

# APPROVED

## MINUTES

### Library Advisory Commission (LAC)

#### REGULAR MEETING

April 25, 2019

Community Meeting Room, City Hall  
250 Hamilton Avenue

**Commissioners Present:** Brigham Wilson, Sheena Chin, Bob Moss, Amy Murphy

**Commissioner Absent:** Doug Hagan

**Council Liaison** : Alison Cormack

**Staff Present** : Ryan Hess, Giovanna Erkanat, Diane Lai

CALL TO ORDER – Chair Moss called the meeting to order at 7:00.

ORAL COMMUNICATIONS – None.

AGENDA CHANGES, REQUESTS, DELETIONS – None.

#### BUSINESS

##### 1. Approval of Draft Minutes of Special Meeting on February 28, 2019

- Chin moved to approve the minutes, Wilson seconded and without any corrections, the minutes were approved for February 28, 2019.

##### 2. Library Technology

- Hess expressed that he was going to present an update on what the E-Library has been doing over the past year. During 2017 through 2018 Staff had been working on moving the library's website to a new platform which integrated all the library's catalog, website and event calendar into one system. Overall, the new platform was easier to use by Staff and the public. Other projects that Staff had been working on throughout the year included a 3-D printing class. The library was also able to integrate a new robot named Dewy into the local libraries.

- Staff had performed an EDGE Assessment which gauged what technology services were already existing, where the gaps were, and it compared technology in the City's library against other City's library's technology programs. Staff had been working on filling several gaps that had been identified in the assessment including a new eResource session with the public, the use of new creative software, privacy, and initial a Community Technology Assessment that gauged what future technologies the public would like to see in the City's libraries.
- To implement new technology Staff first obtained the technology and then did test runs in the libraries to see what was popular and what was not. After learning the public's interest, Staff then created new services and programs around that new piece of technology.
- Future programs that would be coming to the library in the summer was a VR Hackfest and Exhibit which taught people a basic computer code in order to build 3-D objects and an AI Program.
- Discussion commenced between Chin and Hess in terms of policies that could be implemented so that more of the public could use those programs that always achieved full attendance.
- Lai added that Staff did have data that showed when, how often, and by what age group the computers were used in the libraries.

### 3. Review of the Library's FY20 Proposed Budget

- Erkanat presented to the Commission the proposed changes that were to be made to the FY-2020 proposed Library Budget.
- Due to City Council mandating a reduction in the City's Budget, the library budget had five areas where cuts were being proposed. The first reduction was to eliminate one full-time librarian position on Rinconada Library, the second was the consolidation of contract services and materials, and to close the children's libraries on Sundays except for the Mitchell Park library and the Rinconada library.
- Discussion commenced between the Commission and Staff about the closures of the children's libraries on Sundays. Erkanat reported that children's libraries were only open for 4-hours on Sundays and so by closing them on Sunday, that would be least impactful to the community.
- Erkanat continued to announce that the fourth proposal was to use a grant that had been awarded to the library to help offset costs. The fifth proposed cut was library supervising Staff alignments.

- Wilson requested what the drivers were for the increase in public services. Erkanat explained that the majority component of the library's budget was Staffing. Cormack explained that the City was making cuts to all of the City department's budgets in order to pay for City employee's pensions.
- Chair Moss expressed concern that the libraries were the only department that was losing Staff members. Cormack clarified that all City departments were losing Staff members.

#### 4. Review of the Library's Database – Student Asset Cards

- Lai presented a follow-up presentation that addressed several questions that the Commissioners had at a prior meeting.
- There were 10,724 students who had access cards. The most cardholders were kindergarteners through 5<sup>th</sup> grade. There had been 1,600 checkouts of physical items by students. Staff was exploring ways to separate other check out activity data into specific categories. In terms of physical item usage, Staff could not confirm an increase in usage but there was a noticeable increase in database usage.
- For next steps, Staff would continue to promote the program to local schools and encourage more student to sign up.
- Chair Moss asked if Staff noticed continuous growth in terms of new students signing up for the program and if more resources needed to be obtained. Lai confirmed that there had been a steady increase. In terms of resources, Lai explained that there was a Committee within the library that monitored the number of resources that each library held.
- The top program used by students was BrainFuse which was a homework help program.

#### 5. Update on Joint Meeting: Community Parks and Rec Commission and LAC

- The two Chairs of the Commission were proposing to have a working group that contained members from each Commission that would discuss how the two Commissions could work together.
- Wilson suggested possibly using the library's and park's public relations Staff instead of having the two Commissions promote each other's events. Chair Moss clarified the working group would decide what programs could be integrated into one program, which programs needed to be separate, how to market those programs, and other topics.

- Erkanat added that the idea was to have the working group identify areas in the Aspen Report that needed adjustments. Cormack noted that many of the libraries were located near a park so it was a good idea to have both Commissions working together.
- Chin favored the idea of a joint working group between the two Commissions. She suggested that the Commission take some time to think about who wanted to be on the working group.

#### 6. Update on Joint Meeting: City Council and LAC

- Cormack announced that there was value in the Commission giving the City Council an update on all the accomplishments the libraries had done.
- Chair Moss concurred that an update on accomplishments was warranted and also what programs the libraries provide to the community.
- Wilson suggested the joint meeting be strategic and to have a prior discussion at the Commission on what topics they wanted to present to the City Council.
- Erkanat announced that Josh Martinez would coordinate with the City Manager's Office to schedule the joint meeting.

#### LIBRARY DIRECTOR'S REPORT

- February and March Monthly Report
- Lai announced that reports captured all the highlights for the month of February and March. One new addition was the hiring of a new teen librarian and the short story dispenser was moved to Greene Middle School.

#### OTHER REPORTS

##### Council Liaison's Report

- Cormack announced that she did not have anything to report.

#### COMMISSIONER COMMENTS AND REPORTS

- In terms of the CPLA Spring Workshop that was to be held in Oakland, California, Lai noted that any Commissioner who wanted to attend needed to let Staff know.
- The National Library Week Proclamation was on display at Mitchell Park and it was to be moved around to all the local libraries.

- Chin stated that her term as a Member of the Commission was to end on May 31<sup>st</sup>, 2019 and this was her last meeting. Chair Moss announced that his term as a Member on the Commission was to end on May 31, 2019, as well.

AGENDA FOR NEXT MEETING – June 23, 2019

- Wilson suggested Staff provide the Commission highlights on what should be shared with the City Council at the joint meeting.
- Chair Moss wanted to discuss how to expand the robotics program.

THE MEETING WAS ADJOURNED AT 8:45 p.m.

