

MINUTES

Library Advisory Commission (LAC)

REGULAR MEETING

October 24, 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 le Conge
Ziesenhenne

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

ORAL COMMUNICATIONS – None.

AGENDA CHANGES, REQUESTS, DELETIONS –

- Wilson moved to approve the agenda, Murphy seconded the motion, and it was approved unanimously.

BUSINESS

1. Approval of Draft Minutes of Regular Meeting on August 22, 2019

- With no corrections, the minutes for August 22, 2019, were approved with Chang motioning approval and Wilson seconding.

2. Memo on Reauthentication and Network Policy

- Kanth noted that there was a letter included in the Committee's Packet addressing the questions that Hagan had from the IT Department.
- Chang asked if there had been any follow up from the patron and Kanth replied not that she had heard anything. Le Conge Ziesenhenne added that the issue did come up periodically and IT was always asked to review the incidences.

3. Overview and Changes of Library Programs

- Garcia, manager of Mitchell Park Library, stated that she also oversaw the Adult, Youth and Outreach Services. In 2015 a strategy was implemented to provide programming for a set number of targeted audiences per month; as well as including special set programs, annual programs, short series, and series programs. Mitchell Park Library's focus was to be more technology-based and family-friendly where Rinconada was more focused on arts and culture.
- Due to Staff vacancies or low attendance, several programs had been discontinued since the 2019 programming strategy. These included fewer story times and several series programs Parenting Workshop, Family Date Night, and Adult Crafting. What programs that had been successful included traditional youth events, cultural events, teen events, tech events, and adult events.
- Every quarter library Staff met to come up with new programs that followed the library's mission, vision, strategic plan, values, and current Work Plan.
- Areas that the library was looking to improve was marketing, publicity, and outreach.
- Moss wanted to know if anyone from the public ever suggested a program that the library should try. Garcia answered that it did happen on occasion.
- Chang requested how the libraries measured the success of the program besides using headcount and where that information was acquired from. Garcia explained that it was based on headcount but the Staff was looking at new ways to measure the success of a program. Kanth announced that there were surveys present at the events that patrons could fill out and rate how well they thought the program was. Le Conge Ziesenhenné added that the libraries had done an Edge Assessment over the years which looked at several programs but also the capability of presenting those programs.
- Hagan asked if there were qualitative goals that the Staff was trying to reach in terms of programs and attendance. Garcia explained that Staff was trying to come up with a way to implement more qualitative goals.

4. Review of Purpose and Duties of LAC

- Wilson highlighted that the Commission was to advise the City Council on goals and services within the libraries, things in the future, money usage, construction or renovation, proposed budgets, and several other items.
- Le Conge Ziesenhenné summarized that the Commission was established in 1999. The focus in 1999 was to prepare the community for a bond measure that

would help remodel the City's libraries. In 2012 a subcommittee was formed to provide a recommendation on the eLibrary.

- Chang asked what subcommittees were still working together and how often they met. Le Conge Ziesenhenné announced that there were no subcommittees currently existing. Per Council and Commission rules, subcommittees could not last longer than 6-months.
- Hagan requested when the Commission was changed from seven members to five members. Le Conge Ziesenhenné answered that it happened in 2014-2015.

5. Discussion on Disbanding the LAC

- Wilson explained that in terms of process, the item was just a discussion item and no action was needed.
- Murphy wanted to know when the LAC planned to announce their recommendation to disband or stay as a Committee to the Council. Wilson expressed that there was a slide on the PowerPoint presentation that was to be presented to City Council at the joint meeting that discussed disbanding the Committee if the Committee so chose to relay that idea to the Council at that time.
- Moss announced that from the National Citizens Survey data, the library's scored high service ratings in all categories. He believed the success level of the libraries was due to Staff's work and the Commission's input. He expressed that the Commission served as a reliable link between the community, City Staff as well as Council.
- Chang announced that he was in support of not disbanding the Commission.
- Hagan stated that most of the Commission's work happened outside the meetings. He emphasized that the Commission needed to do more work in terms of subcommittees. He was not in support of disbanding the Commission.
- Murphy argued that there had been no requests for more subcommittees recently and that there had not been a joint meeting between the Council and the Commission in over 3-years. For those reasons, she believed that the Commission should be disbanded.
- Wilson commented that he would like to see Staff's time be used more for programs instead of preparing Commission Packets and presentations. He was in support of disbanding the Commission.

6. Final Review of Deck for Joint Meeting with Council

- Murphy requested to amend the title to say December 19, 2019, and not November 19, 2019.
- Kanth announced that Staff had added a slide comparing Palo Alto libraries to other local library systems.
- Hagan suggested to include information on programs and the strategy pertaining to implementing more programs. He did not support the inclusion of disbanding the Commission on Slide 19.
- Moss advised expanding marketing services. He agreed to remove the bullet of disbanding the Commission and suggested to ask the Council how they wished to interact more effectively with the Commission.
- Chang was in support of Hagan's suggestion of adding more information about programs. He wished to include the amount of grant funding that the libraries had been able to secure.
- Wilson suggested changing the language to say review the purpose and contributions of the Library Advisory Commission instead of disbanding it. Moss concurred with that change.
- Wilson moved to approve the slide deck with the recommended changes that the Commission had suggested, seconded by Murphy.
- Hagan requested to amend the motion to use Moss's language of asking the Council how they wished to interact more effectively with the Commission.
- Moss moved to ask for feedback from the Council on the Commission's purpose, contributions and how to improve and better engage with the Council and the community; which Hagan seconded. The motion passed with a 3-2 vote.

7. August and September Monthly Director's Reports

- No comment.

OTHER REPORTS

Council Liaison's Report

- No report.

COMMISSIONER COMMENTS AND REPORTS

- Murphy wanted to know who was presenting to Council at the joint meeting. Wilson stated that if anyone wanted to present from the Commission they could.

Le Conge Zieshenne recommended that there be notes stating who was going to talk about what topics.

AGENDA FOR NEXT MEETING – Joint Session with Council on December 16, 2019

- No regular LAC meeting was going to take place in December of 2019 due to the joint Council meeting taking place on December 16, 2019.

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

