

# APPROVED

## MINUTES

### Library Advisory Commission (LAC)

June 28, 2007

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

**Commissioners Present:** Sanford Forte, Sandra Hirsh (Chair), Lenore Jones, Valerie Stinger

**Commissioners Absent:** Susan Thom, John Stucky

**Staff Present:** Diane Jennings, Evelyn Cheng

CALL TO ORDER – Chair Hirsh called the meeting to order at 7:10 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

#### LIBRARY DIRECTOR'S REPORT

1. The City Auditor's report on Library operations will be presented to City Council on July 9. The full report should be posted on the Auditor's webpage on July 5 ([www.cityofpaloalto.org/auditor/documents/2007July-libraryaudit.pdf](http://www.cityofpaloalto.org/auditor/documents/2007July-libraryaudit.pdf)).
2. The City completed the adoption of the 2007-09 Budget on June 11. Library will implement a new fee – a \$1 charge on expired holds - effective July 1. The LAC's Resolution, passed on May 24 commending the joint partnership between the City and the Friends of the Palo Alto Library (FOPAL) to enhance the library collection, was presented by Hirsh at that meeting.
3. The recruitment for the Assistant Library Director is progressing well, with on-site interviews scheduled in mid-July.
4. Donor bricks for the Children's Library project have been received and will be put in place along the walkway leading to the Secret Garden and along the front entrance.
5. The deadline for applications for the vacant LAC seat (Skokowski's) is July 11.

6. On July 2, Harry and the Potters, a rock band from Boston, will be performing at the front lawn of the Main Library as part of the Library's Summer Reading Program events.

## BUSINESS

1. Approval of draft minutes of Special Meeting on May 24, 2007.
  - With corrections, Stinger moved to approve minutes of the Special Meeting on May 24, 2007. Forte seconded. Minutes were approved unanimously.
2. Program for library conceptual designs
  - Jennings introduced the team from Group 4: Dawn Merkes, Kathy Page and Teresa Poon.
  - Merkes provided a brief background on the project Group 4 is working on for the Mitchell Park, Main and Downtown Libraries, which was initiated in May 2007.
  - Merkes said the purpose for this meeting was to present Group 4's program recommendation for the Mitchell Park Library and Community Center; provide site and parking analysis; obtain the LAC's feedback/input and confirmation on the conceptual design options as well as the criteria for site design evaluation.
  - Kathy Page said she has been working with library staff from Mitchell Park and Technical Services this past month, and gave a summary of square footages needed, with and without Technical Services in the same facility.
  - Merkes said parking is looked at with a shared approach between the Library and the Community Center.
  - Three conceptual design options were presented for this site:
    - Option A: 1-story library (eastside) and Community Center
    - Option B: 2-story library (eastside) and 1-story Community Center
    - Option C: 2-story library (westside) and Community Center in two phases
  - Members of the LAC asked questions, provided feedback and additional input.
  - Merkes encouraged the LAC to send further evaluation criteria comments that should be considered before the August meeting.
  - For the Main Library, Merkes said Group 4 is working with a historical architect as consultant to address the historical nature of the building. The program recommendation for this library is the addition of group study as well as program space to meet future needs. Options were provided, using the patios around the library for the group study spaces and adding a separate building extension to house the program room and additional restrooms.

- Merkes added that their team met with the Parks and Recreation Commission and the City's Project Management Team and any feedback will be taken into consideration in their recommendation. Group 4 will report back to City Council on September 17.
  - The LAC thanked Group 4 for their work.
  - Hirsh recognized Bob Moss from the audience. Moss spoke about his preference and concerns for the Mitchell Park site options and the advantage of doing both Main and Mitchell Park Libraries projects at the same time.
  - Jones said she will not be able to attend the Project Management Team meetings scheduled for August 16 and November 8. Hirsh will confirm if she can attend the August meeting, Stinger will attend in November.
3. Presentation on Library 2.0 technology
- Jennings introduced Kathy Shields, Senior Librarian, who heads the committee investigating the Web 2.0 features that would enhance the ability of the Library to deliver its service using newer Internet tools.
  - Shields gave a presentation of what Web 2.0 is and the summary of findings on technologies that can be done in the near future - what is possible for libraries to do, in the short term and the long term. She reviewed popular tools like blogs, Instant Messaging (IM) and Toolbar, and other recommended features, including some that will require more study.
  - Team members – Kathy Shields, Maya Spector, Cheryl Lee – are working on a 6-week program for staff to learn 2.0 this summer.
  - Members of the LAC provided positive feedback and expressed their desire to do the 2.0 Summer School as well. Hirsh said that, with her work background and experience, she will be available to provide help to staff if needed.
  - The LAC thanked staff for their work.
4. Report on Link+, resource sharing service
- Jennings introduced Martha Walters, the Library's technology coordinator, who chaired the staff team investigating on the feasibility of the Palo Alto City Library joining the Link+ system.
  - Walters gave a presentation on what Link+ is, what customers can expect if Palo Alto participated – benefits as well as challenges - the costs involved and how long it could take to be operational. The team, with members Martha Walters, Andrew Joice, Anh Nguyen, Nancy Person, provided a written report on the feasibility of Link+ for the Library.

- Jennings said since the City Auditor will soon be releasing her audit of library operations, it would be prudent to review the audit and its recommendations before proceeding to add another library service. Also, the Library Technology Plan Capital Improvement Project scheduled for this fiscal year will help identify alternatives to Link+ for improved access to collections.
- Jennings stated one approach to implementing Link+ would be to consider a pilot program for it, with a possible partnership between the City and FOPAL, which will enable the Library to assess the benefits and costs of the service and better gauge the impacts on other Library services.
- Members of the LAC made comments, asked questions/clarifications and thanked staff for the thorough work and analysis.

5. Resolution for outgoing Commissioner Paula Skokowski

- Hirsh read the draft Resolution for Skokowski to recognize her years of service and contributions to the LAC.
- Forte moved  
“that the LAC approve this Resolution, as written.”  
Jones seconded. Motion passed unanimously, 4-0.

6. LAC communications strategy

- Stinger reviewed the latest draft of the LAC communications strategy, incorporating the changes and suggestions from the Commissioners at their May meeting.
- Members of the LAC continue to suggest refinements to the draft and agreed that it would be valuable to use this document as an educational tool for the community.
- Stinger asked the Commissioners to send additional comments and revisions to the draft electronically. Hirsh expressed appreciation for Stinger’s work.
- Hirsh asked Jennings for an update on the City’s hiring of an outreach consultant to develop an educational outreach strategy and related educational materials for the proposed ballot measures. Jennings said the interviews were completed and the top choice will be selected to start by mid-July.
- Jennings agreed that it will be worthwhile for the consultant to meet with the LAC to help craft the LAC’s communications strategy. She added that the Palo Alto Library Foundation has expressed interest in sponsoring a library forum in the coming months.

## REPORTS

### Commissioner reports and questions:

- Forte commended FOPAL for their continuing support of Library, particularly the recent partnership with the City to enhance library collection for 2007-2009.

## COMMENTS AND ANNOUNCEMENTS

- The LAC agreed to cancel the July meeting but will meet instead on Monday, August 27 for Group 4's presentation on conceptual design for Mitchell Park, Main and Downtown Libraries.

## AGENDA for meeting on August 27, 2007

The items suggested for the meeting are:

- Conceptual Design of Mitchell Park, Main and Downtown Libraries – Group 4
- LAC Work Plan 2007-2008
- Welcome to new Commissioner
- Update on Communication Strategy (consultant to come to LAC?)
- Children's Library reopening

Jones moved to adjourn.

THE MEETING WAS ADJOURNED AT 10:15 p.m.