

APPROVED

MINUTES

Library Advisory Commission (LAC)

September 22, 2005

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

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

Commissioners Absent: Paula Skokowski

Staff Present: Paula Simpson, Evelyn Cheng

Council Liaison: Victor Ojakian

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

Simpson said items and updates will be covered elsewhere in the Agenda.

BUSINESS

1. Approval of draft minutes of Regular Meeting on July 28, 2005.
 - Without corrections, Jones moved to approve minutes of Regular Meeting on July 28, 2005. Stinger seconded. Minutes were approved unanimously.
2. Report from Library's Teen Services Librarians
 - Simpson introduced Laurie Hastings and Mary Ann Young, Teen Services librarians at the Main Library (M) and Mitchell Park Library (MP) respectively. They are senior librarians responsible not only for the creation and development of the teen services program, but they also have reference desk duties and collection development responsibilities as well. Hastings is employed half time.
 - Hastings gave a brief overview of the main priorities of teen services librarians, including the objective to foster teens' life-long devotion to reading and the value of library in the community. Accomplishments to date were outlined. She said

that one of the biggest challenges for the Library is in finding enough space to create inviting areas for teens.

- Young added that the creation of the T-LAB, an advisory group composed of teens, was instrumental in helping the staff identify the interests of today's teens, i. e. books, music, and a better understanding of how teens regard libraries.
- Members of the LAC expressed appreciation for the work of Hastings and Young despite limited resources.
- A copy of Hastings guest editorial in the September 20 issue of the Palo Alto Daily News on "The city's libraries have finite resources" was shared with the LAC.

3. Offer from Friends of the Palo Alto Library (FOPAL) of \$100,000 for modular building

- Simpson said FOPAL requested this item be agendized before the recent September 19 Council meeting wherein City Council voted 5-4 to not agendize FOPAL's offer of \$100,000 to acquire a modular building at the Main Library.
- Hirsh recognized audience member Bob Moss. Moss distributed information on cost of portable modules.
- Members of the LAC agreed that since Council voted to not agendize the FOPAL offer, there was nothing more to be discussed.

4. Update on Children's Library closure and space reconfiguration at Main and Downtown Libraries

- Simpson said the Children's Library's last day of operation is scheduled to be December 17, 2005. Staff has a comprehensive public communication plan. She presented the architect's sample board on the color scheme for the interiors, including carpet and upholstery. The color theme is inspired by the tiles around the fireplace. The Palo Alto Library Foundation is pursuing fundraising opportunities for furniture, fixtures and equipment. A large portion of the collection will be moved to the Main Library, some materials will go to the Downtown, College Terrace and Mitchell Park branches, and the rest will be put into storage.
- The Library will conduct two community meetings - one at Main and one at Downtown Library - to present the changes planned at those two locations.
- In response to a request from the LAC, Simpson provided a copy of the Library's annual list of funding requests to FOPAL, including items for Downtown Library. The FOPAL Board has approved approximately \$120,000 out of a total of \$324,000 in requests.

5. Continuing discussion of user and service matrices and next steps in full-service/distributed services planning process

- Community survey update
 - Stinger reported that three firms responded to the Request for Proposal and were evaluated by the LAC sub-committee (Forte, Gerard, Stinger), Simpson and Sharon Erickson, City Auditor. Simpson will conduct due diligence and check references. The goal is to select vendor and have contract signed by the October LAC meeting.
 - Hirsh reminded the LAC to be clear about the process and get support from other library stakeholders in order to ensure success.
 - Simpson commended the sub-committee for their dedication and hard work. Members of the LAC expressed their appreciation to City Council for hearing them out and providing support.
- The LAC discussed possible assignments for drafting sections of the full report to City Council on *Library Service Model Analysis and Recommendations* (LSMAR), including the pros and cons of preparing a lengthy report. It was agreed that an Executive Summary will be provided and some background information moved to the Appendix section.

Areas of responsibilities:

Introduction - Simpson and library staff

Feedback from Library stakeholders – Gerard and Skokowski

Results of community survey and other sources of community input - Forte, Gerard and Stinger

Analysis of existing service model – Simpson, Jones, Skokowski, Stinger

Recommended functional requirements for future Library – Forte, Hirsh, Jones

Projecting costs and funding mechanisms – Simpson, Skokowski, Stucky

Proposed timeline for implementation - Simpson

- The LAC discussed their next steps: The survey sub-committee will move forward with the selection of the firm which will conduct the survey and advise the LAC if it is necessary to hold a special meeting before the October 26 meeting; Simpson will initiate meetings with small groups to work on individual sections of the full report.

REPORTS

Commissioner reports and questions:

Gerard extended FOPAL's invitation to the "Marty Party" on Saturday, October 1, 3:00-5:00 p.m. at College Terrace Park, to celebrate Paddock's five years as FOPAL's book sale manager.

Council Liaison's Report

1. City Council's vote not to accept FOPAL's gracious offer was not meant as a slight but rather it was Council's belief that it was time to move on.
2. Sale of Transfer Development Rights (TDRs) for Children's Library was approved by City Council.
3. Finance Committee passed the City Auditor's FY2005-2006 Work Plan, which includes a community survey to be conducted for the City's annual SEA (Service, Efforts and Accomplishments) Report.
4. With more than half of the year left, City Council does not have much left in their discretionary fund.

COMMENTS AND ANNOUNCEMENTS

Members of the LAC commended the Library staff for their responses to communications from the public.

AGENDA for meeting on October 26, 2005:

The items suggested for the meeting are:

- Report of College Terrace working group on their library use survey at the College Terrace Branch – Holly Welstein, Paula Sandas
- Update on Children's Library closure and space reconfiguration at Main and Downtown Libraries
- Update on community survey
- LAC's public communications strategy

Jones moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:15 p.m.