

APPROVED

MINUTES

Library Advisory Commission (LAC)

December 4, 2008

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Sanford Forte (Vice Chair), Raj Mashruwala, Robert Redfern-West, Valerie Stinger (Chair), John Stucky, Susan Thom
Commissioners Absent: Leonardo Hochberg
Staff Present: Diane Jennings, Cornelia van Aken, Evelyn Cheng
Council Liaison: Sid Espinosa (7:25)

CALL TO ORDER – Chair Stinger called the meeting to order at 7:07 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None. (Forte was designated timekeeper for this meeting.)

BUSINESS

1. Approval of draft minutes of Regular Meeting on October 23, 2008.
 - Without corrections, Thom moved to approve minutes of Regular Meeting on October 23, 2008. Stucky seconded. Minutes were approved unanimously.
2. Update on Library technology planning process, review and comment on assessment section of draft plan, and discussion and input on possible new services – Lucien Kress, Kress Consulting
 - Jennings gave a brief update on the Library's technology planning process and Kress' work on information gathering with Library management, staff, the Citizen's Technology Advisory Group, and other citizens. A small group attended the community meeting held at the Downtown Library on December 10 and gave good comments.
 - Lucien Kress of Kress Consulting, the consultant working on the full technology plan for the library system, presented his information gathering results - the first phase of the 3-phase process - which included a review of service measures and assessment of current technology in Palo Alto, its strengths and weaknesses.

- Kress said he is near completion of the second phase of the process of envisioning technology initiatives. This involved facilitating technology vision workshops with stakeholders – a broad representation of managers, staff, citizen advocates and customers – and conducting a user survey to collect data for identifying and prioritizing technology initiatives.
 - Based on the analysis of current technology trends, library service priorities, as well as the challenges and opportunities specific to libraries, and the responses received from the different groups, Kress provided a draft list of new services for consideration which are likely to give high benefit to the Palo Alto City Library (PACL) and at the same time receive support from staff and customers.
 - Members of the LAC gave comments, asked questions and provided feedback on what they considered as top priorities for the Library.
 - Stinger recognized Bob Moss, 4010 Orme St., from the audience. Moss provided comments on what his priorities are for PACL.
 - Espinosa encouraged the LAC to explore opportunities to collaborate with non-profit organizations and schools to further promote library services to the community and its changing demographics.
 - Kress thanked the Commission for participating in the envisioning exercise. The data collected will be included in the draft technology plan.
 - Kress said that Phase 3 to review and refine the technology plan will begin in early January and an update on the Library technology planning process will be provided at the next LAC meeting in January.
 - Stinger summarized the highlights of this discussion and suggested holding a retreat in February to determine the LAC's Priorities for 2009.
3. Post discussion of November 4 election
- Members of the LAC provided comments and reactions to the passing of Measure N (Library Facilities, Collections, Safety improvement Bond) at the November election.
 - Jennings acknowledged the work done by the Commission over the years.
 - The LAC expressed appreciation for the support provided by City Council and staff, as well as the Palo Alto Library Foundation.
 - Espinosa suggested that the Commission take this opportunity to start work on setting priorities as plans move forward and as City Council continues to seek advice from the LAC on library issues.

- Jennings added that the LAC should also decide on the timing for a Study Session with City Council for the new year. Staff is working on a report (CMR 473:08) to provide *Measure N Library Bond Update: Information on the Next Steps in Design and Construction for Mitchell Park Library and Community Center, Main Library, and Downtown Library* on December 15.
 - Members of the LAC agreed to
 - Send a *Letter to the Editor* to publicly acknowledge and thank all the people who worked on the Measure N campaign and who voted for it. Stinger will draft the letter on behalf of the Commission and time it for December 15;
 - Hold a Retreat in February (date to be determined) to set priorities for the new year before scheduling the annual Study Session with City Council.
4. Follow up discussion on LAC's educational outreach efforts –
- The Commission agreed to move the discussion of this item to the next LAC meeting. Forte will collaborate with Hochberg on a work plan for continuing outreach with the Youth Council.

LIBRARY DIRECTOR'S REPORT

1. Palo Alto's membership with Link+ was approved by the Board of Directors and member libraries. Work has started to get Palo Alto City Library's information into the system and the plan is for a mid-February start up time.
2. Staffing updates:
 - Retirements: Melinda Wing, Supervising Librarian, Children's Library on November 30; Sylvia Baker, Supervising Librarian, Main Library, on December 30.
 - New Hires and Promotions: Maya Spector - Supervising Librarian, Children's Library, effective December 1; Veronica Stevenson-Moudamane, Supervising Librarian, Mitchell Park Library, effective December 15; and Jessica Goodman, new Librarian at Main Library.
 - Currently accepting applications for Supervising Librarian position at Main Library; and will soon make an appointment for the Senior Librarian, Adult Services position at Mitchell Park Library.
3. City Auditor presented her annual update on open audit recommendations to the Finance Committee on December 2. After Jennings' report to Council on the Library audit recommendations last October, two more recommendations have been completed – online payment of library charges and the recommendation to address library facility needs, with the passage of Measure N in the November election.
4. At the California Library Association's Annual Conference held in San Jose, CA in November: Rose Sebastian and Martha Walters presented a poster session on Palo Alto's loaner laptop program; Jennings was on a panel discussing *Planning Libraries during Hard Economic Times*, and also helped at the Recruitment Center; van Aken served on the Conference Planning Committee this year.

OTHER REPORTS

Commissioner reports and questions:

Thom attended the Library Foundation's Board meeting in November and related some of the highlights: annual appeal for donations to be sent out in December; recruitment of new Board members, particularly those with fundraising interests; resignation of Mary Jean Place, founding Board Member, in December; plans for a Retreat in January.

Council Liaison Report:

Espinosa said he enjoyed being part of the Commission, serving as the Council Liaison to the LAC this year, but this meeting could be his last LAC meeting since liaison assignments are the new Mayor's prerogative. Appointment of Palo Alto's new Mayor and Vice Mayor will be on January 5, 2009, and City Council will meet in Retreat format on Saturday, January 10, at Lucie Stern, for the purpose of reviewing Council procedures and protocols, and setting the Council priorities for 2009.

COMMENTS AND ANNOUNCEMENTS

Stinger reminded Commissioners to continue communicating with their Council buddies and to express appreciation for their support of the Library.

AGENDA for meeting on January 22, 2009:

The items suggested for the meeting are:

- Update on Library Technology Plan – Lucien Kress, Kress Consulting
- Election of 2009 LAC Chair and Vice Chair
- Commission assignments: Council Buddy, Friends and Foundation Liaisons
- Discussion on CMR 473:08 Measure N Library Bond Update: Information on the Next Steps in Design and Construction for Mitchell Park Library and Community Center, Main Library, and Downtown Library
- Budget Development for 2009-2011
- Follow up discussion on LAC's educational outreach efforts: Youth Council and Senior Centers

Forte moved to adjourn.

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