



DATE: May 3, 2016

AGENDA ITEM # 3

**TO:** Library Commission  
**FROM:** Peggy Ford, Staff Liaison  
**SUBJECT:** Regular Meeting Time and Schedule Change

**RECOMMENDATION:**

Review the regular meeting day and time and adjust, if needed

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**BACKGROUND**

The Library Commission currently holds its regular meetings on the first Tuesday of each month at 5:30 p.m. in Program Room of the Los Altos Main Library. The Library Commission may adjust the day or time of its meeting schedule as indicated by the Los Altos Municipal Code.

**DISCUSSION**

Commission meetings are typically held in the evenings, generally beginning at 7:00 p.m., to allow members of the public greater flexibility to attend. Therefore, it is recommended that the meetings not begin any earlier than 5:00 p.m.

The Library Commission has held their last three meetings at 6pm in order to accommodate travel schedules from work. At the May meeting the Commission will discuss if it is of value to keep the meetings at 6pm, return to the 5:30pm time frame or suggest another time.

