

**CITY OF SARATOGA
LIBRARY COMMISSION
MINUTES**

DATE: October 24, 2007
TIME: 12 noon to 2:00 p.m.
LOCATION: Community Room, Saratoga Library
13650 Saratoga Avenue
Saratoga, California 95070

1. Call to Order

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

2. Roll Call

Commissioners present: Chiou, Lemmon, McBane Mulford, Nilan, and Thirumale.
Others present: County Librarian Melinda Cervantes, Community Librarian Dolly Barnes, Interim Community Librarian Joan Zedlar, Saratoga Facilities Maintenance Supervisor Thomas Scott, and Cathleen Boyer, City Clerk.

3. Report on posting of the agenda

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on October 18, 2007 (Boyer).

4. Accept Agenda Items and Order:

No additional items were added pursuant to Government Code Section 54954.2. Nilan moved to accept the agenda items and order, seconded by Chiou. Motion passed 5/0.

5. Approval of Minutes of Regular Meetings June 13, 2007, and August 22, 2007.

No corrections. Nilan moved to approve both sets of minutes; seconded by McBane Mulford. Motion passed 5/0.

6. Oral & Written Communication

No oral or written communications presented to the Commission.

7. Old Business

A. Building Maintenance Update

Thomas Scott reviewed the status of library projects as of October 18, 2007:

* The following facilities items were completed:

Repair of roof siding split over the Lobby.
Installation of a new safety ladder for the roof.

* The following projects are in progress:

* Exterior wall staining (funded by Santa Clara County Library is planned for November of 2007 (currently in the bidding process)

- * Redesign and installation of improved lighting in the Children's area
- * Repair of various lighting and power problems
- * Maintenance and cleaning of other Cool Roof areas, due largely to flat roof problems
- * Installation of separate PG&E meters for Metro/PCS and the City. (Under a current agreement, Metro/PCS reimburses the City a monthly fee of \$150 to cover predicted costs, but the sum is not directly tied to established usage. The separate meters will clearly indicate usage by both parties in the future.)
- * Permit to improve Friends of the Library Café area

B. Review of the Library Commission's Mission Statement

Commissioners discussed the need to clarify the content of the "Commission Profile" versus the "Mission Statement," as represented on the City's website. It was agreed that the profile should provide an administrative description, while the mission describes its purpose, and should be an action oriented statement. The Re-drafting of these statements should remove redundancies. The revised statement should be presented to Council. Commissioners will review the statements and send suggestions to Chiou and Lemmon for their draft revision, which will be reviewed at the next meeting.

C. Review and Approval of Commission Goals for 2007-2008

Nilan presented the draft of the commission's goals, with additional suggestions, and encouraged Commissioners to review the list for approval at next meeting.

8. New Business

A. Distribution of Library Commissioner Handbook

City Clerk Boyer distributed copies of the *City Commission Handbook* (December 2003), created by the city for members of all commissions. The handbook includes sections on the history of Saratoga, city government, general information about city commissions, commission meetings and procedures, working with the community, legal issues affecting commissions, and appendices (City of Saratoga Organizational Chart, Land Use Planning Basics, Oath of Office, and City of Saratoga's Conflict of Interest Code).

She also noted that a citizens program focused on understanding and interacting with local government, led by the City Clerk, will be offered in January at the Recreation Center.

B. Financial Questions

In preparation for December meeting, Nilan presented topics and questions intended to focus discussion of budgeting processes and priorities for the next fiscal year. She noted that Mary Furey, city finance director, and Dave Anderson, city manager, agreed at the special May meeting that city staff would join Tom Scott at the December meeting and would provide information requested at that time. McBane Mulford moved that Nilan invite the city finance director to the meeting. Lemmon seconded and the motion passed 5/0. The topics will include both short and long term issues, and future utilization of the Library Capital Improvement Fund.

C. Library Commission Vacancy

Since Thirumale's term ends with this meeting, a vacancy exists for the Commission. Several commissioners have been recruiting, and the City has advertised twice online, but as yet no applications have been received. Boyer will extend the deadline until after the December meeting, to provide more opportunity to recruit.

D. Election of New Chair

Lemmon nominated Roxanne Nilan as Chair, seconded by Thirumale. Chiou nominated Sam McBane Mulford as Vice Chair, seconded by Thirumale. Both motions passed 5/0.

9. Reports

A. Melinda Cervantes, County Librarian

- * Commissioners were encouraged to attend the 4th annual "Library Friends and Commissioners Forum" on Saturday, January 19th (9:00 a.m. – noon) at the Library Administration Offices, Los Gatos. More information will be available in November.
- * The Cities of Campbell and Gilroy are considering placing measures on a 2008 ballot to fund construction of new libraries in each community.
- * The Saratoga Library hosted the "BodyWorlds" educational exhibit, "Inside Out: How learning about your body can be the first step towards improved health and wellness" on Saturday, October 17, 2007. Presentations at seven Santa Clara County libraries were attended by more than 500 people. (BodyWorlds confirmed that the bodies exhibited are certified donations by donors expressly for this purpose.)
- * The Santa Clara County Library has engaged Paul Meyer of Tecker Consultants to conduct a strategic planning process that will last approximately nine months. Member library Friends and Commissioners will be invited to participate in the planning process during the January 19th Friends and Commissioners Forum.
- * San José Councilmember Pete Constant, encouraged by the Values Advocacy Council (a national conservative Christian organization), has raised the issue of imposing Internet filtering at San José city libraries. He brought the issue before the San José City Council, and Jane Light, San Jose City Library Director, was subsequently asked to study the issue and report to Council in January. The Santa Clara County JPA board already has a policy in effect for the SCC Library; the issue has not been raised as yet at any of the member cities.
- * The City of Sunnyvale has placed a library construction measure on the November 2007 ballot (Measure B) for \$108 million in general obligation bonds (which will require 66.6% voter approval to pass). The JPA has a resolution on its next agenda to support the measure, as does the County Board of Supervisors and other elected bodies.

B. Dolly Barnes, Community Librarian

- * Dolly Barnes introduced Joan Zedlar. With Barnes' retirement, Zedlar will serve as Interim Community Librarian (in addition to her current position) while the search for and hiring of Saratoga's next Community Librarian continues. Joan will return to her position as Adult Services Librarian once the position is filled.
- * Audio/video equipment is on order for the Community Room, Tech Training Room, and Story Room. A firm has been selected and is scheduled to install the equipment the week

prior to Thanksgiving. Much needed A/V features and capabilities will include a mobile podium and a ceiling mounted projector with motorized screen, in addition to speakers.

* One again, the Saratoga Community Library will collaborate with the Saratoga Village Development Council (SVDC) on the Saratoga “Witchy Walk” this Halloween.

* The city of Monte Sereno, which celebrated its 50th Anniversary this year, sponsored an exhibit on the history of the community. It has been mounted in the Reading Room. The exhibit was the focus of an October 20th presentation by Monte Sereno Mayor David Baxter and by Doug McNeil, a member of the Monte Sereno Cultural Commission, who assembled and produced the exhibit.

* Saratoga’s “BodyWorlds” Exhibit educational program (sponsored by the Health Trust and BodyWorlds) drew 138 people to its 1 ½ hour presentation. She noted that fifteen children attended as well as many teenagers. Some families brought their children to the presentation at the library as a way to decide whether to take their children to BodyWorlds Tech Museum exhibit.

* Other upcoming library programs include Wednesday Matinee films (every other week at 3 pm); the “Savvy Searcher” program (an introduction to the library’s catalogue and the internet); programs on gardening and on the De Young Museum

* A “Call to Artists” has been made by the Library’s Committee for Exhibits. They are planning lobby exhibits to run through 2009.

C. Vandi Thirumale, Commission Chair

* Thirumale led the commission in presenting Dolly Barnes with a gift of appreciation for her extraordinary service to the community and her very productive relationship with the Library Commission.

* In her last meeting as a commissioner, Thirumale thanked the commission for the wonderful experience. On behalf of the commission, Nilan presented Thirumale with a gift of appreciation for her service.

* She reminded commissioners of the upcoming 80th Anniversary Celebration of the 1928 Saratoga Village Library building (today’s Book-Go-Round) on Oak Street. The celebration, to be held on November 7th (12 noon), will also honor the buildings listing this year on the National Register of Historic Places. Friends, commissioners, city staff and council members and the general public are invited.

10. Suggested Agenda Items for Next Meeting

Review and approval of Mission Statement

Final review and approval of Commission Goals for 2007 – 2008

Library Facility Finances and Responsibilities Discussion

11. Adjournment

Thirumale moved to adjourn the meeting at 1:49 p.m. Nilan seconded (passed 5/0)