

APPROVED

MINUTES

Library Advisory Commission (LAC)

January 22, 2009

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Leonardo Hochberg, Valerie Stinger (Chair),
John Stucky, Susan Thom

Commissioners Absent: Raj Mashruwala, Robert Redfern-West

Staff Present: Diane Jennings, Evelyn Cheng

CALL TO ORDER – Chair Stinger 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 December 4, 2008.
 - Without corrections, Thom moved to approve minutes of Special Meeting on December 4, 2008. Stucky seconded. Minutes were approved, 4-0.
2. 2009 Library Advisory Commission (LAC) Retreat
 - Members of the LAC agreed to hold a retreat in February to set the Commission's priorities for 2009 as well as to review the LAC's charge and meeting schedule. Date will be determined pending availability of all the Commissioners.
 - Stinger and Thom were selected to do preliminary planning for the retreat but Commissioners are encouraged to send suggestions for Retreat Agenda to Jennings.
 - Jennings provided an update to the library facilities projects:
 - College Terrace Library and Child Care Center improvements*
 - The Historical Review Board (HRB) reviewed the project at its January meeting and had no major concerns;
 - Contract with construction manager will go to City Council on January 26;
 - Construction is expected to begin in July 2009.
 - Mitchell Park/Mitchell Park Community Center, Downtown and Main Library*
 - Designs are 35 percent complete;
 - Staff is working with Group 4 Architecture to develop a contract scope

and fee that will provide for the completion of the Downtown Library, Mitchell Park Library and Community Center designs;

- Proposed project schedule will start with Downtown Library in Spring 2010, followed by Mitchell Park Library and Community Center in Spring/Summer 2010, and then Main Library in Summer 2012.

- Jennings suggested that the LAC review its progress on last year's work plans at the Retreat and set a date for the annual Joint Meeting with the City Council.

3. Budget Development for 2009-2011

- Jennings gave a report on the budget challenges facing the City for the current as well as the next two fiscal years due to the economic downturn.
- Jennings explained the City's budget process, with departments working on a 2.5% and 5% reduction to this year's budget.
- The Library Department will apply salary savings from staff vacancies toward budget reductions for the current year's target. The Coordinator of Library Programs position, assigned to the Children's Library, and a .5 Library Assistant position will remain open/vacant through June.
- A calendar has been established to develop the two year budget (2009-2011). The uncertainty of the future makes it more difficult for the City to identify specific changes that will be needed to be made to close the gap in revenue declines.
- Members of the LAC asked questions/clarification about the City's budget process and the impact on Library services. The LAC agreed that as a Commission, it should provide City Council with input on the City's proposed budget relating to the Library and continue to maintain an open line of communication.
- Jennings said that the Friends of the Palo Alto Library (FOPAL) has consistently provided support for Library programs and collection at different levels and the Library will need to review options in order to have a good collection budget for the next two years.
- Jennings will provide more budget updates at the next LAC meeting.

LIBRARY DIRECTOR'S REPORT

1. Additional update on Library building projects:

A. *College Terrace* – The City's Historic Review Board reviewed the plans for the renovation December 3 and determined that the proposed rehabilitation complied with guidelines established for the renovation of a historic structure. The next step is to establish a contract with a company to provide construction management services for the project, which will be brought to City Council for approval on January 26. Start time for construction is targeted for July and will take approximately one year.

B. *Measure N facility projects.* Public Works Department is finalizing the scope of services with Group 4 Architecture, the company that will be completing the plans for the construction projects at the Downtown Library and the new combined Mitchell Park Library and Community Center. The contract is scheduled to go to City Council on March 2. Once approved, the architectural work will continue to develop the schematic plans, currently at 35%, to 100% design. Current plan for construction is:

Spring 2010 – begin construction for the Downtown Library (1 year)

Summer 2010 – begin construction of the new Mitchell Park facility
(2 years)

Summer 2012 – begin construction of the Main Library (18 months)

Meetings will be held with City Council, the LAC, Parks and Recreation Commission, the public and other focus groups at different phases.

A stakeholders' committee will be created with two representatives from the LAC. The LAC will appoint those members at the February meeting. This group will be involved in discussions of some of the finer points of design, i.e. landscaping, interior and exterior finishes, sustainable strategies, signage, and will assist with communications about the projects.

In the meantime, City staff has started to look into options for temporary locations of operations and staff during construction with a focus on keeping the costs as low as possible.

2. Link+ is a consortium of about 50 academic and public libraries in California and Nevada that maintains a unified library catalog for the purpose of loaning books between the member libraries. Palo Alto is moving through the many steps to implement this new service in March. The costs of providing this service will be shared 50/50 by the City and FOPAL during the 2-year pilot.
3. Staffing updates: Will soon make an appointment for the Supervising Librarian position at Main Library to replace Sylvia Baker who retired in December; Jenny Jordan is a new Senior Librarian at Mitchell Park.
4. Silicon Valley Reads Program – The book this year is "*Not a Genuine Black Man*" by Brian Copeland, a Bay Area broadcast personality and comedian whose book is about his childhood growing up in the 70's as a member of one of the first black families to live in San Leandro. Library recognized FOPAL for its support of this program and the other activities planned throughout February.
 - February 7, An Evening of African American dance, signing & the spoken word, Mitchell Park Community Center, 7 p.m.
 - February 13, Program of conversations and personal stories about making a home in East Palo Alto after World War II, Main Library, 7 p.m.
 - February 23, Program about the founding and early days of the University AME Zion Church in Palo Alto, Palo Alto Art Center, 3 p.m.Book discussions will also be held at both Paly and Gunn high schools.

OTHER REPORTS

Commissioner reports and questions: None

COMMENTS AND ANNOUNCEMENTS

Members of the LAC agreed that Sanford Forte's resignation is a loss for the Commission. Stucky will draft the LAC's Resolution of Appreciation for Forte's years of public service as member of the LAC.

AGENDA for meeting on February 26, 2009:

The items suggested for the meeting are:

- Update on Library Technology Plan – Lucien Kress
- Resolution for Sanford Forte
- Election of 2009 LAC Chair and Vice Chair
- Welcome Larry Klein, Council Liaison to the LAC 2009
- LAC Representatives to the Library Facilities Project Steering Committee

Thom moved to adjourn.

THE MEETING WAS ADJOURNED AT 8:30 p.m.