

APPROVED

MINUTES

Library Advisory Commission (LAC)

October 23, 2008

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

At 7:23 p.m., Vice-Chair Forte reported that the meeting could not occur due to a lack of a quorum.

At 8:00 p.m., Commissioner Hochberg arrived and the meeting was called to order.

Commissioners Present: Sanford Forte (Vice Chair), Leonardo Hochberg,
Raj Mashruwala, John Stucky

Commissioners Absent: Robert Redfern-West, Valerie Stinger (Chair), Susan Thom

Council Liaison: Sid Espinosa

Staff Present: Diane Jennings, Mary Minto, Evelyn Cheng

CALL TO ORDER – Vice Chair Forte called the meeting to order at 8:00 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS –

Members of the LAC agreed to move Agenda item 3 to Item 2.

BUSINESS

1. Approval of draft minutes of Special Meeting on September 25, 2008.

- Without corrections, Hochberg moved to approve minutes of Special Meeting on September 25, 2008. Mashruwala seconded. Minutes were approved.

2. Library Technology Plan – Lucien Kress, Kress Consulting

- Mary Minto, Head of Collections and Technical Services Division and Project Manager for the Library Technology Plan, introduced Lucien Kress of Kress Consulting, the consultant working on the full technology plan for the library system.
- Kress gave a brief background of the company based in Portland, Oregon and spoke about his interest for technology planning for libraries, including the challenges and opportunities for libraries today.

- Kress spoke about his approach which involves a 3-phase process that includes information gathering, envisioning technology initiatives, and integrating the information through a review and refine process to produce a Technology Plan for the Library, with estimated budget and timeline.
 - Kress' method for information gathering includes a review of current technology and discussions with staff from the Library and the City's Information Technology Division, and stakeholders to identify strengths and weaknesses in the Library's technology infrastructure, a web audit to identify improvements and services that will enable the Library and City to provide more interactivity and online services to citizens, and development of a technology assessment report.
 - Kress said that although this is usually a six months project, he plans to complete it in three months.
 - Members of the LAC asked questions/clarifications about the process and provided feedback about current technology.
 - Tom Rindfleish, member of the Library's Citizen Technology Advisory Group, joined the discussion and provided additional feedback/comments.
 - Espinosa encouraged the LAC to consider its advocacy role and start discussion on what the priorities should be to support technology initiatives and the challenges ahead while the Library Technology Plan is developed.
 - Jennings said that Kress will provide a progress report at the next LAC meeting and conduct an envisioning session with the Commission.
3. Follow-up discussion on LAC's educational outreach efforts
- The Commission agreed to move the discussion of this item to the next LAC meeting.

LIBRARY DIRECTOR'S REPORT

1. The Annual Meeting of the Friends of the Palo Alto Library (FOPAL) was held on October 23, 7:30 p.m. at the Art Center, with Dr. Jonathan Patrick Herzog, a historian and a fellow at the Hoover Institute, as guest speaker. FOPAL will also be electing its Board and the current officers have been nominated to serve another term. Cornelia van Aken attended the meeting on behalf of Library.
2. Library's update on the audit recommendations was presented to Council on October 6 under *Reports of Officials*: 18 completed, 11 are in process, 3 have not been started. Library staff will continue to work on the recommendations and report additional ones that have been completed when the Auditor's Office presents its annual audit update to Council in December.

3. The Attorney's Office will provide a Brown Act training for board and commission members on October 28, 4:30 p.m. – 6:30 p.m., in Council Chambers. Thom, Redfern-West, Mashruwala and Hochberg will attend.
4. The Library has made an offer to the candidate for the Supervising Librarian position at Mitchell Park Library. Announcement will be made after completion of background checks.

OTHER REPORTS

Commissioner reports and questions - None

COMMENTS AND ANNOUNCEMENTS

- Mashruwala and Stucky will send letters individually to local newspapers to provide background about the LAC process by which the recommendations for Library were developed.
- The LAC agreed to combine its November and December meetings and hold the next meeting on December 4 to accommodate Kress' schedule (who will be providing an update to the Library Technology Plan). The meetings scheduled on November 20 and December 18, 2008 will be canceled.

AGENDA for meeting on December 4, 2008:

The items suggested for the meeting are:

1. Library Technology Plan – Lucien Kress, Kress Consulting
2. Follow up discussion on LAC's educational outreach efforts
 - Youth Council – Hochberg, Forte, Redfern-West
 - Avenidas and Senior Centers – Forte, Stinger
3. Post discussion of November 4 election

Stucky moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:25 p.m.