

**CITY OF SARATOGA  
LIBRARY COMMISSION  
MINUTES**

**DATE:** December 5, 2007  
**TIME:** 10:00 a.m. to 12:00 noon  
**LOCATION:** Book-Go-Round  
14410 Oak Street  
Saratoga, California 95070

**1. Call to Order**

Chair Nilan called the meeting to order at 10:07 a.m.

**2. Roll Call**

Commissioners present: Chiou, Lemmon, McBane Mulford, and Nilan. Others present: County Librarian Melinda Cervantes, Saratoga Facilities Maintenance Supervisor Thomas Scott, Heritage Preservation Commissioners Norm Koepernik, Chair, and Steve Kellond, Vice Chair, Friends of the Saratoga Libraries Liaison Tat Blesch, and City Clerk Cathleen Boyer.

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

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on November 29, 2007(Boyer).

**4. Accept Agenda Items and Order:**

No additional items were added pursuant to Government Code Section 54954.2. McBane Mulford moved to accept the agenda items and order, seconded by Nilan. Motion passed 4/0.

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

Chiou moved to approve both sets of minutes; seconded by Lemmon. Motion passed 4/0.

**6. Oral & Written Communication**

No oral or written communications were presented to the Commission.

**7. Old Business**

A. Review of the Library Commission's Mission Statement

\* This item was deferred until the next meeting.

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

\* The following were reviewed and accepted as working goals for 2007/2008:

(1) Strategic Planning

(a) Actively participate in the Santa Clara County Library's 2007-2008 strategic planning effort

(b) Work with SCCL, Saratoga Library staff, Friends of the Saratoga Library, and other partners to plan for January 2009 cessation of Monday hours or replacement of temporary funding.

(2) Library Capital Improvement Fund

Review short and long-term facilities needs relevant to the fund; clarify responsibilities, authority and public accountability regarding the fund; create a mechanism for timely financial updates, project reviews and proposed allocations

(3) Commission

(a) Clarify responsibilities of individual Commissioners

(b) Provide library orientations as necessary

(c) Revise, as necessary, the commission's mission statement in order to promote understanding, cooperation and future recruiting

C. Library Capital Improvement Fund Past and Future

- \* Ms. Furey distributed a summary of the Saratoga Library Capital Maintenance Trust Fund as of December 5, 2007. Questions regarding previous use, as well as the scope of the fund, were posed by commissioners. Staff provided the following clarifications:
  - \* Previously expended fees for Legal Services associated with contractor performance were considered by City staff as part of the construction cost of the facility and within the boundaries of the use of the fund.
  - \* Interest generated by the fund is capped by state regulations, and the eventual exhaustion of the fund toward the library facility is necessary to fulfill the voter approval of the original bond measure and language.
  - \* All other future expenditures of the Fund beyond those currently budgeted will be associated with capital improvements. Therefore, the Commission has an opportunity to plan forward for non-emergency improvements.
  - \* Santa Clara County Library has an agreement to operate the Library and is responsible for certain facilities related items, as established in the lease agreement. The City Clerk will provide the lease agreement document to the Commissioners for reference.
- \* Existing outstanding construction or improvement items include:
  - \* Lighting issues (currently budgeted)
  - \* A/V equipment at Community Room and Children's Area (currently in progress)
  - \* Minor electrical issues
- \* The commission and staff clarified the process for non-emergency items brought before or generated by the commission as follows:
  - \* A subcommittee (Nilan and McBane Mulford) has been established by the commission to provide timely input and feedback on issues that arise or must be addressed at times other than regularly scheduled commission meetings. City staff will contact the subcommittee members to address these issues and receive any direction on behalf of the commission.
- \* The commission and staff clarified the annual process for assessment and budgeting of capital improvement items:
  - \* December meeting to identify current status of the Fund (expectation that staff will provide a report similar to this meeting)

- \* February meeting to identify expenditures as requested by staff or generated by the commission. The Commission will develop a memorandum to Council outlining its recommendation for anticipated project expenditures to be included in the next fiscal year budget. Commissioners will attend the Council meetings to provide further information as required.

**D. Building Maintenance Update.**

Thomas Scott reviewed the memorandum dated November 21, 2007 re: Library Projects Update that was distributed as part of the Commissioners' agenda packet.

- \* The following facilities items were identified as completed or in progress:
  - \* The outside wall staining project started on Monday November 26 and will continue until it is complete. A second coat may be necessary as some areas are wicking stain. Some of the siding is warped beyond its capacity to be reattached – the southern exposures were most affected.
  - \* Correcting the Children's area lighting problem will be worked on in December with the first item being the selection of fixtures for the area by the group.
  - \* Repairing various lighting and power issues.
  - \* Maintenance cleaning of the rest of Cool Roof areas.
  - \* Installing PG&E meters for Metro/PCS and the City.
- \* The following items will be addressed in the upcoming facilities improvements budgeting process
  - \* Siding issues
  - \* Heritage Orchard signage project collaboration
  - \* Pathways (around the library and to the library from the orchard or street)

**8. New Business**

**A. Heritage Orchard Sign**

- \* Norm Koepernik, Chair, and Steve Kellond, Vice-Chair of the Heritage Preservation Commission, presented the context and concept of a new sign for the Heritage Orchard. The intent was to establish a stronger presence for the orchard by identifying it more prominently at the intersection of Saratoga and Fruitvale, and to reinforce the coexistence of the orchard and library. The conceptual design was developed by Steve Kellond, who is an architect in Saratoga. Key design considerations included:
  - \* stone walls to delineate orchard and low signage to avoid blocking views (non-competition with the library sign)
  - \* sign would physically represent the coexistence and synergy of the library within the orchard – the library sign is nestled in the orchard sign as a metaphor for the library nestled in the orchard
  - \* native stone at 32" above grade (technically a concrete block wall faced with stone); use natural planting around the signage to complement the natural setting
  - \* the font (lettering) on the new sign should complement the existing library signage

- \* solar panels to illuminate the sign (no issues with power usage) - an opportunity to integrate additional solar illumination into the project for the currently unlit library sign
  - \* another element of existing use includes the library posting event banners behind the library signage; there may be an opportunity to incorporate posts or other equipment into the new signage to accommodate poles and banners of a standardized size. The city would have oversight of what is allowed to be posted at this location.
  - \* A bid estimate of \$22,000 includes only the wall – and excludes the construction and equipment costs for solar illumination and any required drainage
  - \* The design has been vetted with Novacovich Orchards (NO) – who cares for the orchard and could speak to maintenance issues. The City and NO have a landlord and tenant relationship, where the City has oversight of the property and NO generated revenue from operating the orchard as a business. The Heritage Preservation Commission is also looking at developing a pathway through the orchard, which interconnects with the city staff desire to provide additional pedestrian pathways around the library.
  - \* The Heritage Preservation Commission has discussed plans to provide interpretive programming regarding the history of the orchard, which provides a significant opportunity for collaboration with the library to highlight the history and architectural design of the library as representative of the agricultural heritage of the community.
  - \* The HPC has also established an “Adopt-a-Tree Program” to generate capital for historical elements only within Saratoga and celebrate the value of the community’s assets. An opportunity exists to create awareness for both the orchard, library and other community assets through collaboration, programming, scheduled events and celebrations. The HPC will approach Council on January 19<sup>th</sup> with funding and conceptual costs.
  - \* The commissioners discussed the opportunities for a longer term relationship between the commissions, and collaboration with the library to integrate HPC information, support interpretive programming, develop collections and resources, etc.
  - \* Nilan moved to endorse the original concept and design, but would like to further the discussion on the lighting, signage fonts and materials, mechanisms for temporary banners, and intended planting behind the library sign. Seconded by Lemmon and approved 4/0.
  - \* Nilan moved that the LC and HPC pursue a partnership that might at the very least involve an exchange of ideas and collaborative efforts as well participate in the funding of the project. Seconded by Chiou. Motion passed 4/0.
  - \* Nilan encouraged the HPC to include the Friends of the Saratoga Libraries in discussions to expand the existing partnerships.
- B. Library Commission Vacancy
- \* One vacancy currently exists for the Commission. The City has advertised twice, but no applications have been received. The City Clerk will extend the deadline until after the December meeting, providing further opportunities to recruit individuals for this valuable public service.

## 9. Reports

### A. Melinda Cervantes, County Librarian

- \* The issue of Internet access and filtering has appeared in articles and an editorial in the San José Mercury News. The Santa Clara county Library JPA Internet Policy was established in 1998 after significant community discussion and includes filtering on Internet computers in the children's area and the option of filtered or unfiltered access in the adult area, although wireless access is filtered. Patrons must have a library card to log into the Internet and must accept the Library Policy as it appears on the consent screen. The Library also uses privacy screens on all computers. This policy has worked well for the nearly 10 years and does not block constitutionally protected speech for our patrons.
- \* A number of staff and one JPA member attended the California Library Association Annual Conference in October where speakers such as Craig Newmark, Craigslist founder; Jamie Lee Curtis, children's author, actor and activist; Chip Heath, Stanford Professor and author of *Made to Stick: Why Some Ideas Survive and Others Die*, and many other fine presenters participate in the program.
- \* Dr. Ken Haycock, Dean of the San José State University School of Library and Information Science will speak on advocacy for library trustees and commissioners at the CALTAC Spring 2008 Workshop in San Mateo Public Library on March 1, 2008.
- \* Save the Date:
  - \* Thursday, January 17, 2008 – Silicon Valley Reads Kick-off Author Event, 7:30 p.m., Campbell Heritage Theater
  - \* Saturday, January 19, 2008 – Library Commissioners and Friends Forum, 8:30 a.m. to 12:30 p.m., Library Administration Offices, 14600 Winchester Blvd., Los Gatos

## 10. Agenda Items for Next Meeting

- A. Review of Revised Mission Statement
- B. Review and Approval Recommendations for Proposed Facilities Improvement Projects  
Fiscal Year 08/09

## 11. Adjournment

Chair Nilan adjourned the meeting at 12:05 p.m.