



## LIBRARY COMMISSION MINUTES

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Regular Meeting of Tuesday, November 7, 2006  
Los Altos Main Library  
13 South San Antonio Road, Los Altos, 94022

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### ROLL CALL

Chairperson, Poulos called the meeting to order at 5:35pm

Present: Chairperson Poulos; Vice Chairperson Tucker; Commissioners Thurber, Smith, Takle Quinn, and Gerich  
Absent: None.

Also Present: Cheryl Houts, Community Librarian; Melinda Cervantes, County Librarian; Gerry Dunckel, President, Friends of the Los Altos Library; Peggy Ford, City Staff Liaison

### MINUTES

CHAIRPERSON POULOS MOVED that the minutes of October 3, 2006 be approved with corrections. THE MOTION WAS SECONDED BY COMMISSIONER THURBER AND PASSED UNANIMOUSLY BY VOICE VOTE.

### PUBLIC COMMENT

Council Member and Liaison to the JPA, Curtis Cole, spoke regarding the purpose of the joint meeting between the Library Commission and City Council – that it be a time to discuss issues of importance and need, not just a recap of the year.

### REPORTS

#### Cheryl Houts, Community Librarian

Cheryl reported on upcoming programs and past programs and thanked Cynthia Wilson, Adult Librarian for stepping in for Cheryl during her absence. Cheryl also reported on library volunteers and the amount of work that they do and how much it is appreciated.

#### Melinda Cervantes, County Librarian

Melinda reported about the Santa Clara County Library being number one as a public library of its size. Wireless service is now available in all libraries. Automated materials handling system will be trained in Los Altos. On January 13<sup>th</sup> there will be a Library Friends, Commissioners

Forum that takes place from 9:30am-12:30pm at Santa Clara County Library Headquarters with a JPA administrative meeting to follow at 1:30pm.

Gerry Dunckel, FRIENDS OF THE LIBRARY

The Christmas Book Sale will take place on November 18, 2006 in the Program Room of the Los Altos Library from 10:00am-3:00pm.

Commissioner Dr. Takle Quinn, LALE

LALE goals for 2007 are to make sure they improve community awareness of their organization and will continue to work with the Community Librarian.

JPA Meeting and/or NCLA Meeting Report

Discussed latest news and upcoming business from JPA meeting which took place on October 26.

BUSINESS

- 1. Expansion: Discussed memorandum to present to City Council at Joint Meeting. Considered expansion needs in order to accommodate the Friends of the Library.**
- 2. Operations: Discussed options regarding expansion if a second story is added on as compared to a single story addition. If building remains one story, there will be no additional staff needed. If addition is a two story level expansion, then additional staff may be needed.**

**DISCUSSION AND ITEMS OF INTEREST**

Planned to discuss in January '07 Commission Meeting to elect new Chair and Vice Chair.

**FUTURE AGENDA ITEMS**

**Set December 5th Agenda**

**ADJOURNMENT** - Meeting was adjourned at 6:45 p.m.

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