

APPROVED

MINUTES

Library Advisory Commission (LAC)

July 2, 2009

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Leonardo Hochberg, Raj Mashruwala,
Valerie Stinger, Susan Thom

Staff Present: Diane Jennings, Cornelia van Aken, Evelyn Cheng

CALL TO ORDER – Chair Thom called the meeting to order at 7:05 p.m.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – Time limit set for Agenda Item #3 was extended to accommodate Group 4's presentation and to allow sufficient time for public comments.

BUSINESS

1. Approval of draft minutes of Special Meeting on May 28, 2009

- Without corrections, Mashruwala moved to approve minutes of Special Meeting on May 28, 2009. Stinger seconded. Minutes were approved unanimously.

2. Adoption of Resolution commending John Stucky for outstanding public service as member of the LAC

- Thom acknowledged the Resolution drafted by subcommittee members Mashruwala and Stinger commending Stucky for outstanding public service as member of the LAC.
- Hochberg moved
“The LAC accepts the Resolution as written.”
Mashruwala seconded. Motion passed unanimously, 4-0.
- Jennings said that City Council's Resolution expressing appreciation to Stucky for his services in support of the libraries of Palo Alto is scheduled on Monday, July 6.

3. Subcommittee Report on Downtown Library Issues –

- The subcommittee, with members Stinger, Hochberg, Mashruwala, was appointed by the Commission to further review the concerns expressed by members of the public regarding the Downtown Library, to ensure that the schematic design properly addresses needs for the book collection, seating space, and number of computers.
- In addition to its charge, the subcommittee determined that it would be important to more thoroughly review the concerns raised about the location of the staff area at Downtown in relation to the west patio.
- Mashruwala gave a background of the subcommittee's process which included meetings held with Group 4 and staff, with board members of the Friends of the Palo Alto Library (FOPAL) and internal meetings among members of the subcommittee.
- Mashruwala said the subcommittee went back to the LAC's Library Service Model Analysis and Recommendations (LSMAR) report to review the vision for the Palo Alto Library system as well as the course of action for each of the branches within the framework of the LSMAR Plan and within constraint of the City budget.
- The subcommittee's report describes the plan for Downtown Library, current and future neighborhood requirements and design guidelines for the renovation. It was noted that a flexible space model is essential to allow quick conversion of space for different uses when needed.
- The report included a comparison matrix showing the criteria* to consider from the users' standpoint for Downtown Library, compared to the Palo Alto Library system as a whole, given today's population and what is currently proposed.

*collection size, seating space, computers, children and teen area, small group room, multi-purpose room, and outdoor/patio space.

- Mashruwala said the subcommittee reached the conclusion that the current design for Downtown Library would provide a balanced facility to accommodate customers' as well as staff's requirements, the need for flexibility, and to create an open, bright and inviting place for individuals and groups outside of home and work.
- The subcommittee also requested that Group 4 prepare additional information for the Commission's review, which the City's Public Works Department approved.

- Dawn Merkes of Group 4 Architecture gave a presentation of the following information, developed at the subcommittee's request:
 - a design narrative for the current plan explaining the rationale and thought behind the current design;
 - space diagrams that show several alternative layouts with the west patio accessible to the public
 - pros and cons for an evaluation of the floor plan options – current layout vs. alternative – costs, functionality, flexibility, efficiency, schedule, access
 - develop preliminary analysis of cost and schedule implications, if alternative plan is preferred

- Members of the LAC asked questions/clarification on the current design as well as the four additional floor plan options and on the preliminary evaluation of all five options.

- Thom recognized the following from the audience:
 - 1) Bob Moss, 4010 Orme St., spoke about the various options and his preference for the current design and to get more books in the collection.
 - 2) Elaine Meyer, 609 Kingsley Ave., President of University South Neighborhood Association, spoke on behalf of the Board members, about their concern for the size of the collection.
 - 3) Martha Schmidt, 244 Forest Ave., thanked the subcommittee for the review and Group 4 for providing options. She spoke about her concern for the size of the collection and seating space.
 - 4) Bern Beecham, 321 Cowper St., spoke about his preference for the current design and encouraged the LAC to move forward.
 - 5) Jeff Levinsky, 1682 Hamilton Ave., spoke about his concern for Downtown Library's collection size.

- Discussion continued with members of the LAC providing additional comments and asking questions.

- Jennings said the intent for collection growth across the system is focused at Mitchell Park Library, to make it comparable to Main Library. The collection at Main and Mitchell Park Libraries will support the branches. The Library will be able to get books to people across the system.

- Jennings added that the Downtown and College Terrace branches will hold current and mostly popular collections, with a higher refresh rate than Main and Mitchell Park Library.

- Debra Jacobs, Public Works' Project Engineer, said that the original Capital Improvement Project for Downtown Library planned five years ago

- Members of the LAC expressed their appreciation to (1) the subcommittee for their work to help guide the process, (2) Group 4 for responding quickly to provide additional information, (3) staff for making it happen, and (4) the community for coming to the public meetings and providing feedback.
- Mashruwala said he would like the LAC to think about improving the usage of all libraries, especially Downtown Library.
- Members of the LAC agreed the current updated design is the most unified design, with the fewest compromises. Collection size across the system is important but Downtown Library does not need a significantly larger collection.

- Mashruwala moved

“The LAC agrees, after further evaluation, to move forward with the current design as presented.”

Hochberg seconded. Motion passed unanimously, 4-0.

- Thom thanked the public for their comments.

4. Update on Library Building Projects

- Jennings gave updates on the Library building projects:

College Terrace Library – The City received five bids, with the lowest bidder coming in 40% below estimate made by the architectural firm. City Council will award the contract in July and the library will close after the last day of service on July 11. A family-oriented party is being planned on Saturday, July 11, with help from the College Terrace Neighborhood Association and funding from FOPAL. Construction will begin in August, and the project is expected to be completed in September 2010.

Mitchell Park – The design was reviewed by the Architectural Review Board (ARB), with no major issues. Group 4 will present updates to the ARB on September 3, and a staff report will go to City Council on September 14 for the award of contract to the construction management company for Mitchell Park and Downtown Libraries. Group 4 will also update City Council on Library building projects and latest plans, including the temporary facility for Mitchell Park. Group 4 would like to meet with the LAC and the Parks and Recreation Commission in advance of going to Council. Construction is projected to start July 2010.

Temporary facility – Construction at Cubberley will start from January to mid-March 2010, and Technical Services staff will move to Cubberley in mid-March.

Downtown Library – Construction to begin in April 2010.

- Members of the LAC agreed to change the date of the September meeting from the 24th to the 3rd, pending confirmation of room availability from the City Clerk's Office.

5. Update on Library Budget

- Jennings gave a brief review of the main changes in the Library's FY2010-2011 budget, which was adopted by City Council on June 15:
 - *Staffing*: elimination of certain positions for a total of 140 hours per week of staff time; additional funds to reclassify Library Coordinator to Business Analyst, liaison to City's IT Division.
 - *Collections*: Same level of collection support from the Friends of the Palo Alto Library (FOPAL) for the next year but there is a 3.8% reduction in what the City provides for the collection budget.
 - *Revenue*: Changes in Library fines and fees schedule to include revenue adjustments
 - *Hours*: When College Terrace Library closes for renovation on July 13, Mitchell Park Library and Downtown Library hours will increase by four each. Mitchell Park will have the same schedule as Main Library, Downtown Library will open at 10 a.m. four days a week.
- Jennings added that Council's direction to staff to make a 20% reduction in travel and meetings budget is under discussion/pending.

6. Report on Integration of the Silicon Valley Library System into the Pacific Library Partnership

- Jennings gave a brief background of the Silicon Valley Library System (SVLS), a consortium of seven public library systems in the Santa Clara County, including Palo Alto. SVLS is one of the 15 cooperative systems across California supported by the California Library Services Act.
- Jennings reported on the integration of SVLS and three other library systems in the region - Bay Area Library and Information System (BALIS), Peninsula Library System (PLS), Monterey Bay Area Cooperative Library System (MOBAC) - into the Pacific Library Partnership (PLP). Discussions started back in December 2008 and went into effect on July 1, 2009.
- The purpose of this new consolidated regional system is to improve the services of its constituent member libraries through innovative and

- Jennings added that SVLS will remain intact during the two-year transition to the PLP but will not be active.
- Member of the LAC asked questions/clarification about the new system and the impact to Palo Alto, if any.

7. Election of Vice-Chair

- To replace Stucky who resigned in April, Stinger nominated Mashruwala as Vice Chair of the LAC.
Hochberg seconded.
Mashruwala was elected as Vice Chair of the LAC, 4-0.
- Jennings said interviews of the candidates for the three LAC vacancies will be held on July 14, 6 p.m. in the Council Conference Room, and City Council will appoint three new Commissioners on July 20.

8. Date for Joint Meeting with Council

- Members of the LAC agreed to
 - Hold the joint meeting with City Council after the three new Commissioners are on board;
 - Have an off-site retreat in September to bring the new Commissioners up to speed and to revisit priorities/goals;
 - Have a subcommittee work on potential topics for discussion with City Council and set priorities/goals.
- Staff will check with the Clerk's Office for possible dates in October for the LAC's joint meeting with City Council.

LIBRARY DIRECTOR'S REPORT

1. Library Bond Oversight Committee – Five members were appointed: John Melton, Jim Schmidt, Sandra Hirsh, Dena Mossar, and Alice Smith. Public Works will be the point of contact and the committee meets quarterly. The first meeting will be held on July 22.

2. Effective July 13, with the closing of College Terrace Library, Mitchell Park and Downtown Libraries will have a new schedule of hours:

Mitchell Park Library

Monday, Tuesday, Wednesday: 10 a.m. – 9 p.m.

Thursday: Noon – 9 p.m.

Friday, Saturday: 10 a.m. – 6 p.m.

Sunday: 1 p.m.- 5 p.m.

Downtown Library

Tuesday, Wednesday: 10 a.m. – 6 p.m.

Thursday: Noon – 7 p.m.

Friday, Saturday: 10 a.m. – 6 p.m.

Closed Sunday and Monday

3. Selection of Mitchell Park's Supervising Librarian will be announced during the week of July 13.
4. The Library's summer intern, Danielle Kim, is a sophomore at Harvard. She's based at Main Library, working 30 hours a week through the end of August, reporting to van Aken. Marketing projects include working on a format for the Library's annual report, model for a library newsletter and developing a photo archive.
5. The Library's Summer Reading Program is well underway, with 1,230 kids and teens registered to date. Both kids and teen programs have great attendances. Staff acknowledged FOPAL's support and Youth Services staff for doing a good job with creative activities/programs.
6. A model of the new Mitchell Park Library & Community Center is available and will be brought to different locations for future presentations on the project.

OTHER REPORTS

Commissioner reports and questions:

- Stinger gave a brief report on the Library Bond Stakeholders Committee meeting held in June: discussion on a draft communication plan, different committee reviews, and important dates coming up. Next meeting will be held on July 9, 4-6 p.m.
- Mashruwala attended the FOPAL Board meeting in June. Jennings said FOPAL awarded \$175,000 in grants to the Library for FY2009-2010. The LAC acknowledged FOPAL's generous support for Palo Alto libraries.
- Hochberg provided a brief report on the Library Foundation's current projects: a new logo and website are in place and a major fundraising campaign will kick-off soon.

COMMENTS AND ANNOUNCEMENTS

To further relationships between library stakeholders, Thom suggested the LAC invite, on an annual basis, FOPAL and the Library Foundation to provide updates/reports of their activities at the LAC meeting beginning in the fall.

AGENDA for meeting on July 23, 2009:
The items suggested for the meeting are:

- Welcome new LAC members
- Date for LAC Joint Meeting with Council
- Date for LAC Retreat
- Technology Plan Updates – RFID/AMH and Kress report

Hochberg moved to adjourn.

THE MEETING WAS ADJOURNED AT 9:40 p.m.