

**MINUTES OF THE MEETING OF THE LIBRARY COMMISSION OF THE CITY OF  
LOS ALTOS, HELD ON TUESDAY, SEPTEMBER 5, 2017 AT 6:36 P.M. AT LOS ALTOS  
MAIN LIBRARY, 13 S.SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Commissioners Bashir, Colman, Hill, Kiremidjian

ABSENT: Commissioners Agarwal, Liu, Suelzle

**PUBLIC COMMENTS**

David Struthers and Suzanne Epstein provided thoughts on the use of private funds for public projects. They mentioned that this was discussed at the Los Altos City Council. In addition, they provided information about the Whipple Funds.

**INFORMATIONAL ITEMS**

1. Update from County Staff

Deputy County Librarian Chris Brown informed the Library Commission that there would be upcoming concert events in September. He also mentioned that each of the libraries would be getting discovery tables for their youth sections. In addition, he informed the Commissioners that the Summer Reading number were up.

Community Librarian Marlene Iwamoto presented information on statistics comparing August 2016 to August 2017, and past & upcoming events at the Los Altos Library.

2. Information from the Friends of the Library

Suzanne Epstein reported that they had worked out a new storage for Hillview. She also reported that the Friends of the Library had over \$4,000 in sales last month. Suzanne also informed the Commissioners that the next book sale would take place in November.

**The Commission took a brief recess from 7:20pm – 7:40pm to allow Chair Bashir and Commissioner Liu to attend their interviews with the Los Altos City Council.**

3. Update from City Staff

Staff Liaison Jaime Chew announced that the Fall Activity Guide had been release. She also mentioned that registration for the Halloween Window Painting Contest was now open. In addition, she introduced Bridget Matheson, Recreation Supervisor, who would be covering the Library Commission meeting in October.

**ITEMS FOR CONSIDERATION/ACTION**

4. Commission Minutes

Action: Upon a motion by Vice Chair Colman, seconded by Commissioner Kiremidjian, the Commission unanimously approved 4-0 the minutes of the August 1, 2017 meeting.

6. Work Plan

Action: None taken. The Library Commission discussed some ideas for the new 2017 – 2018 work plan. The Commissioners drafted five goals: Library Needs Assessment, Increase Library Patronage, Increase Awareness of Library Services, and Awareness of Funds/Budget. They also assigned Commissioners as follows: Commissioners Hill & Liu to Needs Assessment, Commissioners Bashir & Colman to Library Patronage, Commissioners Kiremidjian & Colman to Awareness of Funds, Commissioners Agarwal & Hill to Awareness of Services. The hope was to have each subcommittee to work out the projects and assignments prior to the October meeting.

### **COMMISSIONERS' REPORTS AND COMMENTS**

None.

### **FUTURE AGENDA ITEMS**

Update on Marketing (November)  
Work Plan  
Needs Assessment Process

### **ADJOURNMENT**

Chair Colman adjourned the meeting at 8:48pm.