

APPROVED

MINUTES

Library Advisory Commission (LAC)

March 24, 2005

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Genevieve Gerard, Sandra Hirsh (Chair), Paula Skokowski, Valerie Stinger, John Stucky

Commissioners Absent: Lenore Jones

Staff Present: Paula Simpson, Evelyn Cheng

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

ORAL COMMUNICATIONS –

1. Joy Ogawa, Yale Street, spoke about timeliness of LAC packets delivered to branch libraries.
2. Paula Sandas, 2140 Columbia St., spoke about the College Terrace neighborhood working group, which is currently doing a survey on most desired library services in that community. Ms. Sandas will make the survey available to the LAC.

AGENDA CHANGES, REQUESTS, DELETIONS –

Gerard suggested the LAC form a working group to develop a communication strategy regarding the upcoming closure of Children's Library.

BUSINESS

1. Approval of draft minutes of Special Meeting on February 24, 2005 and Study Session on March 1, 2005.
 - € Without corrections, Gerard moved to approve minutes of Special Meeting on February 24, 2005. Forte seconded. Minutes were approved unanimously.
 - € Without corrections, Stucky moved to approve minutes of Study Session on March 1, 2005. Forte seconded. Minutes were approved unanimously. Skokowski abstained as she was absent at that meeting.
2. Recognition of Outgoing Commissioner Thomas Wyman
 - € Hirsh read framed proclamation from the LAC honoring Wyman's dedicated work as a founding member for six years.
 - € Wyman thanked the LAC and said he enjoyed working with the group. He distributed his 2004 report on "What should be the role of the LAC?" and encouraged teamwork among the LAC, staff and the community.
3. Discussion of user and service matrices and next steps in full-service/distributed services planning process

- € Hirsh gave a brief background on the LAC’s purpose for building two matrices of library services and user segments in Palo Alto. These matrices will help to determine likely proposals to the City Council on plans for a full-service library and distributed services.
- € Members of the LAC provided feedback and discussed the draft matrices.
- € Skokowski said the data gathered would serve as a good foundation for decision making about library services and more creative ways to deliver these services.
- € Forte made motion that
 - “the LAC go forward to explore the services for future library sustainability with the matrix and include in the matrix one additional column that would address our sense of forward sustainability of those services that we suggest at the time of matrix creation.”
 Motion died for lack of a second.

- € Skokowski moved that
 - “the LAC completes this distributed services matrix and subsequently evaluates new service guidelines based on analysis of costs and usage, sustainability and related factors.”
 Stucky seconded. Motion passed, 5-1, with Forte opposing.
- € Simpson expressed her concern about the amount of time consumed so far on this project, and yet the LAC is still not close to developing its recommendations; Skokowski said she would like to get Council Liaison Ojikian’s input on the sequence and best timing to make recommendation to Council. Simpson agreed to consult Council member Ojikian about this.

- € The LAC agreed to the following timeline for next steps:
 - Week 1: Simpson to update matrix with LAC’s suggestions.
 - Week 2: Members of the LAC will do individual evaluation, identifying what service is currently available at the library and what other services would work. Also, each LAC member should come up with a minimum of three questions to be used to evaluate input.
 - Week 3: Subcommittee meets to review and evaluate results, prepares report for next LAC meeting.
 - April meeting: LAC to provide feedback on subcommittee’s report, discuss full service component and how it fits into timeframe.

- € Forte suggested providing a web-based community survey for citizens to provide feedback on the completed matrix.

4. Library response to City budget crisis

- € Simpson said the Library’s proposed budget for FY05-07 is not yet finalized. The proposed budget goes to Finance Committee in April.
- € Hirsh asked if there is any action expected from the LAC; Simpson said LAC representation is recommended at the special meeting with the Finance Committee.

REPORTS

Commissioner Reports and Questions

Copy of written materials from the “Effective Boards and Commissions” workshop offered by the City last month and attended by Hirsh and Simpson, will be provided to members of the LAC.

Library Director’s Report

1. Public PC security concern has been addressed and resolved.
2. Mid-year capital improved project for Main Library/Downtown Library reconfiguration was approved by Council on March 7. Simpson said plans will be made available to the public when available.
3. Update on Children’s Library project: Architectural Review Board (ARB) review went well. Staff is doing inventory of where things will go when the library close later in the year.
4. College Terrace Library reopened on Tuesdays on March 22. The Governor signed another bond act for public library construction which will be on the statewide ballot in June 2006. Simpson said the LAC may want to explore a feasibility study for another application from Palo Alto City Library.

COMMENTS AND ANNOUNCEMENTS

The LAC agreed to have a board training workshop. Simpson will coordinate with speakers and propose dates for the workshop.

AGENDA for meeting on April 28, 2005:

The items suggested for the meeting are:

- € Plans for Mitchell Park Community Center – Richard James
- € Continuing discussion of user and service matrices and next steps in full-service/distributed services planning process
- € Children’s Library closure and space reconfiguration at Main and Downtown Libraries
- € 2006 Public Library Bond Act

Skowkowski moved to adjourn.

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