

APPROVED

MINUTES

Library Advisory Commission (LAC)

March 25, 2004

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Genevieve Gerard, Sandra Hirsh,
Lenore Jones (Chair), Paula Skokowski, John Stucky, Tom Wyman
Staff Present: Paula Simpson, Diane Jennings, Evelyn Cheng
Council Liaison: Hillary Freeman (7:30 p.m.)
Youth Council: Siddharta Oza

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 January 21, 2004
 ~~#~~ With correction, Hirsh moved to approve minutes of Regular Meeting on January 21, 2004. Jones seconded. Minutes approved unanimously.
2. Welcome and Introduction of Incoming Commissioners Gerard, Forte, and Stucky
 ~~#~~ All commissioners introduced themselves, expressed their interest in serving on the LAC and shared their goals for the Palo Alto City Library.
3. Election of Chair and Vice-Chair
 ~~#~~ Wyman nominated Jones for Chair of LAC, seconded by Forte. Jones was unanimously elected Chair of the LAC, 7-0.

 ~~#~~ Jones nominated Hirsh for Vice-Chair of LAC, seconded by Wyman. Hirsh was elected Vice Chair of the LAC, 7-0. Hirsh said it was great to be taking on responsibilities with the LAC and that she is looking forward to making progress with the rest of the Commissioners in improving Palo Alto City Library.
4. Introduction of Paula Simpson, Director of Libraries
 ~~#~~ Simpson expressed her deep commitment to make Palo Alto a part of her life and commended Library staff for their dedication and customer service orientation. She is looking forward to working with all stakeholders to lead the Library to the next level.

5. Introduction of Council Liaison, Hillary Freeman

☞ Freeman expressed pleasure that her request to be Liaison was granted by Council and shared her personal commitment to facilitate communications between Council and the LAC.

☞ Jones recognized members of the audience: Jeff Levinsky, Ellen Wyman, and Bob Moss, and asked each to make a brief introduction to the new LAC members.

6. Welcome and Introduction of Representative to LAC from Youth Council

☞ Siddharta Oza explained the Youth Council's role in attending LAC meetings, reported on some of the Council's current projects, and his own interest in Palo Alto City Library. Calvin Liu is the Youth Council's other representative to the LAC.

☞ Staff said that youth representation will be helpful in promoting library resources to teens.

7. Orientation of New Commissioners and Plans for Retreat

☞ Jones and Wyman proposed that the LAC hold a Retreat in April and use it as an orientation tool for new LAC members, with incumbents assigned to brief new LAC members on different Library topics/issues and for the LAC to review its goals for Library.

☞ Jones made reference to the New Library Plan (NLP) and subsequent reports (07/28/03 Palo Alto Library Plan Status Report & Recommendations, Wyman's 9/10/03 Minority Report and Jennings' 10/21/04 memorandum on "Next Steps following Council/LAC Study Session") as essential tools for new LAC members to reach a common understanding of what the LAC would like to accomplish.

☞ Staff will draft Retreat Agenda, with tentative assignments to LAC members, to include

- Overview of NLP by Jones and Wyman, including highlights of the July 2001 Communications Analysis and Recommendations and January 24, 2002 PACL Library Staffing Plan by Beverley Simmons and Associates
- Status Report on Library Plan & Recommendations by Hirsh, Skokowski and Wyman
- Discussion of LAC Directions/Priorities, including Council relationships and work plan for 2004-05
- Overview of City Budget Process and Library budget by staff

☞ Forte said orientation tour of Library in March was very productive and helpful.

☞ Skokowski expressed feeling of disconnect between the City Auditor's 2002-03 report on city government performance for library services and the LAC Status Report. Freeman suggested inviting the City Auditor to LAC meetings to look at elements used in its Service Efforts and Accomplishments Report and for staff to tap into the expertise of the City's communications team. Simpson said there is great need for Library to get its message out to the community.

≠# Staff reviewed upcoming events for the Commissioners:

- April 24 Legislative Issues Breakfast, 8:30-11 a.m. at Stanford Park Hotel, Menlo Park
- Boards and Commissions session regarding the Brown Act to be conducted by City Attorney's Office (date/time to be determined)
- Board Effectiveness Training from California Association of Library Trustees and Commissioners (CALTAC) (date/time to be determined)

8. Recognition of Outgoing Interim Director, Diane Jennings

≠# Jones expressed deep appreciation for Jennings' support and stewardship as Interim Library Director; Wyman read LAC's Resolution for Jennings. Hirsh made Motion to accept proposed Resolution, Skokowski seconded. Motion passed unanimously, 7-0, with acclamation and sincere thanks to Jennings.

≠# Jennings thanked the LAC. Simpson also expressed appreciation for Jennings' excellent work for the Library and the LAC, and her gracious help to Simpson during her transition into her new position.

REPORTS

Commissioner reports and questions

1. Wyman announced that Palo Alto Historical Association (PAHA) received \$57,000 plus a supplemental \$10,000 from Cable Co-Op's Legacy Grant, making it possible to have digitized photographs available at PAHA's website. Wyman expressed appreciation for Jennings' strong support to PAHA's goal.
Skokowski asked if there are plans to move historical records to Main Library's basement; Jennings said there is need for careful consideration due to high humidity and flood control concerns at Main.
2. Skokowski announced she is LAC representative to Palo Alto Library Foundation (PALF), replacing Kass. She gave a brief report on PALF projects and goals.
3. Wyman encouraged the LAC to tour neighboring libraries. Commissioners interested in touring the new Stanford Library (Green Wing) should contact Wyman.

Staff Liaison Report

1. Progress report on Children's Library Project
 - Contract with design architects, Architectural Resources Group (ARG), will be brought to Council for approval in June 2004. Design work will officially start then.
 - Freeman asked if the LAC and Friends of the Palo Alto Library (FOPAL) will have the opportunity to provide some feedback on the design. Staff said this is too far into process and proposed design should be honored.
 - A \$5,000 grant was received from the Palo Alto Weekly which will go towards the \$150-200,000 goal for furnishing the new wing.
2. Mitchell Park Library: Capital improvement fund has a \$1.5M budget and will include space study with the goal of utilizing existing space as efficiently as possible. In the interim, staff is working with Public Works to make physical changes to the Circulation area and make ergonomic improvements.
3. FOPAL received a \$5,000 grant from the Palo Alto Weekly to be used for after school homework help at the Main Library on Wednesdays, starting next school year, with same elements as the plan already in place at the Mitchell Park Library.

4. Mitchell Park Library staff will be at the April 3 “Healthy Kids Day” exhibit at Palo Alto YMCA, 11-12 noon to promote library services.
5. Library’s Integrated Library System team has concluded selection process and will begin negotiations with vendor in April.
6. Santa Clara City Library will have its grand opening on April 17. It will be open to the public on Monday, April 19.
7. Budget situation for 2004-05: City kept expenses close to revenues - no additional cuts or increases for 04-05. LAC proposal for additional Library holiday hours was submitted to Budget Office but will be looked at critically.
8. In spite of cutbacks in service hours, Library circulation and program statistics remain high July thru December 2003 as compared to the same period in 2002. Freeman and the LAC asked why there is a drop in attendance at family programs. Simpson offered to bring information to next meeting.
9. Copies of Online Computer Library Center’s (OCLC) 2003 Environmental Scan: Pattern Recognition report were provided to the LAC. Report examines the significant issues and trends impacting libraries now and in the future.
10. Staff presented PACL centennial shirts to the new LAC members.

COMMENTS AND ANNOUNCEMENTS - None

Agenda items for meeting on May 27, 2004 will be determined following Retreat.

Hirsh moved to adjourn. Wyman seconded.

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