



## LIBRARY COMMISSION MINUTES

---

Regular Meeting of Tuesday, August 2, 2005  
Los Altos Main Library  
13 South San Antonio Road, Los Altos, 94022

---

### ROLL CALL

Chairperson Gerich called the meeting to order at 5:35pm

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

Also Present: Starla Jerome Robinson - NCLA; Gay Strand - County Library Budget Report; Citizen, Bob Clifford; Cheryl Houts, Community Librarian; City Staff Liaison, Peggy Ford

### MINUTES

COMMISSIONER THURBER MOVED that the minutes of July 5, 2005 be approved with corrections. THE MOTION WAS SECONDED BY COMMISSIONER POULOS AND PASSED UNANIMOUSLY BY VOICE VOTE.

### PUBLIC COMMENT

Bob Clifford asked questions concerning budget and staffing during the County Library Budget report given by Gay Strand

### REPORTS

#### Cheryl Houts, Community Librarian

Time management software was installed at both libraries the week of July 18<sup>th</sup>. We are encouraged by how well things have gone. Library staff has done an excellent job of assisting patrons with the new system. We've had compliments and a few concerns from patrons. All in all, we are having a positive experience with it.

Our summer reading club awards will begin the first week in August. This summer the library has been full of enthusiastic children of all ages. We've had five programs each week for young children and a special summer reading program each week for the children 5 and up. Teens are continuing to participate in their program and will be receiving a gift certificate to Tower upon completion of their summer reading activities.

We will be saying goodbye to our page, Irene Endrjukaite, as she leaves us to pursue a new full time opportunity outside of the library. We wish her the best of luck in her new position.

July 28<sup>th</sup> we had a staff appreciation potluck celebration and included our service awards too. Vinay Tatapudy and Eleanor Fisher received their 10 year award and Van Nguyen received her 20 year award.

During the month of August our Library Commission will be receiving training from Ms. Pat Tavis, a CALTAC board member. The city of Los Altos will be hosting their annual citywide picnic on Sunday, August 28<sup>th</sup>. The library is providing a special appearance of Captain Underpants, and our Library Commission will have a booth. They'll be encouraging people to share their thoughts about the library or a special book that has made a significant impression on their life.

Melinda Cervantes, County Librarian

Melinda Cervantes was on vacation so there was nothing to report from the County Librarian.

Dr. Karen Takle Quinn, LALE

There is nothing new to report.

Dr. Karen Takle Quinn and Nancy Tucker, Education Information

On August 27th from 9am to noon at the main Library small conference room, all Library Commissioners will attend a training specifically for commissioners. It is a professionally developed program specifically for Library Commissions – because there will be a quorum with all commissioners in attendance, the public can attend this meeting.

FRIENDS OF THE LIBRARY

New officers are in place and the next book sale is coming up the second weekend in September.

**BUSINESS**

1. Starla Jerome – Robinson – spoke regarding the North County Library Association's budget. There is a one-page document for viewing for those who are interested. The county provides NCLA a request for funds which supplements 16 hours of the 58 hours at the main library; \$65,000 towards books and audit fee.
2. Gay Strand, from the County Library spoke about the budget. She also gave commissioners and public a test to see how knowledgeable they were regarding the County Library system. She spoke about staffing, and hours and handed out budget documents that explain the county library budget in detail.
3. Community Picnic Booth – Discussion surrounded what the Library Commissioners would like to do for the Community Picnic. Commissioners Poulos and Tucker came up with ideas for the booth. They would like picnic goers to make a statement regarding their library here in Los Altos. These statements will be displayed on the Library "Wall" in a rotating display. Commissioners will attend the community picnic and work the booth in one hour shifts. The Chair, John Gerich will

also invite Friends of the Library to help out at the booth and Commissioner Smith will invite LALE members to attend as well.

4. Library Commission Funds – COMMISSIONER TUCKER MOVED that the commission spend \$250.00 of the funds on nametags and a banner for the Community Picnic booth. The MOTION WAS SECONDED BY COMMISSIONER SMITH AND PASSED UNANIMOUSLY BY VOICE VOTE. The Commission held off on discussion until September's meeting for how to spend the remaining funds.

## **DISCUSSION AND ITEMS OF INTEREST**

### **FUTURE AGENDA ITEMS**

#### **Set September 6th Agenda**

**ADJOURNMENT** - Meeting was adjourned at 7:15 p.m.

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