

APPROVED

MINUTES

Library Advisory Commission (LAC)

May 22, 2003

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Tony Angiletta (until 9:30), Sandra Hirsh, Lenore Jones (Chair), John Kagel, Paula Skokowski, Tom Wyman

Commissioners Absent: Tina Kass

Staff Present: Paul Thiltgen, Diane Jennings, Evelyn Cheng

Council Liaison: Nancy Lytle

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

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

BUSINESS

1. Approval of draft minutes of Regular Meeting on April 24, 2003.

With corrections, Wyman moved to approve minutes of Regular Meeting on April 24, 2003. Kagel seconded. Minutes approved unanimously.

2. Synopsis of Children's Library Project

☞ Jones gave background information on how the Children's Library (CH) fundraising campaign came about and update on developments and progress for the project.

☞ Jennings showed the artist drawings of what the proposed new wing look like. These drawings will be used on brochures and other materials to generate interest in the project. Larger originals will be on display at libraries and electronic format is also available. Lanie Wheeler, Chair of the Children's Library Community Campaign (CLCC), will sign fundraising letter that lists support groups.

☞ The CLCC is focusing on major donors before the public phase of the campaign which will kick off with a social on September 14 at the Secret Garden.

☞ Wheeler has arranged training sessions next week for people interested in approaching major donors and will circulate a videotape regarding techniques on how to approach potential donors and respond to questions to committee members. Invitation is extended to all who are interested. Hirsh said she would be interested in seeing the videotape.

☞ Kagel expressed that it is strange that an essential public service that should have been funded by the City in the first place had to require a private body to work on private funding. Lytle agreed. Wyman added that the unsolicited anonymous donation, however, has propelled the community in this direction.

- €# Angiletta asked if the LAC can still realize a Children’s Library that is envisioned in the New Library Plan. Jennings said the architect, Architectural Resource Group (ARG), confirmed that it is feasible to add on the second wing later.
 - €# Skokowski asked staff how to focus on what is needed to fund the Library the community deserves. The LAC agreed that it is important for the Commission to articulate what they want for the Library regardless of where the funding will be coming from.
 - €# Jennings shared information about the likelihood of a second library construction bond act appearing on the Spring ballot and ongoing discussions with City Manager’s Office to assess the value of preparing a grant application for CH for 3rd cycle funding under the current Bond Act. Deadline for application is January 2004.
 - €# Kagel asked if Mitchell Park Library (MP) will still be eligible; Jennings said it is not feasible to prepare a proposal for MP because there is no viable project or cooperative partnership with schools. Thiltgen said that there are two big issues with regards to MP: size of building and location. Staff will need to go back and redesign, start the process all over again.
 - €# The LAC agreed that the revised Library Plan should state that the Commission’s next highest priority is MP. The LAC suggested that staff look at what would be involved and needed to be done in order to put the MP project forward.
 - €# Thiltgen suggested that the LAC look at the CH project as an opportunity to move forward. He reiterated the importance of staff and the LAC being in agreement about this issue.
 - €# Angiletta made MOTION that
 “The LAC supports efforts of the Children’s Library Community Campaign to raise matching funds to the contemplated North Wing of the Children’s Library.”
 Wyman seconded. Motion passed unanimously, 6-0.
 - €# This item will continue to be agendaized for LAC meetings.
 - €# Jones said due to her own work commitments, she will not be able to continue participation at CLCC meetings and asked if any of the LAC would be willing to take over representation.
3. April 11 Library Staff Development Day/San Jose Public Library presentation
- €# Jennings gave background on the April 11 Library-wide staff training on “Retooling the Library While the Engine is Running,” with San Jose Public Library staff doing a presentation on the new service model that has been implemented in some of their branches.
 - €# Jones, Kass and Wyman attended the presentation and agreed that the concepts were innovative and would not cost a lot of money.

☞ Staff has already taken steps to implement some of the ideas and working on ways to improve service in the best way possible given budget constraints.

☞ Jones suggested that the LAC take a tour of these San Jose Public Library branches. LAC members will advise on availability via e-mail. Jennings will make the necessary arrangements.

☞ Lytle said she will request for invitations to be sent to the LAC to the San Jose joint library project ribbon cutting in August.

4. Discussion on LAC Draft of Library Plan

☞ The LAC commended Hirsh and Skokowski for fine work on the LAC draft.

☞ Skokowski explained the steps she and Hirsh took to arrive at a new format of the LAC draft of the Library Plan in order to provide a better way of framing LAC recommendations as well as a roadmap and with a vision for Palo Alto City Library.

☞ The LAC reviewed and gave feedback to the LAC draft. It was agreed that the LAC will re-examine the operational staffing - in transition and at the end goal – and include a whole new section on Personnel in the Revised Library Plan.

☞ Hirsh and Skokowski will continue to work on revisions with additional data to be provided by Jennings.

☞ Jones recognized Bob Moss from the audience. Moss spoke regarding the Children's Library project and suggested the San Jose Public Library new service model for Downtown Library.

☞ Hirsh and Skokowski shared observations from their tour of Palo Alto libraries with Jennings earlier this month.

☞ Thiltgen suggested the LAC advise City Council to move forward with provision for Library improvements using short term capital funds.

5. May 13 Finance Committee Meeting and Next Steps

☞ The Library Director position is put back in the budget, thanks to efforts of the LAC and Friends of the Palo Alto Library.

☞ City Manager agreed to look at Library services for southwest side of the City, hold discussions with the School District and report to Council in September.

☞ Finance Committee wrap up is on May 29. The LAC requested staff to advise ahead of time if Library issues are included.

☞ Council will adopt budget on June 16. Thiltgen encouraged the LAC to attend the meeting.

€# Thiltgen suggested the LAC to talk with Human Resources Director, Leslie Loomis, to discuss the recruitment of the Library Director. Loomis should be invited to the June meeting.

REPORTS

Commissioner reports and questions

1. Kagel commended Library for its publication of “The Palo Alto City Library & Your Privacy.” Facts were presented in clear and concise manner. Jennings praised Senior Librarian Bud Tompkins for his work on this project. Kagel suggested posting this article on the Library’s website. Lytle made observation that the Library seems to be getting good editorial coverage on the Privacy Act issue lately.
2. Skokowski asked Jennings how the Library projects its voice, with reference to the Communications Analysis and Recommendations Report done in July 2001, and expressed concern about fundraising efforts collectively. Jennings said there is real weakness in the system due to staff workload and other priorities which has made it difficult to focus on the recommendations. This item will added to the Agenda for next LAC meeting.
3. Jennings distributed copy of the 2003-05 Budget regarding long term Capital Improvement Projects (CIP) for Library (Mitchell Park, Children’s and College Terrace).

Staff Liaison Report – None

COMMENTS AND ANNOUNCEMENTS

1. Lytle gave a brief update on the State budget and said the Governor is under pressure from the finance industry to release next year’s budget on time.
2. Thiltgen said Jones’ research on naming approaches for donors provided helpful guidelines.

AGENDA FOR MEETING ON June 26, 2003:

The items suggested for the meeting are:

€# Update on Children’s Library Project

€# Recruitment of Library Director – Leslie Loomis

€# Improving Library Promotion and Marketing (Ways to do it without large investment of time)

€# Operational Staffing Levels

€# LAC Draft of Library Plan

Kagel moved to adjourn. Wyman seconded.

THE MEETING WAS ADJOURNED AT 10:05 p.m.