

**MINUTES OF THE MEETING OF THE LIBRARY COMMISSION OF THE CITY OF  
LOS ALTOS, HELD ON THURSDAY, NOVEMBER 5, 2020 AT 6:30 P.M. VIA  
TELECONFERENCE IN LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Commissioners Bedard, Carter, Chan, Crane, Gee, Liu, Wheeler

ABSENT: None

**PUBLIC COMMENTS**

None.

**ITEMS FOR CONSIDERATION/ACTION**

1. Approve minutes of the meeting of October 14, 2020  
Action: Upon a motion by Vice Chair Wheeler, seconded by Commissioner Carter, the Commission unanimously approved 7 – 0 to approve the minutes of the October 14, 2020 Library Commission meeting.
2. Select Library Commission Representative for NCLA  
Action: Upon a motion by Chair Bedard, seconded by Vice Chair Wheeler, the Commission unanimously approved 7 – 0 to approve the appointment of Cindy Hill as the Library Commission representative to NCLA for a 4-year term through December 2024.
3. Work Plan  
Action: None taken. The Commission discussed and selected new subcommittees.

Infrastructure: Carter, Gee, Wheeler  
Services: Bedard, Chan, Crane  
Awareness: Carter, Chan, Wheeler  
Futures: Crane, Gee, Liu  
Work Plan: Bedard, Liu

Each subcommittee was tasked with setting up a meeting prior to the November Library Commission meeting to begin working on an action plan and recommendations. To be shared at the December meeting.

**INFORMATIONAL ITEMS**

4. Update from County Staff  
County Librarian Jennifer Weeks presented the monthly update for Santa Clara County. She highlighted the following information:
  - Lobby Self-Service available at all seven community libraries
  - Every Vote Counts – partnership with County of Registrar of Voters

- Snapshot of Key Services provided by SCCLD (Mar-May, Jun-Aug, Sep-Nov)
- October by the Numbers
- Words of Appreciation

Acting Community Librarian Bryant Bao presented the monthly update for the Los Altos Library and Woodland Branch. He highlighted the following information:

- Los Altos Statistics for October
- Online Programs
- Adapting for Fall & Winter
- Every Vote Counts
- Friends of the Library Online Sales added to Los Altos Library website
- Recent Online Comment

5. Information from the Friends of the Library

President Catharine Kristian reported the Friends continue to host successful book sales which is helping to reduce inventory. They are currently finalizing their process to hopefully begin accepting donations again in the near future.

6. Update from NCLA/Redevelopment Task Force

NCLA member Cindy Hill reported that NCLA officially disbanded the Task Force. She also indicated that NCLA was very thankful for the support.

7. Update from City Staff

Staff Liaison Jaime Chew reported that Recreation & Community Services continues to offer virtual programs and has reintroduced outdoor, in-person programming. Registration is open now! She also reported that Recreation is currently recruiting for 2 positions – Marketing Specialist and an Intern. She directed interested individuals to the City’s website. She also reminded the Commission of the joint Los Altos Community Center Tour that would be hosted on Tuesday, December 1 at 7pm. In closing, she stated that playgrounds are now open, with new signage to follow shortly. She indicated that additional updates could be found on the City’s COVID-19 webpage.

**COMMISSIONERS’ REPORTS AND COMMENTS**

None.

**FUTURE AGENDA ITEMS**

- Work Plan
- Library Redevelopment Project History
- Historical Events
- Library Commission Role in Redevelopment of Library

**ADJOURNMENT**

Chair Bedard adjourned the meeting at 8:25pm.