

APPROVED

MINUTES

Library Advisory Commission (LAC)

October 23, 2003

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Tony Angiletta, Sandra Hirsh, Lenore Jones (Chair),
Tina Kass, Paula Skokowski, Tom Wyman

Commissioners Absent: John Kagel

Staff Present: Paul Thiltgen, Diane Jennings, Evelyn Cheng

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 Special Meeting on September 25, 2003 and Study Session with Council on September 29, 2003

Without corrections, Hirsh moved to approve minutes of Special Meeting on September 25, 2003. Kass seconded. Minutes approved unanimously.

With corrections, Hirsh moved to approve minutes of Study Session with Council on September 29, 2003. Kass seconded. Minutes approved unanimously.

Wyman abstained as he was absent at both meetings.

2. Debriefing re September 29 Study Session with Council and Next Steps

€# Hirsh commended Jennings for great job in synthesizing Council's major comments and issues raised in response to the LAC's *Palo Alto Library Plan Status Report and Recommendations* and providing the LAC with helpful feedback and suggestions for next steps.

€# The LAC shared observations and concerns from the September 29 study session with Council and discussed how to move forward with recommendations.

€# The LAC agreed to consider incremental changes in libraries and to start by focusing on facilities, looking at improvements that can be made now to advance goals of the New Library Plan without major expansions to the buildings, and to seek improvements in library collections.

€# Thiltgen said staff is working on identifying some monies in capital budget to fund spatial analyses of Mitchell Park and Main libraries in order to maximize the efficiency of existing spaces and implement program and technological improvements. Jennings added that the outcome of these analyses, to be developed by library architects, would be proposals for space and furniture arrangement and an estimate of construction costs to implement the recommendations. Staff will meet with Assistant City Manager Emily Harrison soon to discuss how to proceed to fund such studies and to tie in the need for spatial changes to achieve programmatic improvements with planned infrastructure work.

€# Skokowski pointed out that since infrastructure renovation work at Mitchell Park Library (MP) is planned for 2004, the LAC should focus on MP first and present best argument to ask for additional funds for remodeling in order to really make a positive impact on the building.

€# Wyman suggested getting the community involved early on. Kass said recommendations would not involve major expansion but modest renovation of existing space.

€# The LAC discussed the idea to move collections and staff from Children's Library (CH) to Downtown Library (DO) during the planned renovation and expansion and made some alternative suggestions for staff consideration. The LAC agreed that it is important to keep in mind the timing sequence in developing and planning the next steps (e.g. budget review/capital improvements at MP and CH).

€# Thiltgen encouraged the LAC to respond to Council, following the September 29 Study Session, confirming the general direction the LAC will take and what Council can expect as a result of the discussion.

€# Jennings asked if the LAC would like to make recommendations to Council at this time with regards to Library staffing and hours (e.g. a full time Volunteer Coordinator to handle volunteers and Operation Homebound). The LAC agreed that its focus will be on Resource Libraries when recommending to increase hours.

€# At the next LAC meeting, Jones will prepare a draft of LAC response to Council following the September 29 study session, putting forward LAC top priorities (e.g.. space planning, technical changes, staff planning, collections). LAC recommended that the memorandum will be presented to the new Council in mid-January. Jennings will prepare a draft developing proposals, re-examining service hours issue, and cost information to implement short term recommendations to maximize the efficiency of existing spaces and to implement program improvements, and provide supporting data as relevant.

2. Library Holiday/Furlough Closures

€# Jennings prepared a detailed report on Library schedule during City holidays and furloughs in response to the LAC's motion on 1/23/03 for "staff to look at keeping a library open on minor holidays and vacation periods when schools are out and/or be opened when the City thinks it should be closed."

- €# Jennings gave an update on the managers' furlough program since her report was written. Council gave direction that management furlough time should be voluntary and not mandatory.
- €# The LAC discussed and reviewed staff's concerns and recommendations, and made the following decisions:
 - While expressing the concern over lack of library service during the City's December furlough, the LAC concurs with this year's plan to close all libraries December 22-26, 2003;
 - The LAC requests staff to refine cost proposals for keeping one library open (Mitchell Park Library) on selected City holidays (Martin Luther King, Jr. Day, President's Day, Columbus Day, Veterans Day), and suggests a shortened holiday service hours schedule such as staying open until 6 p.m. instead of 9 p.m. The LAC is interested in taking this recommendation to Council as one of the recommendations for improved library services in the 2004-05 fiscal year.

REPORTS

Commissioner reports and questions

- €# Thiltgen provided an update on the Library Director search. 30 applications have been received, 10 from out-of-state. Date of the interviews has been changed to Thursday, December 4. There will be 3 panels of interviewers: 1- composed of Library staff, 2 – City staff (Assistant City Manager Emily Harrison, Deputy Director/Community Services Department Richard James, and Human Resource Director, Leslie Loomis) 3 – Others (an area Library Director, an area City Manager, and a member of the LAC). HR will be screening the applications to select the group of finalists, down to 7 or 8. City Manager Frank Benest will be involved towards the end of the process and make recommendation to Council. The Friends of the Palo Alto Library (FOPAL) will provide up to \$10,000 to defray recruitment costs and transportation expenses for applicants to be interviewed. On November 10th, Council will review proposed changes to the Municipal Code to establish a new Library Department.

Staff Liaison Report:

- €# Jennings gave a progress report on the Children's Library Project and expectation to meet fundraising goals.
- €# The Palo Alto Library Foundation (PLF) and FOPAL have submitted proposals to the Cable Co-op grant to support the needs of libraries.
- €# Library received three responses to its Request for Proposals for replacement of the integrated library system. Evaluations of the responses will begin in November, vendors will do system demonstrations in December.
- €# The LAC is encouraged to participate in the voting of the 2004 book selection for the "Silicon Valley Reads: One Book, One Community" program.

COMMENTS AND ANNOUNCEMENTS

- Wyman commends staff for compiling public comments and correspondence on library issues included in Council packets and providing the LAC with copies.
- The LAC will consider canceling the scheduled November 20 and December 18 LAC meetings and meet on an earlier December date (tentatively set on December 11).

Staff will confirm by e-mail. This will be Thiltgen's last meeting before his retirement (last work day December 18, 2003).

AGENDA FOR MEETING ON December 11, 2003* (tentative date):

The items suggested for the meeting are:

1. Next Steps following Council/LAC Study Session
 - š Jones' draft memo to Council
 - š Jennings' draft report to the LAC
2. Update on Library Director Search

Angiletta moved to adjourn. Wyman seconded.

THE MEETING WAS ADJOURNED AT 9:10 p.m.