

APPROVED

MINUTES

Library Advisory Commission (LAC)

July 28, 2005

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Sandra Hirsh (Chair), Lenore Jones, Valerie Stinger

Commissioners Absent: Genevieve Gerard, Paula Skokowski, John Stucky

Staff Present: Paula Simpson, Evelyn Cheng

Council Liaison: Hilary Freeman

CALL TO ORDER – Chair Hirsh called the meeting to order at 7:00 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

LIBRARY DIRECTOR'S REPORT

1. The small room at Downtown Library which used to hold children's materials will be converted to a small meeting room as an added amenity for the public.
2. The timeframe for the study of the potential implementation of the use of RFID (Radio Frequency Identification) in the Library, a new CIP (Capital Improvement Project) approved by Council, will be accelerated for completion in January/February 2006 in time to include costs of implementation in the proposed FY 06/07 budget, should such a system be feasible for Palo Alto City Library.
3. The Library's annual list of funding requests was sent to the Friends of the Palo Alto Library (FOPAL) and currently under consideration by its Board.
4. The capital improvement projects scheduled for the Library will provide opportunities to include restructuring shared staff work areas to be more ergonomic.

BUSINESS

1. Approval of draft minutes of Special Meeting on June 23, 2005.
 - Without corrections, Jones moved to approve minutes of Special Meeting on June 23, 2005. Stinger seconded. Minutes were approved unanimously.

2. Report from Library's School Liaison – Maya Spector, Senior Librarian
 - Simpson introduced Maya Spector, School Liaison Librarian. Spector gave a progress report on her work in this capacity and upcoming projects and plans, as well as the positive feedback and enthusiasm received from different sectors of the community and City's school district. Spector said she was excited for the opportunity to do some community building.
 - Members of the LAC and Freeman asked for clarification about Spector's work and were impressed with Spector's accomplishments and collaboration with different groups in the community. Spector agreed with the LAC that an important goal is to reach out to low-income and under-served people in Palo Alto.
 - Simpson suggested inviting the Library's teen librarians to an upcoming LAC meeting to share their accomplishments.
3. Update on Children's Library closure and space reconfiguration at Main and Downtown Libraries
 - Simpson said the Children's Library project is on schedule and shared with the LAC the proposed furniture plan, with a color scheme drawn from the historic tiles around the fireplace.
 - On Main Library and Downtown Library reconfiguration, Simpson said this project is moving along and it appears less space is required than originally anticipated at Downtown Library for Technical Services staff. Simpson pointed out that even if public space is reduced at Downtown Library, the Library will provide same, if not better, service to the community. Staff is also committed to providing great interim children's services in the two years when Children's Library is closed.
 - Mitchell Park Library infrastructure upgrade is still in design phase and will close only after Children's Library reopens.
4. Continuing discussion of user and service matrices and next steps in full-service/distributed services planning process
 - Hirsh recognized Jeff Levinsky, President of the Friends of the Palo Alto Library (FOPAL). Levinsky read FOPAL Board's vote asking the LAC to consider giving higher priority to funding the needs of the reorganization, rather than the community survey.
 - Forte reported on the sub-committee's meetings with two potential survey firms and gave his strong endorsement for doing a community survey.

- Simpson said if Council approves the LAC's recommendation at the August 1 Council meeting, a Request for Proposal (RFP) will be prepared and sent out to several potential survey companies.
- Members of the LAC reviewed the City Manager's Report (CMR 333:05) prepared for the August 1 Council presentation. They agreed that the survey is important even in the context of other Library priorities and that the survey would alleviate uncertainty.

Jones moved that

"The LAC submits recommendation to City Council to approve request for funding, not to exceed \$35,000, for a survey of community priorities for Library service, and that this funding be provided from the Council's Contingency Fund."

Forte seconded. Motion passed unanimously, 4-0.

- Hirsh recognized Bob Moss, Treasurer, FOPAL, who spoke about FOPAL's concerns for allocation of limited resources.
- Members of the LAC reviewed their presentation to Council and made revisions. They agreed that it is important for Council to understand that every segment of the City's population will be captured.
- Freeman offered suggestions to the LAC to strengthen their presentation . The LAC gave appreciation to Freeman for her comments and suggestions.
- Hirsh reminded the LAC to contact their Council buddies before the August 1 Council meeting.
- Pending the outcome of the August 1 City Council meeting, the LAC will postpone discussion on assigning parts in the March 2006 full report and working on their next steps. Jones will review and lead discussion on this Agenda item at the next LAC meeting.

REPORTS

Commissioner reports and questions: None

COMMENTS AND ANNOUNCEMENTS

- Jones asked Simpson to commend the staff for their responses to customers' feedback.
- The LAC will change the October meeting date since FOPAL will hold its annual meeting on the same date. Staff will send an e-mail to LAC members to coordinate a new date.

AGENDA for meeting on September 22, 2005:

The items suggested for the meeting are:

1. Report from Library's Teen Services Librarians
2. Update on Children's Library closure and space reconfiguration at Main and Downtown Libraries
3. Continuing discussion of user and service matrices and next steps in full-service/distributed services planning process
 - Report on surveys
 - Debriefing on LAC presentation to City Council on August 1 and community survey
 - Assign historical parts in March 2006 full report
 - Next steps for LAC

Jones moved to adjourn.

The meeting was adjourned at 9:00 p.m.