



## LIBRARY COMMISSION MINUTES

### Regular Meeting

Tuesday, December 3, 2013 5:30p.m.

Los Altos Main Library

13 South San Antonio Road, Los Altos, 94022

### ROLL CALL

PRESENT: Commission Members: Suelzle, Davis, Hill, Struthers, Poulos and Perga

ALSO PRESENT: Peggy Ford, City Staff Liaison; Cynthia Wilson, Adult Librarian; Derek Wolfgram and Carol Frost, Deputy County Librarians

#### 1. Commission Minutes

Motion by Commissioner Struthers, seconded by Commissioner Perga to approve the minutes of the November 5, 2013 meeting as is. Motion passed unanimously.

### PUBLIC COMMENT

Resident, Elayne Dauber requested that each meeting's minutes include a summary of each topic's discussion.

### DISCUSSION ITEMS

#### 2. Ideal Attributes of a Community Librarian

Discussion was opened to all present at the meeting and a list of attributes was created. Community members, Lenelle Smith and Elayne Dauber were invited to participate in the brain storming session. Commissioners and community members' ideas are included in the following:

- Awareness that Library belongs to the community it serves
- Community Librarian should be involved with the community
- Look at policies in relationship to community
- Have a good relationship with staff
- Support community even though the County is the acting agency for library services
- Be comfortable speaking in front of Council
- Make the Library the best that it can be to better serve the community
- Innovate and try new things
- Knowledgeable and able to work with outside organizations
- Experienced and able to plan and work with design processes for Library
- Longevity

#### 3. Suggested Topics to Bring Forward to Council at Study Session

Library Parking lot safety changes

Organizations in support of the library and significance to the library

Create three-person subcommittee to come up with items to discuss at study session

Commissioners to serve on subcommittee are Commissioners Poulos, Hill and Struthers and will work with Library staff and City staff to assist in preparations.

Request City Manager to attend January meeting to prepare for study session in February

## INFORMATIONAL ITEMS

4. Friends of the Library

Elayne Dauber reported that the November Friends of the Library book sale sold over \$13,000.00 in book sales. It was the largest November book sale on record. The Friends of the Library will purchase a new 3d printer for the library.

There will be a plaque hung on the wall above the printer in honor of Carol Tefft, retired Community Librarian from Los Altos, who recently passed away. Ms. Tefft served for over 30 years as the Library Manager for Los Altos and was an advocate for technology. The 3d printer is befitting of Carol's legacy.

5. Monthly County and City Staff Reports

Received information and announcements from City and County Staff

## COMMISSIONER REPORTS AND COMMENTS

Commissioner Suelzle will be Vice President of Los Altos Library Endowment (LALE) for 2014.

Commissioner Poulos attended the California Library Association Conference in Southern California – reported on sessions and events while at conference and mentioned that the 2014 conference will be in Northern California, recommending Commissioners attend if possible.

Commissioner Davis reported on the latest developments related to the committee's plans for the Storytelling Festival in 2014.

Commissioner Struthers announced a photo gallery of libraries by Robert Dawson taken since 1994 will be on display at the Palo Alto Art Center beginning December 11 at 7pm.

Commissioner Hill reported on the Annual Commissioner Chair meeting with the Mayor that was held on November 14. She reported about how other commissions choose their chairs and that not all do exactly as others. Choosing chairs is unique to each commission and not always the same. Some do go by seniority or in order of time commissioners serve. Some continue on with the same chair for more than one year. Choices are dependant on the needs of the Commission.

## POTENTIAL FUTURE AGENDA ITEMS

Study Session pre-planning review  
Annual Work Plan review

### ADJOURNMENT – 7:14p.m.

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