



LIBRARY COMMISSION MINUTES

SPECIAL MEETING

Library Expansion Committee

October 2, 2007

Los Altos Main Library

13 South San Antonio Road, Los Altos, 94022

ROLL CALL

Chairperson, Nancy Tucker called the meeting to order at 7:00pm

Present: Chairperson Tucker; Vice Chairperson Smith; Commissioners Struthers, Gerich, Thurber and Lai

Absent: Poulos

Also Present: Expansion Committee Members

BUSINESS

1) Background

Jim Thurber, Library Commissioner, presented the background. He stated that the task of the Expansion Committee is to direct the construction of a new wing of the Los Altos Library which includes planning, assessing what is needed, garnering approval and obtaining support from all interested agencies through actual construction.

2) Needs Assessment

The Needs Assessment Study is being conducted by independent library consultant Kathy Page of Page & Moris. After summarizing her qualifications and noting her San Francisco base of operations, Kathy Page pointed out that a modest expansion makes a needs assessment more important because prioritizing will be required. The parts to the Needs Assessment are:

- Information gathering
- Analysis and recommendations
- Decision making
- Report writing and making presentations

The information gathering phase is being initiated with this meeting of the Expansion Committee, and will consist of visiting facilities, talking to staff, obtaining statistics on use and community demographics, conducting focus groups with critical segments of users and potential users within community and implementing a print survey.

3) Funding

Jim Lai, Library Commissioner and board member of North County Library Association (NCLA), discussed sources of funding for the expansion. He noted that the Friends of the Library had funded the initial architectural studies, that NCLA and LALE are funding the Needs Assessment Study and that some funding for actual construction is available from the Virginia Whipple bequest, but more will be required. The \$52 parcel tax administered by NCLA that funded the last expansion and currently funds hours and books runs out in 2011. NCLA plans to go to voters for approval to fund the proposed expansion and additional library hours for 20 years. The assumed start of construction for the expansion is July, 2009.

4) Discussion

Consultant Kathy Page asked for suggestions of community segments who should be reached through focus groups and in-depth interviews. The following suggestions were made: Friends of the Library, Youth Commission, business community, Los Altos teachers and educators, classes or clubs at local high schools, older adults, underserved community segments such as ESL and immigrants, and segments who currently may not be using the library.

Curtis Cole, Los Altos Mayor & NCLA member, said that the scope of the assessment should be needs over the next 20 years. Jean Mordo, Los Altos Hills Vice Mayor & NCLA member, agreed and said that the Whipple donation should be regarded as a catalyst, but the study and the Expansion Committee should consider the bigger picture and the entire scope of needs.

Commissioner Tucker suggested that the Expansion Committee should consider visiting new or remodeled library facilities in the Bay area. Sara Flowers and Kathy Page will provide recommendations of facilities and what to look for.

FUTURE AGENDA ITEMS

Set Nov. 6th Special Meeting Agenda

ADJOURNMENT - Meeting was adjourned at 8:05pm

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