

**CITY OF SARATOGA
LIBRARY COMMISSION
MINUTES**

DATE: April 23, 2008
TIME: 12:00 noon to 2:00 p.m.
LOCATION: Community Room
Saratoga Library
13650 Saratoga Avenue
Saratoga, CA 95070

1. Call to Order

Chair Nilan called the meeting to order at 12:04 p.m.

2. Roll Call

Commissioners present: Chiou, Lemmon, McBane Mulford, and Nilan. Others present: County Librarian Melinda Cervantes, Saratoga Community Librarian Barbara Williams, Saratoga Administrative Analyst Crystal Morrow, and Saratoga Facilities Maintenance Supervisor Thomas Scott.

3. Report on Posting of the Agenda

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on April 20, 2008 (Morrow).

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 Meeting December 5, 2007 and February 27, 2008.

Nilan moved to approve the minutes from the December 5, 2007 and February 27, 2008 meetings, seconded by Chiou. Motion passed 4/0.

6. Oral & Written Communication

No oral or written communications were presented to the Commission. Residents Javed Khan and Mumtaz Barkatullah were welcomed to the Commission meeting.

7. Old Business

A. Library Commissioner Vacancy Update

- * Lemmon committed to renewing her term and will reapply per the standard procedure for an incumbent. Chiou is also eligible to renew although she has decided to decline. One vacancy currently exists for the Commission, and Chiou's seat will become available in October of 2008.
- * May 9th, 2008 is the application deadline, and in addition to the application form, a separate supplemental questionnaire must also be completed.

- * The Commission would like the opportunity to advise staff in the future regarding the questions posed in the supplemental questionnaire, as well as the development of a separate, more appropriate questionnaire for incumbents. Nilan may choose to add this item to a future Commission meeting agenda for consideration and action prior to the October seat opening.
- * The Commission would also like the opportunity to advise the Council on the selection of new commissioners.

B. Building Maintenance Update

Thomas Scott reviewed the memorandum dated April 15, 2008 re: Library Projects Update that was distributed as part of the Commissioners' agenda packet.

- * As of April 15th, 2008, the following facilities items were identified as completed:
 - * Repair information has been forwarded to the County Library regarding roof leaks and stained ceiling tiles, so they can oversee the repairs.
 - * Failed wood siding has been replaced and staining is currently in progress or soon to be completed.
 - * The County has completed cleaning of the roof gutters as part of their preventative maintenance actions.
- * The following projects are currently in progress:
 - * Thomas Scott is procuring samples for roof gutter covers to mitigate future issues with blockage. Generic covers are not appropriate as the gutter system designed by the architectural and engineering team was custom fabricated to align to the aesthetic of the building.
 - * Lighting designers have been notified of the desired fixtures, etc., after meeting with the Facilities Subcommittee, and the City and Library staff. Staff would like to see energy efficient lighting with standard lamps and fixtures that replicate or complement the existing fixtures. The ability to integrate the new fixtures into the building management systems is also desired, as opposed to additional manual switching.
 - * Metro/PCS contacted staff late last week and provided notification that they would begin the installation process and projected completion at end of May. Staff would like to see 'cutovers' happen on Monday or Tuesday morning when the Library would not be affected.

C. Library Capital Improvement Fund Review

- * Nilan reviewed the correspondence sent to Mary Furey regarding current reallocations and 2007-08 budget allocations approved by the Commission at its last meeting. This meeting is most likely the last opportunity to amend the proposed budget for this year, as Council is scheduled to adopt a budget in early June.
- * Scott brought forward another potential fund allocation for the 2007-08 year. In an effort to manage noise and activity within the library, the concept of a wall and door enclosure for the café has been proposed. The Friends identified a preliminary scope of work and sought preliminary contractor bids for glazing that would preserve the architectural integrity.
 - * Morrow Williams had invited representatives from the school, etc. to do some brainstorming about some of the issues of managing use of the café space by youth, and the noise in the lobby area caused by the high level of activity during

certain times of the day. They explored whether enclosing the space with an indoor glass 'storefront' system similar to the design detail utilized at the study rooms, etc. would be appropriate.

- * The Friends had done initial research, and potentially thought they might fund this. However, once the scope of the project was understood, they felt that it might be more appropriate to approach the Commission and propose use of the Library Capital Improvement Fund.
- * Discussion regarding the proposed enclosure of the café space included:
 - (a) Enclosing a space has an effect on the HVAC distribution and zoning and must be addressed. If in fact this project moves forward, it would be appropriate to contact the original architect. The size of the project would necessitate a public bid procurement process as well. Often-used doors within public spaces present issues in library facilities throughout the county. Some felt that the idea had merit, as it affords the opportunity to have another, separate space within the library that could be functionally used differently than the current configuration.
 - (b) If this project is pursued, it should include the Library's desire to reevaluate the existing configuration of the entire lobby space. The integration of self check, etc., has minimized the need for the large service desk designed for the needs when the library opened. Currently, the reserves/holds are shelved near the New Book area, and are not adjacent to the self check area – which is the preferred layout for customer convenience.
- * Due to the discussion, Nilan moved to amend the 3/19 memo to Finance and resubmit allocation for 2008-2009, totaling \$70,000, as follows:
 - * Reallocations
 - (a) Move forward remaining funds as allocated for 07/08 to 08/09 for projects not yet completed by June 30, 2008
 - (i) Improvements to lighting in the Children's area - \$20,000
 - (ii) Installation of new PG&E meters - \$20,000
 - * New Allocation
 - (a) Contingency for unplanned improvements and repairs (to be allocated by commission approval for unplanned projects brought before the Commission within the fiscal year at a regular meeting, or by the Facilities Subcommittee and Library Commission Chair in the interim) - \$10,000
 - (b) "Improvements to Library Lobby and Café - \$20,000
- * Motion seconded by Lemmon; passed 4/0.

8. New Business

A. Long Term Planning for Library Capital Improvement Fund

- * Due to time constraints, this agenda item will be addressed in the June meeting.

B. Proposed State/County Budget Cuts

- i) McBane Mulford attended the Library Legislative Day organized by the California Library Association to advocate for preservation public library funding. Participants convened for a welcome and orientation session prior meeting with legislators in

small groups throughout the day. Public library funding issues that may impact the Santa Clara County Library and therefore Saratoga include:

(1) Public Library Foundation (PLF)

- (a) PLF has never been fully funded, and has actually declined from a high of \$1.68 per capita in 99/00 to \$0.39 per capita in fiscal year 07/08. The 07/08 budget reduced PLF by \$7M in 07/08 and the proposed 10% reduction in 08/09 will reduce the funding to \$0.34 per capita.
- (b) CLA's ultimate goal, when state revenues recover, is full funding for PLF at \$2.68 per capita.
- (c) Santa Clara County Library received almost \$238,000 in 06/07.

(2) Resource Sharing and Transaction-Based Reimbursement (TBR)

- (a) The TBR program reimburses local libraries for loaning books and materials to other libraries' residents. Both direct loan (where the customer comes into the library) and interlibrary loans are reimbursed.
- (b) TBR Funding for 06/07 in Santa Clara County amounted to almost \$1.8 million.
- (c) The Governor's 07/08 budget reduced funding by \$7 million and the fund is scheduled for a 10% reduction in 08/09.

(3) California State Library

(4) California Library Literacy Services

- (a) CLA rejects the Governor's proposed 10% reduction in the amount of \$506,000 to literacy services in the 08/09 budget.
- (b) Santa Clara County received approximately \$92,000 in literacy funding in 06/07.

ii) Other public library funding issues that may not directly impact Saratoga in the near future include the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2010. SB 1516 (Simitian) provides \$4 billion in new bond funding for library construction if approved by legislators, Governor and voters of California.

iii) Questions regarding funding sources, allocations, etc., for the Saratoga Library were raised by Khan and Mumtaz. Cervantes provided a summary of revenue sources and allocation within the Santa Clara County Library System. She also explained the supplemental nature of grants provided by the Friends of the Saratoga Libraries which are funds raised by the organization to address both facility (furniture) and operational (services, collections, programs) needs. In addition, while the Library was being renovated and expanded, the Friends invested the funds they would have appropriated for programs and materials in the Library and granted the Library the funds necessary to maintain Monday hours for two years.

C. Other Advocacy and Outreach

- * McBane Mulford attended the CALTAC workshop held in San Mateo on March 1st. She will provide an informational memorandum regarding these events and cc all staff.

D. Library Commission Job Description

- * Nilan discussed the context and role of the Commission, and differentiated the Commission from the Friends of the Saratoga Libraries.

- * Lemmon described the personal reward of being both a Commissioner interacting with community members and advising the Council on the library as well being a member of the Friends and actively raising funds to support the library.
- * Morrow Williams added that the staff perspective regarding eyes and ears on the street is that staff hears directly from the users of the library, but it is also very important to understand what is being said in the community as well and how Commissioners can mediate the flow of information and opinion. The role of the library in fostering information literacy is important and a 360 degree view from the community is critical.
- * This issue of creating an actual position description will be addressed at the next meeting.

9. Reports

A. Melinda Cervantes, County Librarian

- * JPA will meet April 24th at 1:30 p.m. Large items in the next fiscal year budget include migration to RFID, which will impact efficiency and increased accuracy of materials handling.
- * Two managers will retire next year. One position will be reclassified as a deputy position aligned to an emerging organization model.
- * Strategic Planning staff meetings have been conducted, as well as an online survey that staff has completed. Next Monday and Tuesday the Task Force will meet
 - (1) May 16th is Staff Development day
 - (2) June 5th will be the final presentation

B. Barbara Morrow Williams, Community Librarian

- * Staff is working with the City to address the issue of parents parking in the drop off zone. The issue from Redwood has arisen here as well. Working with the City and especially with Barbara Powell, the Assistant City Manager, to address new signage and painting the curb.
- * Building relationships with Redwood PTA.

10. Agenda Items for Meeting June 11, 2008

- A. Library Commissioner Job Description
- B. Set Calendar Dates for Next Year
- C. Long Term Planning for LCIF

11. Adjournment

Chair Nilan adjourned the meeting at 2:08 p.m.