



LIBRARY COMMISSION MINUTES

Regular Meeting of Tuesday, June 7, 2005
Los Altos Main Library
13 South San Antonio Road, Los Altos, 94022

ROLL CALL

Chairperson Gerich called the meeting to order at 7:34pm

Present: Chair Gerich, Vice Chair, Poulos, Commissioners, Thurber, Tucker, Smith, Johnson and Dr. Takle Quinn

Also Present: Cheryl Houts, Community Librarian; Melinda Cervantes, County Librarian; Citizens, Bob Friedman and Bob Clifford; City Staff Liaison, Peggy Ford.

MINUTES

COMMISSIONER THURBER MOVED that the minutes of May 3, 2005 be approved with corrections. THE MOTION WAS SECONDED BY VICE CHAIR POULOS AND PASSED UNANIMOUSLY BY VOICE VOTE.

PUBLIC COMMENT

Bob Friedman had a complaint regarding time limits on Library computers. He asked about the possibility of the Library setting time limits for computer users. Mr. Friedman cited Mountain View's 90-minute card rule that seems to work well. Cheryl Houts, Community Librarian did speak regarding this issue during her report. She said that a new two-hour time management system will be in place by the end of June.

Bob Clifford spoke regarding Library Commission minutes missing from the City's website. In particular, minutes missing were: September 04, January 04 and December 03. City Staff Liaison, Peggy Ford is looking into listed postings. Mr. Clifford also enquired about proper protocol in order to have items listed on each meeting's agenda. He enquired about hours being restored to the Los Altos Libraries and about a new time management system which Cheryl Houts, Community Librarian reported on. Mr. Clifford also asked that the City Library Commission minutes be available for library customers to view at the library.

REPORTS

Cheryl Houts, Community Librarian

Regular book discussion groups met during the month of May. June starts the summer reading program for children and teens. There are t-shirts and candy for rewards. The library will take part in the City's Community Picnic which will take place on August 28th. Cheryl discussed the possibility of the Library Commission taking part as well. It was agreed that the commission would decide at the following month's meeting in what capacity they will participate. Cheryl also presented a proposed schedule for Woodland as well as the Los Altos Main Library. The proposed schedule is as follows:

Beginning August 29 th	<u>Los Altos</u>	<u>Woodland</u>
	M-Tu 1-9	Su-M Closed
	W-Th 10-9	Tu-W 1-8
	F-Sa 10-6	Th-Sa 11-5
	Su 12-6	

Lastly, Cheryl spoke of a new two hour time management system that will be introduced by the end of June to help ensure everyone has fair access while using the library computers with internet access.

Melinda Cervantes, County Librarian

The JPA meets June 9th to approve the FY2005-06 Recommended Library Budget. Since Measure A has passed, \$5.4 million has been restored to the budget for books and hours. New hours of operation will begin at the end of summer once the Library has filled positions left vacant during the last 18 months. A new edition of the Library Newsletter will soon be in the mail and includes Summer Reading Programs for children, teens and adults as well as many other events of interest. Melinda is also happy to report that the Library SCCoop! Blog has become very popular. She also thanked the Library Commission and all the residents of Los Altos and Los Altos Hills for their ongoing support of the Library. It would not be possible to provide the many unique and entertaining literary programs and services without the Library Commission, Friends of the Los Altos Library, Los Altos Library Endowment and the Cities of Los Altos and Los Altos Hills.

Dr. Karen Takle Quinn, LALE

Dr. Takle Quinn reported that the LALE committee has provided information to local attorneys regarding their endowment and she reported that plans are underway for next year's Speaking Volumes series.

Dr. Karen Takle Quinn and Nancy Tucker, Education Information

Dr. Takle Quinn and Nancy Tucker reported on an effectiveness training course for commissioners that will take place on Saturdays from 9am to noon. Dr. Takle Quinn will work with commissioners' schedules to secure dates for training.

FRIENDS OF THE LIBRARY

No new information to report

BUSINESS

1. Volunteer Work

City Liaison, Peggy Ford reported on a discussion with Doug Riley of the City's maintenance department to look into use of volunteers from Foothill College's Horticultural program. Mr. Riley stated that he is able to work with volunteers from various organizations as long as he can train them and they are able to work along side city maintenance staff.

2. Woodland Library Update

City Liaison, Peggy Ford spoke with Jim Gustafson of the City's Public Works Department regarding Woodland Library. According to Mr. Gustafson, Woodland Library is not listed as a Capital Improvement Project at this time. The scope of work is not large enough to warrant CIP status. Woodland will not be considered until two years from now as a CIP. Items that need to be addressed soon are: sewer lateral repairs, fence repairs or replacements and maintenance of landscaping. Ninety percent of Woodland Library repairs or service calls have been sewer related. Overall, the exterior of the library looks to be in the same or better condition as other City facilities.

3. Radio Frequency Identification (RFID) Task Force

Nothing new to report.

4. Library Commission Funds

Nothing new to report. Commission is waiting to view original letter regarding purpose of fundraising.

5. Review of NCLA Budget

This has been postponed until July or August when City Finance Director can attend a meeting to report.

DISCUSSION AND ITEMS OF INTEREST.

Anonymous donor of WiFi system will be unable to donate system without filtering.

FUTURE AGENDA ITEMS

Set July 5th Agenda

ADJOURNMENT - Meeting was adjourned at 8:55 p.m.

Respectfully Submitted by
Peggy Ford, Recreation Supervisor
Liaison to the Library Commission