

APPROVED

MINUTES

Library Advisory Commission (LAC)

January 25, 2007

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte, Genevieve Gerard (7:45), Lenore Jones, Sandra Hirsh (Chair), Paula Skokowski (7:25)

Commissioners Absent: Valerie Stinger, John Stucky

Staff Present: Diane Jennings, Evelyn Cheng

Council Liaison: John Barton

CALL TO ORDER – Chair Hirsh called the meeting to order at 7:25 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

LIBRARY DIRECTOR'S REPORT

1. Council member John Barton continues his role as Council Liaison for the LAC this year.
2. Council will interview candidates for the Library Advisory Commission at a Special Meeting on February 6, at 6 p.m. Appointment of applicants will be made on February 12.
3. Facilities update:
Children's Library – Construction is 60% complete and estimated to be completed in July, with a projected September 2007 opening. The Palo Alto Library Foundation has raised more than \$370,000 for furniture, fixtures and equipment.

Main Library – Construction project began January 8 and is scheduled to last approximately three months. Staff workstations will be repositioned to convert square footage to public space. There will be two short closures in March for heavy demolition and rebuilding of public desks.

College Terrace – Approval of a contract with KPA Group, Inc., for architectural and engineering design services for the library and child care center improvements goes to Council on February 5. The design work will take approximately one year.

Mitchell Park Library and Community Center – Staff is in the process of preparing the scope of work for the environmental assessment, preliminary design and cost estimates for the potential project. Approval of contract with Group 4 Architects goes to Council in March.

4. The City is in the process of selecting the firm to do the polling on the Public Safety and Library Facilities and other Library improvements. Council approved up to \$85,000 for the work and the first poll will be conducted in February, with results back to Council in March.

Members of the LAC asked for clarification on the polling process. Barton said first round of polling is usually done to get a sense of where the community stands on certain issues. Subsequent polling would ask more specific questions.

5. The 2007-09 budget process is underway. The City Manager is holding meetings with departments to look at potential budget reallocations in light of Council's direction to shift \$3 million from the operating budget to capital budget to fund infrastructure needs.

The Library has submitted a request for a Technology capital project to fund the development of a Technology Plan. One of the capital projects proposed for funding next year will be for infrastructure improvements at College Terrace, and additional capital projects in 2008-09 for design of infrastructure upgrades at the Downtown Branch and Main Library.

The Finance Committee will review proposed capital improvement projects and operating budgets in the months of April and May before Council adoption in June.

6. The mid-year amendments to the 2006-07 Budget include the creation of an Assistant Director position (reclassified Manager, Main Library Services position) as part of the Library reorganization. The mid-year budget will be discussed at the February 21 Finance Committee meeting before Council adoption on March 19.
7. Evaluation of a resource sharing service (Link+) at the Palo Alto City Library has started and staff will provide a report to the LAC and Council in approximately three months.
8. Mayor Kishimoto is inviting Council members, Executive Staff as well as Boards and Commissions to the first brown bag luncheon on innovation on Wednesday, January 31, 11:45 a.m. at IDEO on 100 Forest Avenue. Topic is on "Building a Culture of Innovation".
9. The January 23 Jim Trelease program, "Readers Don't Grow on Trees" – put on by the Library's Youth Services staff in collaboration with the School District and Council of PTA's – was very successful, with 250 parents and teachers attending.
10. The Library audit is underway and scheduled to be completed in April.

11. The City Auditor's SEA Report will be presented to Council on January 29. Commissioners are encouraged to attend this meeting if they would like to get additional information.

BUSINESS

1. Approval of draft minutes of Special Meeting on November 30, 2006.
 - Without corrections, Forte moved to approve minutes of the Special Meeting on November 30, 2006. Jones seconded. Minutes were approved, with Skokowski abstaining since she did not attend this meeting.
2. Debriefing of December 4 and 11 Council meetings and Action
 - Hirsh expressed appreciation to Barton, Jennings, and members of the LAC for support and hard work throughout the two-year process. She added that it was great to see the community come together, especially having children present at a Council meeting and speaking in support of the Library.
 - Jennings distributed copies of the approved Minutes from the December 4 and 11 Council meetings.
 - City Council passed the following Motion on December 11, 9-0.
 - “1. The Council thanks and lauds the LAC for its hard work, dedication and vision in creating the LSMAR Report and the Council also thanks and acknowledges the hard work of the Library staff, City Manager's Office, Public Works Department and our consultants in the work to manage and complete the LSMAR Report.
 2. Approve the staff recommendation to begin polling on the library and public safety buildings with added language that the polling is one tool amongst many to shape the proposal for voters and that Council is committed to proceeding with library improvements. Further, staff shall return to the Council with a report from which the Council will select between Options 2a, 2b, 3a or 3b (CMR434:06) for the Mitchell Park Library expansion. Implicit in this motion is the rejection now of Option 1a and 1b.
 3. Approve the proposed facility improvements contained in the Group 4 Report and LSMAR for Main, Downtown and College Terrace libraries.
 4. Approve the highest tier collections recommendations of LAC including the growth of the collection consistent with the expansion of the Mitchell Park Library.
 5. Approve the technology recommendations of the LAC.
 6. Direct staff to use this report and its community support to investigate funding sources for both capital and staffing expenses. The Council is interested in looking at a variety of funding sources but that investigation should not delay taking a bond, parcel tax or other financing measure(s) to the voters.

7. Support the staff position to refer the possibility of City/School partnerships for library services to the City/School Liaison Committee. However, these discussions shall not delay taking a tax measure to the voters.
 8. Ask staff to carefully detail the components of the cost models such that building, FF&E, escalation and contingency costs are clear and consistent in format between the Libraries and Public Safety Building.
 9. Ask staff to return to Council with an updated timeline that takes into account possible changes in election schedule for 2008.”
- Members of the LAC agreed that City Council’s Motion was well crafted and that the LAC is pleased to note that the LSMAR report was not modified.
 - Hirsh said the LAC will have more to discuss after the City Auditor completes her report in April. Jennings said the audit will investigate if there are existing resources that the Library can use to maximize efficiencies.
3. LAC communications strategy: how to promote polling
- Hirsh asked members of the LAC for their opinion on the appropriate timing and what needs to happen to communicate the plans for the Library to the community.
 - Hirsh said she was contacted by Martha Schmidt, President of the Friends of the Palo Alto Library (FOPAL), about FOPAL’s plan to sponsor an informative event, with the League of Women Voters and Palo Alto Neighborhoods (PAN), to help promote the LAC plan. Hirsh added that it was great to have this kind of coalition from the community.
 - Commissioners agreed with Barton and Jennings that the initial polling in February will get a pulse of what the community knows and/or does not know – and the findings will show where the gaps are and help the LAC develop a communications strategy.
 - In the meantime, the following communication tools will be used:
 - City’s Utility Bill inserts in March, highlighting the plans for the Public Safety and Library facilities, with links to the Library’s website.
 - Display schematic plan(s) for Mitchell Park Library at all library branches, articulating the improvements throughout the library system. Skokowski said she can work with staff to do this.
 - Articles for neighborhood association’s newsletter. Jones will send her draft for Jennings’ review. Stinger has guest column in FOPAL’s Foreword (Spring issue).
 - The LAC will keep this item on the Agenda for the coming months and adjust its communications strategy as needed.

4. Draft letter commending teen volunteer, Ethan Cheng, recipient of the President's Volunteer Service Award - Forte
- This Agenda item is postponed for discussion at the next LAC meeting.

REPORTS

Commissioner reports and questions:

Jones said the City Auditor's "*Service, Efforts and Accomplishments Report for FY 2005-06*" findings demonstrate that the LAC is doing the right thing for the Library and it is great to have the support of Council. She noted that Palo Alto does not compare favorably with other jurisdictions, as measured by respondents' impressions of library service.

Council Liaison Report: None

COMMENTS AND ANNOUNCEMENTS

Stinger and Jones will not be able to attend the February 22 LAC meeting. With the election of the LAC Chair and Vice Chair for 2007 coming up and the need to have full Commission in attendance, members of the LAC agreed to cancel the Special Meeting on February 22. The next LAC meeting will be on March 22.

AGENDA for meeting on March 22, 2007:

The items suggested for the meeting are:

- Election of LAC Chair and Vice Chair 2007
- Welcome for new commissioner and Resolution for outgoing Commissioner if all incumbents are not reappointed
- LAC Communications strategy
- Draft letter commending Library teen volunteer, Ethan Cheng – Forte
- LAC Council buddies and liaison roles (FOPAL and PALF)
- Polling results
- Update on library building projects and Library budget

Jones moved to adjourn.

THE MEETING WAS ADJOURNED AT 8:35 p.m.