDA for meeting on August 23, 2012:

The items suggested for the meeting are:

- Economic Impact of eBooks
- Update on Library Statistics
- Possible Name Change for Main Library
- 2012 LAC Priorities

Hochberg moved to adjourn.

THE MEETING WAS ADJOURNED AT 10:00 p.m.