

**CITY OF SARATOGA  
LIBRARY COMMISSION  
MINUTES**

**DATE: December 7, 2005**

**TIME: 10 a.m to 11:30 noon**

**LOCATION: Book-Go-Round**

**14410 Oak Street, Saratoga CA 95070**

**1. Call to Order**

Chair Lemmon called meeting to order at 10:00 a.m.

**2. Roll Call**

**Commissioners present:** Chiou, Gipstein, Grover, Lemmon, Nilan, Thirumale

**Others present:** County Librarian Melinda Cervantes, Community Librarian Dolly Barnes, Saratoga Facilities Maintenance Supervisor Thomas Scott; Bonnie Stone

**3. Report on Posting of the Agenda:**

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on September 28, 2005 (Boyer, in absentia)

**4. Accept Agenda Items and Order:** Gipstein/Thirumale moved to accept the agenda as presented. Motion passed 5/0

**5. Approval of Minutes of September 28, 2005**

It was noted that the Commission's website (including minutes) had not been updated for a year. Gipstein/Grover moved to accept the September minutes as presented. Motion passed 5/0.

**6. Oral and Written Communication**

None

**7. Old Business**

**A. Library Projects update - Scott**

Scott reported that as of November 23, 2005, the following items had been completed at the Library:

- \* The outside book drops were again modified for safer use.
- \* The HVAC system was balanced, and additional corrections made. It was noted that a replaced fan has broken again.
- \* The front sidewalks were power washed.
- \* The boot scrubber brushes were replaced.
- \* Black rubber coving was installed around the Lobby. (Built-in rubber doormats are in process)

- \* Leaking roof gutters near staff entrance have been repaired.
- The following are being worked on:
- \* Finishing the Metro PCS flagpole cell tower project.
  - \* Some modifications done during construction of Children's area lighting need to be corrected.
  - \* Various lighting issues and the updating computerized lighting system.
  - \* Installation of roof safety ladder to the HVAC units for servicing.
  - \* Staining outside of building (review of lease documents required before funds allotted).

Cervantes asked the status of the community room's climate control. The City has decided that this was not an issue to be addressed by the Capital Fund.

In view of this decision, Gipstein noted that the Library Commission is responsible for overseeing use of money left in the Capital Fund, but is given no information, including who has replaced Lori Tinfow in keeping track of remaining monies. Lemmon will investigate for discussion at the next commission meeting.

**B. Antenna and Flagpole update -- Scott**

Scott reported that concrete and landscaping were underway. In response to questions, he added that Metro PCS will pay for lighting via its own meter. Barnes noted that concerns regarding the Garbage Company have been worked out.

**C. Sign Replacement update – Scott**

Scott reported that the design of the exterior Library sign has been completed and will go out to bid (this may wait until design of inside signage also is complete).

**D. Path -- Scott**

Lemmon noted that the Friends of the Library raised several issues with the City Council, including the mud and fertilizer brought into the library by visitors walking the path across the orchard. Lemmon reported that the City Council reassured them that they will work with the orchard subcontractor, and that they agreed to put in a mulch path to help with both rainy days and fertilizing days. No time frame was suggested, however, nor whether the mulch will be wood chips.

Gipstein moved that the Friends be advised that the Library Commission supports the Friends efforts to improve the pathway across the Orchard to the Library. (Seconded by Thirumale; passed 5/0). Barnes will express the Commission's concerns at the next Friends meeting.

**8. New Business**

**A. 2006 Meeting Calendar**

Future meetings for 2006 are scheduled for March 22, June 21, September 27, each from 12 Noon to 2 p.m., Community Room, Saratoga Library, and December 6 (tentatively 10 a.m. to 12 noon at the Book-Go-Round).

## **9. Reports**

### **A. Melinda Cervantes, County Librarian**

\*Silicon Valley Reads kicks off February 2006 at Heritage Theater, Campbell. Two books celebrated this year (rather than one) feature personal experiences with World War II: *When the Emperor Was Devine*, by Julie Otsuka, and Louise Steinman's *The Souvenir*. Author visits are planned; programs will also promote writing and contributions of memories or letters from Santa Clara Valley residents.

\* A proposal to fund an automated system for sorting returned library materials has been approved with the June County library budget and has gone out to bid. Saratoga Library will be among the first four to install the system.

\* Wireless Service was approved at the JPA meeting for all county libraries.

\* Cervantes encouraged commission members to attend the January 7, 2006, Library Friends and Commissioners Forum.

### **B. Dolly Barnes, City Library**

\* Barnes noted the success of the Library's monthly Reading Group, led by Betsy White, meets on the 2<sup>nd</sup> Tuesday of the month.

\* Silicon Valley Reads: Saratoga Library's event will take place February 7, 9 a.m. in the Community Room, with guest author Louise Steinman. Betsy White will feature Otsuka's *When the Emperor Was Devine* for the Reading Group.

\* Friends of the Library has contributed \$2500 to buy classroom copies of the books for Saratoga, Westmont and Campbell High Schools.

\* *Friday Night Lights* (Saratoga Reads) events at Saratoga High School, the Library, and Montalvo were "fabulous," and author Buss Bissinger well-spoken.

\* Book-Clubs-To-Go: twelve copies of selected books, with author's notes, are available to book clubs to check out. Information is available on the Library's website.

\* County Library has offered staff support for special training on ergonomic issues and on county library policies on sexual harassment.

### **C. Helen Lemmon, Chair**

The chair welcomes input. She will touch base with Cathleen Boyer regarding suggestions for better communication and updating the website.

### **D. Dolly Barnes for Sharon Pearce, Friends of the Library**

\* Noted that at the upcoming Friends meeting with the City council, they will take up questions regarding maintenance of the Oak Street building (Book-Go-Round).

\* Membership renewals have been sent out city-wide.

\* Upcoming program will feature Gary Richards, "Mr. Roadshow."

\* The next Saratoga Reads is in the selection process.

\* The Friends' new canvas book bag for children are for sale at the Library and Book-Go-Round.

### **E. Cathleen Boyer, Staff Liaison – absent (no report)**

### **F. Bonnie Stone, Library Art Committee**

Stone reported for the Library's (volunteer) Art Committee, that they have had a good response in submissions for the Library's art wall. They are considering judging for a two-year period rather than one. This committee, now a volunteer committee (not a commission), includes Bonnie Stone, Mary Lou Taylor, Mary Anne Henderson, Geeta Arunkumar.

Gipstein thanked Stone for her continued loyalty to the library, attention to detail and good suggestions.

**10. Suggested Agenda Items for Next Meeting:**

Updates on facilities

Library projects (general update)

Flagpole: lighting (utilities), landscaping

Outdoor sign status

Path

Capital Fund responsibilities

Website (timely posting of minutes)

**11. Meeting adjourned 11:30 a.m.**

**NOTE: NEXT MEETING is scheduled for March 22, 2006, 12 noon to 2 p.m.  
(Community Room, Saratoga Library)**