

APPROVED

MINUTES

Library Advisory Commission (LAC)

April 22, 2004

Downtown Library

270 Forest Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Genevieve Gerard, Sandra Hirsh,
Lenore Jones (Chair), Paula Skokowski, John Stucky,
Tom Wyman
Youth Council: Siddhartha Oza
Staff Present: Paula Simpson, Evelyn Cheng
Council Liaison: Hillary Freeman

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

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

BUSINESS

1. Approval of draft minutes of Special Meeting on March 25, 2004.

€# Without corrections, Hirsh moved to approve minutes of Special Meeting on March 25, 2004. Forte seconded. Minutes approved unanimously.

2. Discussion of Palo Alto City Library strategic initiatives.

€# Simpson said she is rethinking the wisdom of doing a master plan in favor of a shorter, more streamlined document, with a two year timeframe. Simpson presented some ideas to be included in this document and requested LAC feedback on this approach.

- Need for more collaboration with local schools. Simpson said the Library can enhance education to make respective resources go further (e.g. online databases, outreach to school librarians, collaborative collections);
- Need for a much stronger community relations and community outreach effort. The Library needs to reconnect with its community, educate people about library services, raising visibility of the Library.

€# Simpson said she is trying to think outside the box, and suggested, as an example, the possibility of making the Downtown Library the Main Library.

€# The LAC gave feedback and general support for Simpson's concept but pointed out the benefits of creating a thread of continuity with the New Library Plan (NLP) established in 2000.

€# At the next LAC meeting, Simpson will present draft of strategic initiatives to improve Library services within a two year timeframe. Simpson stressed the importance of the Library and its support groups speaking with one voice.

Æ# Freeman said that the Palo Alto community appreciates being heard and it would be ideal for Library to provide the public with more opportunities, especially electronically, to contribute creative ideas.

Æ# Oza offered the Youth Council's support and help in raising the visibility of the Palo Alto City Library.

REPORTS

Commissioner reports and questions

1. Wyman shared recent news articles: April 22, 2004 New York Times article expressing value of Internet access to libraries; San Jose Mercury News on City of Santa Clara's Central Park Library.
2. The LAC would like to invite a representative from Utilities to the next LAC meeting to discuss the Fiber-to-the-Home project and take a position regarding the project.
3. Jones (LAC), Simpson (Palo Alto City Library/PACL), Levinsky (Friends of the Palo Alto Library /FOPAL) and Miller (Palo Alto Library Foundation/ PALF) will meet monthly to work on shared goals.

Staff Liaison Report:

1. Simpson continues to hold meetings with staff. She has scheduled orientations with department heads, contacted Council members requesting one-on-one meetings, and will do so with the LAC.
2. FOPAL will host a community meeting with Simpson on April 29 at the Art Center Auditorium, 7:30 p.m. Simpson asked if the LAC would like to host another community meeting in the summer, to be held at Mitchell Park Library.
3. Simpson gave a brief update on the City's end-of-the-year budget schedule and shared City's budget situation.
4. Library is negotiating with vendor for the new Integrated Library System (ILS).
5. Staff development day will be held on May 14. Library will close until 2:00 p.m. This year's topic is on intellectual freedom. The LAC is invited to attend.
6. Second federal grant came through for the Children's Library project and funds will be used for furniture and fixtures.
7. A Request for Proposal (RFP) is being prepared for Mitchell Park Library's capital improvement program.
8. Library is dropping the limits on check-out quantities: there are no more limits on books, videos or magazines. Library will go out for bid again for a vendor on PC management software.

9. A boardmanship training session by the California Association of Library Trustees and Commissioners (CALTAC) will be scheduled for LAC members when a suitable date is identified.
10. The City's Attorney's Office will conduct a Boards and Commissions training on Tuesday, April 27, 6:00 p.m., at the Council Conference Room.
11. Legislative Issues Breakfast will be held on April 24, 8:30-11:00 at the Stanford Park Hotel.
12. The recent Open Houses at the Downtown Library and College Terrace branches went very well. Branch staff members are commended for their excellent work to make the events successful.
13. Simpson will arrange a tour of Santa Clara City Library for the LAC/FOPAL/PALF groups in June.
14. FOPAL launched two new booksale rooms, with Vice Mayor Burch and Simpson as guests of honor at the April 10 ribbon cutting ceremony. FOPAL booksales are conducted on second Saturday of each month.
15. Simpson is meeting with representatives of the Palo Alto Unified School District (PAUSD) and FOPAL to work on strengthening partnerships to enhance and complement education.
16. PALF plans to host a thank you event for major donors to the Children's Library project in June.

COMMENTS AND ANNOUNCEMENTS

Santa Clara County's library parcel tax failed.

AGENDA FOR MEETING ON May 27, 2004:

The items suggested for the meeting are:

- ⌘ Discussion of City's Fiber-to-the-Home Project
- ⌘ LAC hosting a community meeting at Mitchell Park Library
- ⌘ City's FY04/05 Budget Update
- ⌘ LAC Directions/Priorities
 - Council Relationships
 - Workplan for 2004-05

The LAC met in Retreat format beginning at 8:30 p.m. immediately following its Regular Meeting.

RETREAT

ORAL COMMUNICATIONS - None

- €# Jones gave a brief background on the history of the LAC and evolution of the New Library Plan (NLP).
- €# Wyman talked about the November 2002 bond election and reasons why Measure D failed.
- €# Skokowski and Hirsh gave presentation on the very limited progress in implementing the NLP. Hirsh explained how given the budget environment, the LAC had to make difficult decisions on short and longer term improvements with the hope of preserving the quality of Library services.
- €# Wyman gave an overview of his September 10, 2003 Minority Report.

THE MEETING AND RETREAT WERE ADJOURNED AT 10:20 p.m.