



## LIBRARY COMMISSION MINUTES

---

Regular Meeting of Tuesday, October 3, 2006

Los Altos Main Library

13 South San Antonio Road, Los Altos, 94022

---

### ROLL CALL

Chairperson, Poulos called the meeting to order at 5:32pm

Present: Chairperson Poulos; Vice Chairperson Tucker; Commissioners Thurber, Smith, Takle Quinn, and Gerich

Absent: None. Bob Johnson, Los Altos Hills Commissioner has resigned.

Also Present: Cynthia Wilson, Adult Librarian; Melinda Cervantes, County Librarian  
Gerry Dunckel, President, Friends of the Los Altos Library

### MINUTES

COMMISSIONER GERICH MOVED that the minutes of September 5, 2006 be approved with the following corrections: Under Business, Item 1, Expansion, the paragraph should read: "A needs assessment will be discussed at the October meeting. The Friends of the Library will move forward to find an architect. RFPs have been submitted by The Friends of the Library to three companies with cost estimates requested by the end of September."

Under Business, Item 2, the second sentence should read " The report, 'The Library Study for the City of Milpitas,' dated July 26, 2006, concluded that it is more cost effective to stay with the County Run system."

THE MOTION WAS SECONDED BY COMMISSIONER SMITH AND PASSED BY VOICE VOTE WITH COMMISSIONER THURBER ABSTAINING.

### PUBLIC COMMENT

### REPORTS

Cynthia Wilson, Adult Librarian, Reported for Cheryl Houts, Community Librarian

Cynthia reported on program highlights and operations. The Library has a public license to show films and in honor of Banned Books Week, September 23-30, screened two films: "To Kill a Mockingbird" and "Of Mice and Men. The novels, on which the films are based, have previously been banned in the United States. Teen Read Week, a program to encourage teen reading, kicks

off the second week in October. The new furniture has been installed. Both the public and the staff like the new schedule although on Fridays the Library closes earlier, at 6 p.m. Chair Poulos asked if there had been any additional public comment about the time management system. Cynthia said that the Library had received more positive than negative comments. It is an efficient way to share resources more equitably.

Melinda Cervantes, County Librarian

Melinda reported on various programs, meetings, collaborations, and improvements.

For the 2007 Silicon Valley Reads event featuring *Tortilla Curtain* by T.C. Boyle, Mr. Boyle will be the main speaker at the kick-off event on January 18, 2007 at the Campbell Heritage Theatre and at the closing event on February 27, 2007 at the Mexican Heritage Plaza. Other related programs will be held throughout the county during February.

“Get Tech @ the Library,” a collaboration of the Library and the Tech Museum of Innovation, is a year-long program especially designed to reach middle-school students, particularly female and Hispanic students under-represented at science fairs and as technology majors. The Santa Clara County Library is also exploring other collaborations.

The new wireless service has been installed at the Los Altos Library and is currently being tested before it is made available to the public. Staff is also being trained.

The 3<sup>rd</sup> Annual Library Friends and Commissioners Forum will take place January 13, 2007 from 9:30 a.m. to 12:30 p.m. at Headquarters in Los Gatos.

The State Library Budget for FY 2006-07 includes increases of \$7 million for Public Library Foundation funds and \$7 million for Transaction Based Reimbursement funds for public libraries. The Santa Clara County Library expects a significant increase from these funds.

Beginning January 8, 2006, the Saratoga Library will be open on Mondays for the next two years thanks to funding by The Friends of the Saratoga Library.

Gerry Dunckel, FRIENDS OF THE LIBRARY

The Friends of the Library are proceeding with the Request for a Proposal to do a feasibility study to expand the Library. John Gerich is chairing the committee, which has chosen an architect to do the feasibility study that should be completed early in January 2007.

The Christmas Book Sale will take place on November 18, 2006.

Commissioner Dr. Takle Quinn, LALE

Dr. Takle Quinn announced that Ron Hansen, Santa Clara University professor and writer, will be the speaker at the “Speaking Volumes” event to be held during National Library Week in April 2007.

LALE will announce its plans to improve community awareness of LALE soon

JPA Meeting and/or NCLA Meeting Report

BUSINESS

**1. Expansion:**

Melinda pointed out that in order to use the Whipple Estate funds for the Library expansion, the Committee/ Commission will need to make a request of the JPA Board; she suggests targeting the April meeting. When appropriate, the proposed expansion will also be discussed with the Los Altos City Council.

**2. Operations:**

Commissioners Tucker and Smith will meet with Melinda Cervantes, Gay Strand, Sarah Flowers, and Cheryl Houts to discuss operating costs for the Los Altos libraries on October 25, 2006.

**3. Community Picnic Follow-Up:**

This year, as last year, the Library Booth was staffed with representatives from the Friends, the Commission and LALE. Thanks to the give-away pencils supplied by the Library, our interaction with attendees increased. Many were very pleased that the Library would reopen on Mondays. The Friends of the Library also enrolled several new members.

Commissioner Thurber, during the three of the four hours that the event ran, staffed a book return cart at the Library entrance driveway. Since patrons cannot drive into the Library parking area during the picnic, a more suitable drop-off procedure and place for cars to line up needs to be devised. Patrons will not leave books on an unattended cart nor will they hand books to someone who does not look responsible. Commissioner Thurber will discuss a more suitable plan with the Police Department and Melinda Cervantes.

**4. How to Proceed with a Needs Assessment**

COMMISSIONER GERICH MOVED that a needs assessment be deferred until such an assessment is deemed appropriate. COMMISSIONER DR. TAKLE QUINN SECONDED THE MOTION.

Commissioner Thurber asked if the staff had the expertise to decide how the expanded library space should be used. Since this is a small expansion, Melinda said that the Library could do it in house. If there were a need for a comprehensive reassessment, then the County Library would hire a consultant.

THE MOTION WAS PASSED UNANIMOUSLY BY VOICE VOTE.

**DISCUSSION AND ITEMS OF INTEREST**

Dr. Karen Takle Quinn was awarded the SLA (Special Libraries Association) Member Achievement Award for 2006.

**FUTURE AGENDA ITEMS**

**Set November 7th Agenda**

Library Commission  
Page 4

**ADJOURNMENT** - Meeting was adjourned at 6:50 p.m.

Respectfully Submitted by  
Nancy Tucker, Library Commissioner