

APPROVED

MINUTES

Library Advisory Commission (LAC)

October 26, 2005

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Genevieve Gerard, Lenore Jones,
Valerie Stinger, John Stucky

Commissioners Absent: Sandra Hirsh, Paula Skokowski

Staff Present: Paula Simpson, Evelyn Cheng

CALL TO ORDER – Vice Chair Forte called the meeting to order at 7:05 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

LIBRARY DIRECTOR'S REPORT

1. The City School Liaison Committee meeting will be held on November 30, 2005, at 8:15 a.m.
2. The Request for Proposal (RFP) for the development of a feasibility study and implementation plan for Library Radio Frequency Identification (RFID) and materials handling system has gone out, with response from vendors due November 8.
3. Library's 2004/05 Annual Report, providing a snapshot of the Library for the fiscal year, is now available. Simpson acknowledged work of Bob Skolmen, and the members of the staff's Public Communication Committee.
4. Starting in November, the Library will begin promoting one central number: 650-329-2436.

BUSINESS

1. Approval of draft minutes of Special Meeting on September 22, 2005.
 - Without corrections, Jones moved to approve minutes of Special Meeting on September 22, 2005. Stinger seconded. Minutes were approved unanimously.

2. Report of College Terrace working group on their library use survey at the College Terrace Branch – Holly Welstein
 - Welstein gave an introduction to her leadership role as member of the College Terrace Library Working Group (CTLWG). The working group was formed to support the College Terrace Library.
 - Welstein made a presentation of the results of a survey that CTLWG conducted in late May to find out: who uses the College Terrace Library and how often; what services are used and how satisfied is the community; as well as desired additional or expanded services.
 - Simpson asked if there were any recommendations; Welstein said the most requested service enhancements are for new materials and adding Sunday hours.
 - Welstein added that the group plans to use the survey results to guide their continuing efforts to support this branch.
 - Members of the LAC thanked Welstein and CTLWG for their efforts and for sharing the survey results.
3. Update on Children’s Library closure and space reconfiguration at Main and Downtown Libraries
 - Diane Jennings, Manager of Main Library, provided the LAC with a written progress report on the Main Library project.
 - Public meetings are planned at Downtown and Main to discuss the changes at each library.
 - Downtown Library meeting: Wednesday, November 9 at 7:00 p.m.
 - Main Library meeting: Tuesday, December 6 at 7:00 p.m.
 - First publicity about the Children’s Library closure and interim services for youth has gone out to the community and to the schools.
4. Update on community survey
 - Simpson prepared an update on the development of the community survey and a tentative timeline for the project.
 - The firm of Godbe Research has been engaged to conduct the community survey and a community meeting will be held on Thursday, November 10, 7 p.m. at the Art Center Auditorium. All interested groups and individuals will be invited to attend this meeting, to meet the principals of the survey firm, to get an overview of the planned methodology, and to share suggestions with Godbe for what they want to learn from this survey.

- FOPAL and PALF will be asked to appoint a survey representative who will be given the opportunity to review and/or make comments and suggestions, as the process of developing the survey instrument continues.
- Library staff will handle the publicity about, and arrangements for, the November 10 community meeting. Simpson encouraged the LAC to attend so that they can hear what community members have to say.
- The results of the survey will be used in developing the LAC's report and recommendations, which are expected to be presented to the City Council in the spring of 2006.

REPORTS

Commissioner reports and questions:

1. Stinger asked Simpson if she will send an official response to FOPAL's letter to their membership about FOPAL's \$100,000 offer to the City for a portable building. Simpson and some members of the LAC did not receive a copy of the letter; Levinsky confirmed there was a mailing distribution issue.
2. Jones and Stinger will not be able to attend the November 10 Community Meeting.

Council Liaison's Report

Simpson said Ojakian sent his apologies for not attending this meeting.

COMMENTS AND ANNOUNCEMENTS

1. The Friends of the Palo Alto Library will hold its Annual Meeting on October 27, 7:30 p.m. at the Art Center Auditorium, with special guests from Google, Inc., demonstrating ways and special techniques to use Google.
2. Gerard said she hoped Library will schedule another informal gathering for members of the LAC, FOPAL and PALF to meet staff.

AGENDA for meeting on November 17, 2005:

The items suggested for the meeting are:

- Update on Children's Library closure and space reconfiguration at Main and Downtown Libraries
- Update of community survey
 - Debriefing of November 10 Community Meeting
- Simpson's response to the Friends of the Palo Alto Library's letter regarding the portable building.

Stinger moved to adjourn.

THE MEETING WAS ADJOURNED AT 8:00 p.m.