



DATE: January 9, 2020

AGENDA ITEM # 2

**TO:** Library Commission

**FROM:** Jaime Chew, Recreation & Community Services Manager

**SUBJECT:** Discuss options for regular meeting time of the Library Commission

**RECOMMENDATION:**

Review and determine the best option for the regular meeting time of the Library Commission

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**BACKGROUND**

The Library Commission holds its regular Commission meeting on the second Thursday of the month at 6:30pm in the Orchard Room at the Main Los Altos Library. Vice Mayor Fligor is currently assigned as the Council Liaison to the Library Commission. Due to Vice Mayor Fligor's other committee and commission assignments, the current regular meeting time of the Library Commission prohibits her from attending. At the December Library Commission meeting, the Commissioners expressed a desire to retain Vice Mayor Fligor as their Council Liaison, so they requested a discussion of other options for regular meeting times of the Library Commission.

**DISCUSSION**

Staff Liaison Chew met with Interim Community Librarian Rose Baiza and determined that the following would be options for the regular meeting time of the Library Commission.

1. 1<sup>st</sup> Thursday of the month at 6:30pm
  - a. Pending adjustment of a regular meeting starting in July
  - b. Starting in March
2. 3<sup>rd</sup> Thursday of the month at 6:30pm
  - a. Starting in April
3. 2<sup>nd</sup> Wednesday of the month at 6:30pm
  - a. Starting in April

Options were based upon regular programming and availability of the Orchard Room at the Main Los Altos Library, in addition to avoiding Tuesdays due to the Los Altos City Council schedule.

Please note that the Library Commission is currently scheduled to host their March meeting at the Woodland Library.



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## AGENDA REPORT

The Library Commission will need to review and discuss which option will work best. Depending upon which option is chosen, a phased start may be needed due to the availability of the Orchard Room as listed above.

