

APPROVED

MINUTES

Library Advisory Commission (LAC)

November 17, 2005

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

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

Commissioners Absent: Lenore Jones, Valerie Stinger

Staff Present: Paula Simpson, Evelyn Cheng

Council Liaison: Victor Ojakian

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

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

LIBRARY DIRECTOR'S REPORT

1. As a result of their survey conducted last May, the College Terrace Working Group (CTWG) is focusing on a tangible way to support the branch library by expanding the volunteer program. Simpson met with CTWG members to discuss their plan, and identify next steps.
2. Three responses were received to the Request for Proposal (RFP) for a feasibility study and implementation plan for Library Radio Frequency Identification (RFID) and/or an Automated Handling System (AMH). It is expected a consultant will be selected by November 18.

Chair Hirsh asked for clarification about the City impact fees collected for residential and commercial development projects, particularly fees for Library and how expenditures are authorized.

BUSINESS

1. Approval of draft minutes of Regular Meeting on October 26, 2005.

- Without corrections, Forte moved to approve minutes of Regular Meeting on October 26, 2005. Gerard seconded. Minutes were approved, with Hirsh abstaining since she was not at this meeting.

2. Updates

Children's Library closure

- Simpson provided an updated schedule for the renovation project, showing bid packages due on December 20, and award of contract slated for January 23, 2006. The last day of operation for Children's Library is December 17, 2005.

Space reconfiguration at Main and Downtown Libraries

- Simpson gave a brief report on the November 9 Community Meeting held at the Downtown branch. There was strong interest for more seating and more children's services which Simpson said staff will try to address. Forte agreed that the meeting was a necessary tool and provided good outreach. LAC members Jones and Forte had attended the meeting.
- A similar meeting will be held at the Main Library, 7:00 p.m. on December 6 to share plans for the space configuration and discuss the kind of services and collection that are important to the community. The current plan calls for the Technical Services staff to move from the Main Library into Downtown Library by end of January 2006.
- Skokowski asked what the traffic is like at the Downtown Library; Simpson said statistics show number of visits is flat, not higher or lower, but steady.
- Stucky asked about varied open hours; Simpson said the original intention was to try to have a library open somewhere in the community on any given day but staff is learning that busy Palo Altans also need consistency so that they can remember when the library is open.

Community survey

- Simpson gave a debriefing of the November 10 Community Meeting.
 - The firm of Godbe Research facilitated the November 10 community meeting held at the Art Center Auditorium. Interested groups and individuals were in attendance to meet the principals of the survey firm, share suggestions for what they want to learn from the survey and get an overview of the planned methodology. LAC members Hirsh, Forte, Gerard and Skokowski attended the meeting.
 - Simpson said that Godbe Research will be responsible for producing the final draft of the survey.
 - Members of the LAC agreed that there were a lot of good suggestions from the community.
 - Skokowski commented that there was an interesting contrast between the two recently held community meetings.

- Simpson gave an update on the status of the assigned responsibilities for the LAC's report to Council, "Library Service Model Analysis and Recommendations" (LSMAR). Simpson has begun to collect relevant data while the subcommittees will begin to meet in the next few weeks.

REPORTS

Commissioner reports and questions

1. Gerard served as LAC Liaison to the Friends of the Palo Alto Library (FOPAL) for the past year and a half but will need to release this position in January 2006. Forte agreed to alternate with another LAC member. Ellen Wyman from FOPAL thanked Gerard for her efforts to foster a better working relationship between FOPAL and the LAC.
2. Skokowski said the Palo Alto Library Foundation decided not to have any direct campaign for its end-of-the-year issue of their newsletter, "Inklings".

Council Liaison's report

Ojakian said he will find out more about development impact fees for libraries and suggested that the LAC and staff should hold a Study Session with City Council on the LSMAR report so Council members will have a better understanding of the report. He added that his hope is that the Library will continue to maintain its budget for the next budget cycle.

Members of the LAC and Simpson expressed appreciation for Ojakian's services as Council Liaison.

COMMENTS AND ANNOUNCEMENTS

Gerard said it was interesting news that the City of Salinas passed their bond for libraries.

AGENDA for meeting on December 15, 2005:

The items suggested for the meeting are:

- Updates on Children's Library closure
- Updates on space reconfiguration at Main and Downtown Libraries
 - Debriefing on December 6 Community Meeting
- Update on status of community survey

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