

APPROVED

MINUTES

Library Advisory Commission (LAC)

July 23, 2009

Council Conference Room

250 Hamilton Avenue

7:00 p.m.

Commissioners Present: Leonardo Hochberg, Marc Marchiel, Vibhu Mittal, Theivanai Palaniappan, Valerie Stinger, Susan Thom (Chair)

Commissioners Absent: Raj Mashruwala

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

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

WELCOME NEW LAC MEMBERS

- Chair Thom welcomed Marc Marchiel, Vibhu Mittal, and Theivanai Palaniappan, new members to the LAC.
- Marchiel, Mittal and Palaniappan introduced themselves and provided a brief overview of their personal and professional backgrounds, and expressed their interest and support for Palo Alto libraries.

ORAL COMMUNICATIONS – None

AGENDA CHANGES, REQUESTS, DELETIONS – None

BUSINESS

1. Approval of Draft Minutes of Special Meeting on July 2, 2009
 - With corrections, Stinger moved to approve minutes of Special Meeting July 2, 2009. Hochberg seconded. Minutes were approved unanimously.
2. Updates on Library Technology (Radio Frequency Identification (RFID)/Automated Materials Handling (AMH), Technology Plan)
 - Jennings introduced Martha Walters, Business Analyst, who is lead technologist and the Library's liaison to the City's IT department, and Mary Minto, Division Head of Collections and Technical Services.

- Jennings gave a brief background to the Library's technology projects – RFID and AMH - and the development of the Library Technology Plan. Final plans for both projects were provided:
 - *Analysis, Evaluation and Recommendations for Materials Handling System and RFID at Palo Alto City Library*, prepared by Lori Bowen Ayre, May 13, 2009
 - *Palo Alto City Library Technology Plan 2009-2013*, by Lucien Kress, Kress Consulting, July 10, 2009
- Walters presented staff's overview of the reports, showing the projects that are underway and/or will come out as a result of these reports, including costs associated with each project (initial, ongoing, labor and non labor), possibility of funding through bond measure, recommended timelines, and staff's evaluation of the projects.
 - Current Projects: Offline circulation, collection agency, Integrated Library System upgrades (both hardware and software), public PC management software upgrades
 - 2009-2013 Projects: RFID and AMH, Next Generation catalog, website enhancement, online branch, download stations, meeting rooms, ILS migration, microform digitization, DVD security system
- Walters added that the DVD security system project is not recommended by staff because of the limitations of a kiosk solution and the changing delivery method for media.
- Discussion followed by members of the LAC asking questions/clarification about the technology projects, calculation of costs and payback for RFID/AMH project, possible funding sources, and providing comments.
- The Commissioners agreed that it is exciting to see the Library move ahead with new technology and more so to have this rare opportunity to combine technology with new buildings.

3. Date for LAC Retreat

- Thom explained to the new Commissioners the need for holding an LAC retreat in September: opportunity to meet informally to talk about priorities and to plan for the Commission's study session with City Council in the Fall.
- Members of the LAC agreed on two possible dates for the LAC Retreat: September 17 or 24, with 17th as the preferred date.
- Staff will send confirmation at a later time.

- Thom added that the LAC's Special Meeting in September is set for the 3rd instead of the 24th to enable Group 4 to provide the LAC with another update on the Library building projects before their presentation to Council on September 14.

4. Date for LAC Joint Meeting with Council

- Members of the LAC agreed to schedule the LAC's annual joint meeting with City Council in the October/November timeframe.
- Staff will check with the City Clerk's Office and confirm meeting date at a later time.
- Thom described to the new Commissioners a typical agenda for a joint meeting with City Council; it is an opportunity to share what the LAC is doing now and going forward. The Study Session is usually an hour long, and is also a venue for providing background information and/or answer questions on Library. However, no action will be taken.

5. Appointment of Council Buddies and Liaison to the Library Foundation –

- Thom said members of the LAC follow practice of establishing and “adopting” Council buddies in order to foster a closer relationship and improve communications with City Council on library issues.
- New Council buddy assignments are as follows:
 Hochberg – Sid Espinosa, Yiaway Yeh
 Marchiel – Yoriko Kishimoto
 Mittal – Jack Morton
 Stinger – Greg Schmid, Larry Klein
 Thom – Peter Drekmeier
 Palaniappan – John Barton
 Mashruwala – Pat Burt
- LAC liaison role to the Palo Alto Library Foundation requires attending monthly Board meetings to keep dialogue open: Marchiel and Palaniappan alternating. Meetings are held on the second Tuesday of each month.

LIBRARY DIRECTOR'S REPORT

1. College Terrace Library closed as of July 13; the construction contract will go to City Council for approval on July 27.
2. The Library Bond Oversight Committee held its first meeting on July 22. The 5-member committee, an advisory body to the City Council, has John Melton as Chair, and Dena Mossar as Vice Chair. Meetings are held quarterly and open to the public. The next meeting will be on October 27.
3. The basic plan for issuing the library bonds involves a two phase process:

- First issue will raise funds needed to cover the construction for Downtown and Mitchell Park Libraries, as well as pay back to the City's infrastructure funds the money spent on design work since the bond measure passed.
 - Second series will be issued for the construction of Main Library.
4. On September 14, a staff report will go to City Council for the award of contract to the construction management company for Mitchell Park and Downtown Libraries. Group 4 Architects will provide an update to City Council on the library building plans, including the temporary facility at the Cubberley Community Center for Mitchell Park Library and Technical Services.
 5. RuthAnn Garcia is the new Supervising Librarian at Mitchell Park Library.
 6. Library's year-end statistics are being finalized and more details will be provided at the next LAC meeting. Overall circulation is up 6% over last fiscal year and the visitor count is holding steady.

OTHER REPORTS

Commissioner reports and questions:

- The Friends of the Palo Alto Library (FOPAL) will hold its Annual Meeting on October 18 at the Art Center and includes the election of their Board members.
- The Library Bond Stakeholders Committee, led by Kelly Morariu/City Manager's Office, continues discussion on communication strategies to inform and update the community about the library building projects. The Committee meets on the second Thursday of the month.
- A subcommittee of the Public Art Commission (PAC) will explore concepts and priorities for potential public art pieces at the Mitchell Park Library/Community Center. A representative from the LAC is invited to join upcoming discussions with the PAC subcommittee, City staff and a representative of the Parks and Recreation Committee. Hochberg will represent the LAC, with Mittal as alternate.

COMMENTS AND ANNOUNCEMENTS - None

AGENDA for meeting on September 3, 2009:
The items suggested for the meeting are:

- Update on Library building projects – Group 4
- Agenda and Priorities for LAC Retreat
- Firm up Council Buddies Assignment

Mittal moved to adjourn.

THE MEETING WAS ADJOURNED AT 8:55 p.m.