

APPROVED

MINUTES

Library Advisory Commission (LAC)

March 5, 2009

Downtown Library

270 Forest Avenue

7:15 p.m.

Commissioners Present: Leonardo Hochberg, Raj Mashruwala,
Valerie Stinger, John Stucky, Susan Thom (Chair)
Staff Present: Diane Jennings, Cornelia van Aken, Evelyn Cheng
Council Liaison: Larry Klein

CALL TO ORDER – Chair Thom called the meeting to order at 7:30 p.m.

ORAL COMMUNICATIONS – None

LIBRARY DIRECTOR'S REPORT

1. City Council approved the contract with Group 4 Architecture, Research + Planning, Inc. for the architectural and design services for the Mitchell Park Library and Community Center and Downtown Library at the March 2 meeting. The first kick-off meeting of the Library Bond Stakeholders Committee is scheduled on March 12 and the LAC should appoint two representatives to that meeting.
2. A staff report about the formation of a Citizen Bond Oversight Committee for the Library bond will be on the City Council consent calendar for March 16. The report will describe the proposed make-up and duties of the Committee and will include a draft resolution to establish the committee.

OTHER REPORTS, COMMENTS AND ANNOUNCEMENTS

1. Thom welcomed Larry Klein, Council Liaison, to the LAC.
2. Robert Redfern-West resigned from the Commission, effective March 1, 2009. The Clerk's Office will be announcing the vacancy soon and begin the recruitment process.
3. Thom and Stinger attended the California Association of Library Trustees and Commissioners (CALTAC) workshop in Library Leadership on February 28 at the San Francisco Public Library.
4. The LAC agreed to cancel the Special Meeting on March 26 since proposed agenda items will not be ready for discussion. The next LAC meeting will be held on Thursday, April 23.

BUSINESS - The LAC met in Retreat format.

1. 2009 PACL Outlook

- Jennings gave a comprehensive report on the Library's outlook for 2009, which included the current organizational structure, general library statistics for FY 2008/09, budget information and the City's process for the development of the next two years' budget (FY2009-2011).
- Jennings identified the strengths and challenges/issues ahead for the Library and provided a timeline for Library construction projects.

2. Review of LAC Mission and Responsibilities

- Thom requested members of the LAC review the LAC's Mission Statement and responsibilities as established in Chapter 2.24 of Palo Alto's Municipal Code.

3. Discussion of LAC Meeting Schedule and Assignment of Commissioner Roles

- Commissioners agreed to keep the start time for LAC meetings at 7:00 p.m. and to handle the ending time for these meetings more efficiently.
- Assignment of Commissioner roles for 2009:
 - Liaison to Friends of the Palo Alto Library (FOPAL) board meetings: Mashruwala, with Stinger as alternate. Held on the second Wednesday of the month at Lucie Stern, starting at 8:30 a.m.
 - Liaison to Palo Alto Library Foundation (PALF): Stucky. Held on second Tuesday of the month at different venues at 7:30 p.m.
 - Library Bond Stakeholders Committee: Thom and Stinger, with Mashruwala as alternate. First meeting is scheduled on March 12, Council Conference Room, City Hall, at 4:00 p.m.

4. LAC 2009/10 Goals

- Integrate the following with upcoming Library infrastructure enhancements:
 - A. Outreach Plan – how to get the message out and have community respond
 - Fundraising for furniture and equipment
 - More people at LAC meetings
 - Integration among stakeholders and community
 - B. Technology Development
 - Radio Frequency Identification (RFID)/Automated Materials Handling (AMH)

- Using technology to enhance library experience and efficiency of delivery
- Virtual library

C. Service Priorities

- How to best serve our community
 - Best use of space
 - LSMAR
 - What Library does or does not do
- A subcommittee (members Mashruwala, Stucky and Hochberg) will work to refine the priorities for presentation and discussion at the next LAC meeting in April.

5. Priority Setting for the LAC's Joint Meeting with City Council

- Members of the LAC agreed to schedule a joint meeting with City Council in June. Staff will confirm date with the City Clerk's Office.
- Priority setting for the joint meeting with City Council will be discussed at the next LAC meeting.

Stinger moved to adjourn.

THE MEETING WAS ADJOURNED AT 10:05 p.m.