

**CITY OF SARATOGA  
LIBRARY COMMISSION  
MINUTES**

**DATE:** June 11, 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 12:00 p.m.

**2. Roll Call**

Commissioners present: Chiou, Khan, Lemmon, McBane Mulford, and Nilan. Others present: County Librarian Melinda Cervantes, Saratoga Community Librarian Barbara Williams, Saratoga Administrative Analyst Crystal Morrow, Saratoga Facilities Maintenance Supervisor Thomas Scott; Friends of the Saratoga Libraries Sue Berera, Tat Blesch, and Judy Johnstone; Heritage Preservation Commissioners Steve Kellond, Chair, and Norm Koepernik.

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

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on June 4, 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 April 23, 2008.**

Lemmon moved to approve the minutes from the April 23, 2008 meeting, seconded by Nilan. Motion passed 4/0.

**6. Oral & Written Communication**

No oral or written communications were presented to the Commission.

**7. Old Business**

**A. Library Commissioner Vacancy Update**

- i. Chou's seat will become vacant in October of 2008; it is not currently advertised as vacant.

**B. Heritage Orchard and Sign Update**

- i. Steve Kellond, Chair, Heritage Preservation Commission introduced himself; he and Norm Koepernik attended the Commission's December 2007 meeting to introduce a signage project being pursued by the HPC. They had presented a design and talked

- about alternatives at that time. Alterations were made to the design based upon the feedback of the Library Commission.
- ii. HPC has designed identification signage that works with the existing library sign. The design is intended to reflect native and agricultural elements – a low stone wall with a subtle presence, which is timeless and classic and works with the acute angle of that corner. The design seeks to marry the two elements (library and orchard) together. At the December meeting, the Library Commission also looked at greater detail regarding lighting, lettering, materials, seasonal signage capacity, etc.
  - iii. HPC Received bids for additional lighting, and designed a system to create steel sleeves that would allow posts and banners to be installed and removed easily to address event and seasonal signage. Kellond presented three samples of the type of field stone that would be used to create a natural field stone wall. Norm presented four fonts for consideration. The ‘architectural font’ is prismatic and the letters would cast shadows. The solar lighting option is not being pursued at this time, due to the expense associated with the fixtures and the question of viability. However, commissioners mentioned that the Council is committed to green and sustainable solutions in the community, and may support this through additional funding.
  - iv. The concept of including sleeves to accommodate poles for seasonal signage (discussed in December) is also being included in the design. The City will want to regulate the size, etc., of seasonal signage and has a permitting process. Currently, the Recreation manages the Center City sign. Cervantes expressed a desire for the seasonal signage to not significantly impede views from the street to the Library.
  - v. The commission also requested budget information, which Kellond shared. The construction budget represents all costs anticipated (materials and labor; permitting would not carry a fee as it would be a City project). The HPC, Kellond and Koepernik have contributed their time to develop the design, gather support, etc., at no cost to the project. There are no other anticipated costs beyond the materials and labor to construct the design.
  - vi. The HPC is ultimately seeking final approval from the City Council and continues to pursue funding collaborations or contributions. They also continue to look for opportunities to collaborate on programming and events associated with the orchard and library. Barrera invited the HPC to make a presentation to the Friend’s Board at their July meeting.

C. 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.

- i. As of April 15<sup>th</sup>, 2008, the following facilities items were identified as completed:
  - a. replacement of the outside failed wood siding
- ii. The following projects are currently in progress:
  - a. Samples for roof gutter covers to mitigate blockage and also work architecturally are being requested.
  - b. Correcting the Children’s area lighting problem - the group has made recommendations regarding the types of fixtures to the Lighting Design Company. Thomas met on site with the Lighting Design Company on May

20th and should be getting their product specifications and design soon for bidding.

- c. Repairing various lighting and power issues around the building.
- d. Installing PG&E meters for Metro/PCS and the City, this project is planned to begin this month.

**D. Library Capital Improvement Fund**

- i. The current use of the fund and requests made of it no longer reflect mitigation of initial design and construction issues, or finalization of items not included in construction due to issues with the contractor, the City's oversight in or decision-making to postpone or defer items so that the building could be opened sooner, etc.

**E. CIF Long-term Planning**

- i. Cervantes shared that Mark Schotz was original the architect with Field Paoli, the Architect of Record, and that it would benefit the Commission to invite him into the discussion when considering alternations to the design of the facility. Williams identified a number of issues that staff is concerned with or would like to see resolved:
  - (1) Enclosing café (noise issues presented at previous meeting)
  - (2) Book drop as a challenge (glare on screen, use in inclement weather, etc.)
- ii. McBane Mulford will reach out to Mr. Schotz at the appropriate time, and could schedule a conference call or visit to outline the issues and obtain input and feedback. If any design work is undertaken, the Commission would need to appropriate funds to compensate the architectural firm for their work.
- iii. McBane Mulford and Nilan, as the Commission's Facilities Subcommittee, will schedule a meeting and tour with Williams to understand the issues identified by staff and consider incorporation into future capital improvement planning efforts.
- iv. The Subcommittee is currently gathering information to create a long term funding plan for known or planned repairs, replacements and improvements, to include financial responsibilities of the City, CIF, or County as appropriate. Once complete, the Commission will need to develop recommendations to Council on proactive planning for funding allocations to ensure the ability to address long term capital improvement needs of the facility once the fund is exhausted.

**8. New Business**

**A. Library Monday Hours**

- i. The Friends of the Saratoga Libraries have recently announced that it will fund opening the library on Mondays beyond an initial grant made in 2007 that would have expired at the end of December, 2008. This 2<sup>nd</sup> grant extends Monday hours through June, 2010.
- ii. Barrera expressed that the community needs to find a permanent funding mechanism, as the Friends are not in a position to continue funding (this grant exhausted the principal of the reserve created by the Friends when the library was under renovation and expansion, and programs were not funded at that time. There is a small window for strategizing and developing a solution – two years. All feel that this is a community, and not Friends issue. Barrera attended a JPA Board meeting to announce the grant, and Cervantes announced that the JPA will begin activity this

- summer to address a more permanent solution or source of revenue for all libraries. Currently, four libraries in the system are funding Monday hours, but some are struggling and may or may not be able to maintain the additional funding.
- iii. In answer to Khan's question about the funding from the Friends, they typically make grants of 120,000 to 150,000 per year specifically for programs and supplemental collections. They were not able to make grants during the renovation / expansion of the library, and invested those funds, creating a reserve. At the end of the first grant, the contribution was just under 300k. This contribution is just under 260. However, a new labor agreement scheduled for negotiation may impact currently projected costs for the last two months of funding.
- B. Library Commission vacancies, training, etc.
- i. Commissioners expressed a desire for an orientation session to be held when new commissioners are appointed. There may be an opportunity to conduct this orientation in July, although summer scheduling may not allow this to happen. This orientation, which should include a staff facilitated tour of the library as well as information sharing on the history, context, role and capacity of the Commission, would offer an opportunity for sharing current and anticipated issues before the Commission, etc. Development of a clear description of commissioner roles and responsibilities could be crafted at this meeting as well. This type of event would need to be posted according to Brown Act requirements.
  - ii. Commissioners may want to consider developing an historical timeline of milestone events, etc., which would facilitate this orientation of new commissioners.
  - iii. For future reference this commission will experience three commissioners leaving at one time due to appointments 2008 appointments.
  - iv. The California Association of Library Trustees and Commissioners (CALTAC) is the association for Library Commissioners – they provide Commissioner Training at no cost. Morrow will explore whether the training can be held here in November, once Chiou's vacancy is filled.
  - v. Commissioner Lemmon will serve as liaison to the Friends of the Library and attend their Board Meetings.
- C. Confirmation of FY 2008-2009 Meeting Dates are as follows (all to be held at the Library's community room, 12 to 2pm, except December):
- i. August 27
  - ii. October 22
  - iii. December 3<sup>rd</sup>, 10 a.m. to 12:00 noon at the Book Go Round
  - iv. February 25<sup>th</sup>
  - v. April 22<sup>nd</sup>
  - vi. June 10<sup>th</sup>

## 9. Reports

### A. Melinda Cervantes, Director, Santa Clara County Library

- i. In May, the Senate passed SB1516, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2010. The bill will now move to the Assembly. If approved by the State Legislature in the amount of \$4 billion, this bill would provide a two-thirds match in State funds to a one-third local

- match for grants of \$500,000 to \$30 million. The State Library Budget, Public Library Foundation and Transaction-based Reimbursement funds are stable for the moment.
- ii. Library staff was invited to participate in an All Staff Development Day on May 16. The day included a lively discussion of the Library implementing the strategic plan and programs on health in the workplace, dealing with change and book discussions. Staff was very appreciative of having the day to reconnect with friends and colleagues, recharge and rejuvenate.
  - iii. The American Library Association 2008 Annual Conference will be held in Anaheim, CA from June 26 – July 2. Also in Anaheim, as part of the Foresight 2020 Initiative, the Urban Libraries Council will host *Fast Forward* a one day conference devoted to creating a competitive edge for public libraries through strategic thinking about advances in technology, the kinds of knowledge that will be in demand and new trends in individual and social learning.
  - iv. The 2008 Silicon Valley Reads selection is *Not a Genuine Black Man: My Life as an Outsider* by Brian Copeland. Copeland moved to San Leandro in the early 1970s when he was eight and San Leandro was considered one of the most racist enclaves in the nation. Copeland is an award-winning writer, comedian, television host, radio personality, and actor.
  - v. The Library JPA Board adopted the FY2008-2009 Budget and accepted the Library Strategic Planning Report at their June meeting. The next meeting of the JPA Board is October 23, 2008.

## **10. Agenda Items for Meeting August 27, 2008**

- A. Library Commissioner Orientation
  - i. Commission History / Timeline of Milestones
  - ii. Library Commissioner Job Description
- B. Long Term Planning for LCIF Update

## **11. Adjournment**

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