

CITY OF SARATOGA
LIBRARY COMMISSION
MINUTES

DATE: March 28, 2007
TIME: 12 noon to 2:00 p.m.
LOCATION: Community Room, Saratoga Library
13650 Saratoga Avenue
Saratoga, CA 95070

1. Call to Order

Chair Thirumale called the meeting to order at 12:05 pm.

2. Roll Call

Commissioners present: Alice Chiou, Helen Lemmon, Roxanne Nilan, Vandana Thirumale. New commissioner Sam McBane Mulford was welcomed.

Others present: County Librarian Melinda Cervantes; Community Librarian Dolly Barnes; Saratoga Facilities Maintenance Supervisor Thomas Scott; Tat Blesch of Friends of the Saratoga Libraries.

3. Report on Posting of the Agenda

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on Posted March 19th (Boyer)

4. Accept Agenda Items and Order. Nilan pointed out that several agenda items requested at the December 2006 meeting were not listed on the posted agenda (including the Library Expansion Fund and review of mission and goals.) Lemmon/Chiou moved to accept the agenda as presented. Motion passed 4/1.

5. Approval of Minutes of December 6, 2006

Move to approve Chiou/Lemmon. Motion passed 5/0.

6. Oral & Written Communication - none

7. Old Business

Building Maintenance Update – Scott

Tom Scott reported that as of March 19, 2007, the following facilities items have been completed at the Library:

- * The interior signage has been installed in the Library.
- * The roof safety ladder to the HVAC units has been installed (can get to air-conditioning units when area is wet).
- * The computerized lighting system program has been updated, corrected and repaired.

* The new HVAC system controls have been installed, are working, and are in their final testing to be adjustable via the internet.

Projects currently being worked on are:

*The outside wall staining project is planned for spring of '07 (bids have been requested). This project includes the whole building, including trash enclosures.

*Architect has been contacted about correcting the Children's area lighting problem.

* Repairing various lighting & electrical issues.

Tom Scott noted that this is the time for the commission to suggest any additional capital facility projects for the Capital Improvement Fund. Helen Lemmon noted that it has been more than a year since the commission was informed of the status/amount of the Fund. Dolly Barnes mentioned there are a number of possible items for the list.

8. New Business

* Agenda Items were discussed for the upcoming annual Joint Meeting with City Council on April 4, 2007, 6-7pm (Council with Library Commission and Saratoga Friends)

9. Reports (This section is informational only; no actions will be taken.)

Melinda Cervantes, County Librarian

* Silicon Valley Reads 2007 officially kicked off the evening of January 18th when more than 600 attendees enjoyed a thoughtful performance by *Tortilla Curtain* author T.C. Boyle. Silicon Valley Reads events are scheduled throughout the month of February. The final Silicon Valley Reads event was held on February 28th at the Mexican Heritage Plaza. TC Boyle addressed

* A tour of the Cupertino and Saratoga Libraries was given to San Rafael City Council and Staff on Tuesday, March 6. Linda Sobuta, SMWM Architects and Mark Schatz, Field Paoli Architects, were available to help lead the tours; Pamela Moore and Dolly Barnes coordinated the tours

* The Public Library Association Symposium was held in San Jose March 1-3 and included a tour of local libraries. More than 150 librarians and library directors visited the Saratoga Library, Santa Clara City Library and West Valley Branch Library on Thursday, March 1.

* On Saturday, January 13, approximately 35 friends, commissioners and staff participated in the third annual Library Friends and Commissioners Forum. On Saturday, January 13th, approximately 35 friends, commissioners, and staff participated in the 3rd Annual Library Friends and Commissioners Forum. Dr. Keynote Speaker, Ken Haycock, Director of the Graduate School of Library and Information Science, SJSU, spoke on library advocacy and new models of library service

* The California Library Association (CLA) Legislative Day in the District that was held on January 26 and February 2 was very successful; librarians and library

supporters met with seven local legislators regarding statewide library needs and library related legislation. The CLA/CSLA [California School Library Association] Library Legislative Day in Sacramento will be held on Wednesday, April 18, 2007. (See CLA-net.org (legislative priorities). Federal Legislative Day is May 1-3, 2007, in Washington D.C.

* The next meeting of the Library JPA Board will be held at the Library Administration Offices on Thursday, April 26, 2007, at 1:30 pm. This meeting will introduce next year's budget. (Jill Hunter will represent Saratoga City Council; Erin Garner will represent Monte Sereno).

Dolly Barnes, Saratoga Librarian

* *Got Homework?* The Santa Clara County Library system has received a grant from the State Library to pilot *Brainfuse*, an online homework tutoring service. Students in grade 3 through 12 can log onto the Library website and connect with a live tutor for a specific subject and grade level; tutoring is also available in Spanish. It is available 1pm to 10pm daily. Details are available at www.santaclaracountylib.org/brainfuse. Questions/comments are welcome.

* Students are always welcome at the library but spring gets a bit crazy. After contacting Redwood as a last resort, the assistant principal visited the library, and Superintendent Lane Weiss has been very responsive.

* In January, the library began new Monday hours. Saratoga is the only library in county system reopened on Mondays with privately fund-raised money. Most open staff positions have been filled.

* The County Library system will soon be going through a strategic planning process. Attended "Envisioning the Future" workshop, but there are many things that will remain the same.

Vandi Thirumale, Chair

* Encouraged commissioners to attend the Annual Library and Commissioners forum. She was impressed with the presentations and information provided about technology, and reference services. She and Tat Blesch will put together a follow up report, with meeting materials.

* She reported on the recent donation from the *World Journal* (a prominent local Mandarin language newspaper) of several hundred items in Chinese. The *World Journal* also received a certificate of appreciation from the City Council.

* She and Cathleen Boyer have discussed a commendation by City Council to outgoing commissioners Grover and Gipstein. Details to be arranged.

Tat Blesch, Friends of the Saratoga Libraries

* Reported on her attendance at the recent CalTac meeting.

10. Agenda Items for Next Meeting (June 13, 2007), or special meeting:

* Status of capital improvement funds – how can we move ahead on recommendations if we don't have adequate information. (Special meeting?)

- * Recommendation for more frequent meetings or special meetings (to keep up with Library Capital Improvement Fund obligations, and city deadlines)

- * Status of city commissions, and clarification for the City Council of differing rolls and obligations of the Library Commission and the Friends of the Library

- * Review of the Commission's "Mission Statement and Goals"

- * How to improve communication between Commission and city staff and city council

- * Follow up on Commissioner Forum meeting

11. Adjournment 1:55 (Moved by Nilan/Chiou; Motion passed 5/1)