

**MINUTES OF THE SUBCOMMITTEE MEETING OF THE LIBRARY COMMISSION
OF THE CITY OF LOS ALTOS, HELD ON TUESDAY, OCTOBER 16, 2017 AT 6:30
P.M. AT HILLVIEW COMMUNITY CENTER ROOM 2, 97 HILLVIEW AVENUE, LOS
ALTOS, CALIFORNIA**

ROLL CALL

PRESENT: Commissioners Colman, Hill, Liu

PUBLIC COMMENTS

None.

ITEMS FOR CONSIDERATION

1. Work Plan
Consideration:

Commissioner Cindy Hill provided the Subcommittee with an updated draft of the work plan.

The Subcommittee agreed that the main focus of the work plan should be on getting a new Library, therefore all the other previous goals would be removed.

- Remove Increase Library Patronage
- Remove Increase Awareness of the Los Altos Library Services
- Remove Awareness of Funds/Budget

The Subcommittee discussed rewording the Conduct a Library Needs Assessment goal to be more general and encompassing of the process to build a new Library. After much discussion, and suggestion by Mary Jo Kelly, the final wording of the goal was as follows:

- To have a state-of-the-art Library for the Los Altos and Los Altos Hills communities within the Civic Center site.

Then, after receiving feedback from Community Librarian Marlene Iwamoto that the 2008 Needs Assessment still had some valid information, the Subcommittee determined that only an update was needed versus a new Needs Assessment. Therefore, the project was updated to:

- Evaluate the need, process and costs for updating the 2008 Library Needs Assessment.

The Subcommittee also determined that they needed to specify what funding was needed, so they divided that into two projects.

- Assist in determining possible funding sources for updating the Needs Assessment.
- Assist in determining possible funding sources for a new Library.

Also, since the focus of the work plan is directed to a solution on the Civic Center site, the Subcommittee decided to remove the project of:

- Identify possible solutions for space needs – remodeled or new.

County Librarian Nancy Howe provided a short list of consultants or architectural firms that could assist in updating the 2008 Needs Assessment. The Subcommittee determined that they should research these organizations, so they added a project to indicate that step in the process.

- Identify and evaluate architect/consultant firms who can complete an update of the 2008 Needs Assessment.

County Librarian Nancy Howe also indicated that the Palo Alto Library and the Morgan Hill Library had either just completed or were in the process of doing a Needs Assessment study. She indicated that both groups would be willing to meet with the Los Altos/Los Altos Hills Library Commission to provide insight on the process. The Subcommittee determined that this would be another project to indicate on the work plan.

- Meet with other organizations who have completed the Needs Assessment process to gain insight.

The Subcommittee then reviewed the assignments and decided to adjust the word “conducting” to “updating” in the first listed assignment.

Finally, there was much discussion on the overall timeline for this process. The Subcommittee determined that they would target the 2018 deadline to get a bond measure on the November election ballot.

Staff Liaison Chew then reminded the Subcommittee that the next steps in the process would be to hold a special meeting of the Library Commission so that this draft work plan could be approved. The special meeting would need to occur prior to the joint meeting with City Council on November 7, 2017 at 5:15pm.

ADJOURNMENT

The Subcommittee adjourned the meeting at 8:12pm