



## LIBRARY COMMISSION MINUTES

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Meeting of Tuesday, September 4, 2001  
97 Hillview Avenue  
Los Altos, California 94022

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### **ROLE CALL:**

Chair Julie Iskow called the meeting to order at 5:40 p.m.

Present: Commissioners Busetti, Lamparter, Lopez, Takle-Quinn and Thurber  
Los Altos Community Librarian Cheryl Houts, County Librarian Representative Julie Farnsworth, and City of Los Altos Liaison Donna Bauer.

Absent: Commissioners Harrison-Brown and Thurber

### **Approval of Minutes:**

July 3, 2001 minutes were approved with the following correction: spelling of Tackle Quinn to Takle Quinn. Busetti/Lopez.

### **Public Comment:**

There was no public comment presented to the Commission.

### **Reports:**

#### **1. Cheryl Houts, Los Altos Community Librarian**

Cheryl discussed the parking issues expressed by customers. She reported that currently there is no municipal code that addresses non-compact cars that park in compact spaces. She is encouraging staff to follow the parking guidelines. It was recommended that Sergio discuss alternative solutions with the Public Works Department and report back at the next meeting.

Cheryl reported that a volunteer will be cleaning the computer keyboards. Special timers have been installed on the lighting system in the parking lot. The staff hosted seven visitors from Shanghai, China, in a tour and presentation of the Los Altos Library.

#### **2. Julie Farnsworth, County Librarian Representative**

Susan Fuller is on vacation. Julie Farnsworth reported in her absence. Julie reported that available E.R.A.F. (supplemental tax) funds for the library will be delayed for two years. It was recommended that a thank you be sent to Jackie Spears for her support in the bill.

The Library JPA between City Councils will be reviewed. Measure A will be replaced in thirteen years. The Library Employee Union will be extending their contract for two years to June, 2003.

3. **Mary Lou Ferguson, Friends of the Library**

At the regular Friends of Library meeting of August 23, 2001, the FY 01-02 budget was approved. The appropriation budget amount was \$213,000. Jim Thurber presented a summary of the library survey and an update on the Recorders' Room. Half of the room will be used as needed. The dues will be raised from \$5.00 to \$10.00 after the September book sale scheduled for September 7, 8 and 9, 2001. The next sale will be held on January 18, 19 and 20, 2002. The Holiday Gift Book sale will be held on November 10, 2001, at 10:00 a.m.

**ONGOING BUSINESS**

1. **Operating Fund for Commission**

No Report

2. **Community Input Survey/Focus Groups**

Karen summarized the survey with the following highlights:

- A. Lack of Knowledge/Awareness
  - i. Public Relations – Website and (SOS) Outreach was positive
  - ii. Promote database useage
- B. City Hall Issues
  - i. Lighting
  - ii. Parking/enforcement
  - iii. Building, landscape and maintenance

Discussion:

Cheryl inquired about who maintained the island and History House landscape. She expressed her a concern for the maintenance around the Library. Karen reported that the rose bushes on the east side of the building were donated and cared for by a library employee. Julie reported that the establishment of focus groups would be a long-term goal.

3. **Civic Center Master Plan: Parking, Traffic Flow, Lights**

No report.

4. **Publicity for Library Activities**

A report will be made upon receipt of the survey results. Karen will investigate the possibility of providing an information booth at the Los Altos Fall Festival on October 6 and 7. It was recommended that the Library Commission and the Friends of the Library think of a handout and work the booth together. Karen further suggested that the website be displayed.

Jennifer recommended that upon completion of the survey results, an update and public thank you should be displayed in the local paper and library including information on the money spent and it's valuable return.

**5. County Recorder's Office**

A liaison from the recorder's office informed Cheryl that the partitions will be changed.

**6. Endowment**

Karen reported that the work is in progress to obtain an IRS number.

**PUBLIC COMMENT**

Kate Disney reported that Live Chat is very popular. The Library receives about fifteen e-mails every day.

**COMMISSION COMMENT**

The Friends of the Library exhibit at the History House was excellent.

**OTHER ITEMS**

**ADJOURNMENT**

Meeting was adjourned at 6:35 p.m.

Donna Bauer, Recreation Supervisor  
Liaison to the Library Commission