

## MINUTES

### Library Advisory Commission (LAC)

#### REGULAR MEETING

August 22, 2019

Community Meeting Room, City Hall  
250 Hamilton Avenue

**Commissioners Present:** Doug Hagan, Bob Moss, Amy Murphy, Pancho Chang,  
Brigham Wilson

**Commissioner Absent:**

**Council Liaison** : Alison Cormack

**Staff Present** : Josh Martinez, Gayathri Kanth, Monique Ziesenhenn

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

ORAL COMMUNICATIONS –

AGENDA CHANGES, REQUESTS, DELETIONS –

- Moss noticed that there was no discussion of a passport program on the agenda. Kanth explained that the program was just in the beginning stages and Staff would be bringing back more information to the Commission when the program was more established.

BUSINESS

1. Approval of Draft Minutes of Special Meeting on June 27, 2019

- With no corrections, the minutes for June 27, 2019, were approved with Murphy motioning approval and Moss seconding.

2. Memo of Eliminating Library Fines

- Kanth articulated that the reason for fines was to encourage patrons to return items, not to necessarily make revenue. Fines were not included as part of the library's budget; they were collected at a part of the City's General Fund.
- Moss reiterated that having fines caused unnecessary Staff time. Kanth confirmed that was correct.

- Chang questioned what happened next. Kanth stated that Staff would take the Commission's recommendations to the Finance Committee for the next budget meeting.
- Wilson suggested adding fines to the list of discussion points for the joint City Council and Library Commission meeting.
- Hagan requested that Ziesenhenné explain the process that was taken when the Children's Library fines were eliminated in 2017. Ziesenhenné articulated that to remove any fines, the City Council needed to weigh in and administratively vote to remove or eliminate fines.
- In terms of Moss's confirmation, Kanth concurred that the library would still call patrons if items were not returned but the library would not fine them. If the item was deemed lost, the library would apply a lost item fine.
- Wilson expressed that at the Commission's last meeting, the group had voted to eliminate library fines unanimously. Ziesenhenné suggested to include that motion in the joint meeting with City Council.

### 3. Deck for Joint Meeting with City Council

- Wilson gave a brief summary of the prepared PowerPoint slides that Staff had drafted highlighting accomplishments, goals of the library, and recommendations. Wilson suggested having the beginning slide read Fiscal Year 2018 instead of the last 12-months. He requested that the Commission make comments on the proposed recommendations that would be presented to City Council.
- Moss suggested a slide be added that compared circulation per capita and annual capita for Palo Alto compare to other Cities. He was not in support of keeping the recommendation that the Library Commission be disbanded. He requested that the Commission ask the Council how the Council felt the Commission was performing and received their thoughts if the Commission should disband.
- Chang wanted to hear Staff's thoughts on the disbandment recommendation. Kanth announced that Staff would support the Commission in their decision.
- Hagan announced that he did not feel the slide deck was ready to be presented and he was concerned about the Brown Act in terms of disbanding the Library Commission. Ziesenhenné explained that Council would probably ask the Commission to discuss the recommendation and then come back with a Staff report to the Council.

- Wilson confirmed that a motion to disband the Library Commission was not appropriate.
- Murphy wanted to bring the topic of disbanding the Library Commission to Council to talk about. Wilson and Murphy both expressed that they had not had any contact with the City Council as Commissioners.
- Chang wanted to know how the final recommendation fit into the Strategic Plan if the Commission was disbanded and how Staff planned to communicate with the public. Kanth answered that Staff could do a report on that and present it to the Commission at a future meeting.
- Cormack suggested that the Commission receive a review on why the Library Commission was created and what it had accomplished. She was in support of holding off the joint Council meeting until the Commission had had a proper discussion about disbanding the Commission.
- Wilson proposed to postpone the City Council joint meeting to November in order to give the Commission an opportunity to discuss disbandment at the Commission's October meeting.
- Murphy wanted to see a list of recent recommendations that the Commission had provided input on and where eventually implemented.

#### 4. June and July Monthly Director's Reports

- Chang asked if Staff could explain Brain Fuse. Kanth explained that it was a hired tutoring service that the library's used. She expressed that she was exploring ways to promote the program to schools and parents.
- Hagan noticed that there were fewer library events but those events had large attendances. He wanted to know if that was an intended trend. Kanth stated that the drop in numbers for events had to do with Staffing. She also noted that the library had formed a Committee that was conducting a demographic evaluation, they were researching where the library's programs were fitting in, and if there were any programs that were missing.

#### OTHER REPORTS

##### Council Liaison's Report

- Cormack announced that the City Council was not doing anything that directly related to the libraries.

#### COMMISSIONER COMMENTS AND REPORTS

- None.

#### AGENDA FOR NEXT MEETING – October 24, 2019

- Hagan requested an overview of the library's programs, what work was being done, and how the process to get programs had changed over the last few years.
- Moss wanted to know how the library was working with the school district to identify potential programs. Kanth noted that since the school library card program was so successful, that program had opened up new possibilities and had helped grow the relationship between the libraries and the school district.
- Hagan requested that there be a discussion around the Reauthentication Policy and the network. Cormack advised that it might be a City Policy and to discuss that with the IT Department. Kanth confirmed she would write a memo disclosing that information and present it to the Committee.

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

