

**MINUTES OF THE SPECIAL MEETING OF THE LIBRARY COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, OCTOBER 14, 2020 AT 6:30 P.M. VIA TELECONFERENCE IN LOS ALTOS, CALIFORNIA**

**ROLL CALL**

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

ABSENT: None

**PUBLIC COMMENTS**

None.

**ITEMS FOR CONSIDERATION/ACTION**

1. Approve minutes of the special meeting of March 9, 2020 and the regular meeting of September 3, 2020

Action: Upon a motion by Commissioner Wheeler, seconded by Commissioner Crane, the Commission unanimously approved 7 – 0 the minutes of the March 9, 2020 Library Commission meeting and the September 3, 2020 Library Commission meeting with the amendments of including the temporary closure of Woodland and information on services in Item 4 – Receive Information from County Staff to the September 3, 2020 minutes.

2. Commission Reorganization

Action: Upon a motion by Commissioner Wheeler, seconded by Commissioner Gee, the Commission unanimously approved 7 – 0 to select Commissioner Bedard to serve as the Chair through September 2021. Upon a motion by Commissioner Gee, seconded by Commissioner Liu, the Commission unanimously approved 7 – 0 to select Commissioner Wheeler to serve as the Vice Chair through September 2021.

3. Work Plan

Action: None taken. The Work Plan Subcommittee provided an update to the full Commission, and new members were selected for the Improve Services and the Redeveloped Library Subcommittees.

**INFORMATIONAL ITEMS**

4. Update from County Staff

Deputy County Librarian Chris Brown presented the monthly update for Santa Clara County. He highlighted the following information:

- Piloting Lobby Services & Computer Access
- Record numbers in Overdrive digital checkouts
- September metrics
- Ballot Drop-Off Boxes

- Comparison of Services in March/April, May/June, July/August, and September/October

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

- Los Altos & Woodland Statistics for September
- Lobby Access as of October 13
- Computer Access as of October 19
- Book Dash
- Library Service Stages – Currently in Stage III
- Feel Good Story provided by local teen

5. Information from the Friends of the Library

President Catharine Kristian reported that the Friends successfully hosted book sales on the patio of the Los Altos History Museum on September 22 and October 11. They also hosted a forum for the current candidates running for local office. In addition, they are not currently accepting donations, but will hope to do so soon.

6. Update from NCLA/Redevelopment Task Force

NCLA member Cindy Hill reported that NCLA has not met since the pandemic hit and are tentatively scheduled to meet on October 26. She also reported that there will be 3 terms expiring in December 2020. In closing, she also mentioned that LALE is currently looking for new board members to serve. She also encouraged the Commission to come up with more project ideas, coordinate with Bryant and to potentially request funding from LALE as well.

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 construction continues on the new Los Altos Community Center and that completion is anticipated for Spring 2021 (April/May). In closing, she stated that the park restrooms are now open, with newly installed hand sanitizer stations and signage. 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

Historical Events

Library Commission Role in Redevelopment of Library

**ADJOURNMENT**

Chair Bedard adjourned the meeting at 8:30pm.