

**MINUTES OF THE MEETING OF THE LIBRARY COMMISSION OF THE CITY OF  
LOS ALTOS, HELD ON THURSDAY, DECEMBER 3, 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.

**INFORMATIONAL ITEMS**

1. Update from County Staff

County Librarian Jennifer Weeks presented the monthly update for Santa Clara County. She highlighted the following information:

- Introduction of Auto-Renewal
- Silicon Valley Reads 2021
- SCCLD Priorities - Current
- SCCLD Priorities - Emerging
- Save the Dates for JPA meeting, SVR Kickoff, 18<sup>th</sup> Annual Forum

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 November
- Online Programs
- What's New: Auto Renewals, Elimination of Fines, Reactivation of Disaster Service work
- New Health Order: Closed Lobby and Reverted to Curbside, Suspended Computer Access
- Recent Positive Online Comment

2. Update from NCLA/Redevelopment Task Force

NCLA member Cindy Hill reported that NCLA is trying to settle the finances to SCCLD. She also reported that there will be a transition of the committee since 2 of the members have termed out. In addition, representative Hill also mentioned that LALE will be funding 1 year of website management and design for the education outreach of the library redevelopment project.

3. Information from the Friends of the Library

President Catharine Kristian reported that the Friends are currently working on their internal process, and their online sales are continuing. They are currently working on how best to leverage social media, and they are finally starting to take donations.

4. Update from City Staff

Staff Liaison Jaime Chew reported that Recreation & Community Services hosted a Virtual Gingerbread House Exhibit. She indicated that they extended the deadline to submit an entry. She also reported that the City, and Recreation, was currently evaluating how the new Health Order would affect facilities and programs. She referred the Commission and the public to reference the COVID-19 page on the City's website for the most updated information.

## ITEMS FOR CONSIDERATION/ACTION

5. Approve minutes of the meeting of November 5, 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 November 5, 2020 Library Commission meeting.

6. Work Plan

Action: None taken. Vice Mayor Fligor, Council Liaison for the Library Commission, indicated that the Commission's joint meeting with the Los Altos City Council will potentially be in late January/early February. The subcommittees were tasked with meeting and updating their projects. Status and updates will be reported in January.

## COMMISSIONERS' REPORTS AND COMMENTS

7. Infrastructure Subcommittee

Action: Subcommittee has not met.

8. Services Subcommittee

Action: Subcommittee met and had a great discussion with Acting Community Librarian Bryant Bao.

9. Awareness Subcommittee

Action: Upon a motion by Vice Chair Wheeler, seconded by Commissioner Gee, the Commission unanimously approved 6 – 0 to approve the recommendation of the additional signage to the socially distanced waiting line at the front of the Library, to promote programs and services, for consideration of the Santa Clara County Library District staff.

In addition, the Commission provided feedback on the latest monthly Town Crier ad which featured the Book Dash Program.

10. Futures Subcommittee

Action: Brief discussion on the Library being used as collateral for the loan on the New Community Center. The Commission requested additional information to better understand the implications on the redevelopment of the Library.

11. Work Plan Subcommittee

Action: Subcommittee has not met.

**FUTURE AGENDA ITEMS**

Work Plan

Library Redevelopment Project History

Historical Events

Library Commission Role in Redevelopment of Library

Library Used as Collateral (Informational)

**ADJOURNMENT**

Chair Bedard adjourned the meeting at 8:16pm.