

**CITY OF SARATOGA
LIBRARY COMMISSION
MINUTES**

DATE: August 27, 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, Lemmon, and Nilan (Absent: Khan, McBane-Mulford)

Others present: Sarah Flowers, County Library; Saratoga Community Librarian Barbara Williams; Saratoga Administrative Analyst Crystal Morrow; Saratoga Facilities Maintenance Supervisor Thomas Scott; Judy Johnstone, Friends of the Saratoga Libraries; Kristi Breisch, Vision Literacy.

Visitor Emily Lo, candidate for city council

3. Report on Posting of the Agenda

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on August 18, 2008 (Morrow).

4. Accept Agenda Items and Order:

No additional items were added pursuant to Government Code Section 54954.2.

Chiou moved to accept the agenda items and order, seconded by Lemmon. Motion passed 3/0.

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 3/0.

6. Oral & Written Communication

No oral or written communications were presented to the Commission.

7. Old Business

A. Building Maintenance Update

Thomas Scott reviewed the memorandum dated August 19, 2008 re: Library Projects Update that was distributed as part of the Commissioners' agenda packet.

* As of August 19, 2008, Metro/PCS had completed the major portions of the new meter project. PGG&E must now activate the power.

* He described examples of roof gutter covers that will allow water flow, but keeps gutters clear of debris and will also work architecturally. These are similar to covers used at other City buildings.

*He has received product specifications and design from the Lighting Design Company to correct the Children's area lighting problem. He will be working on a bid package for this project.

* Williams reported that there are no other notable lighting issues, but that HVAC issues must still be addressed.

B. Library Capital Improvement Fund – postponed

C. Library Commissioner Vacancy

Morrow and Nilan reported that some interest has been shown in upcoming vacant positions. It was confirmed that applicants must attend a commission meeting as part of their application process. Nilan suggested that new commissioner training (CalTac) be postponed until the commission's new member (replacing Alice Chiou) is appointed. Further discussion was postponed to the next meeting due to the absence of two commissioners.

8. New Business

A. Vision Literacy Presentation – Kristi Breisch

Vision Literacy is a free adult literacy program offered through public libraries as well as hospitals, businesses, and jail libraries. The program is offered in 13 cities in Santa Clara County, including Saratoga and Los Gatos. It is one of five accredited programs in the state, and has been selected by United Way.

She noted that in California, one of four people don't graduate high school, in part due to illiteracy, while adult illiteracy caused problems with prescriptions, emergency care, doctor's orders, etc. Illiteracy affects us all by impacting health care costs, crime rates, and education policy.

Vision Literacy has teamed with the hotel company Larkspur to offer literacy classes to employees at its Tollhouse Hotel in Los Gatos. This project has helped Vision learn how to run small group models for tutoring.

Vision is always looking for Adult learners, as well as volunteers, tutors, and advocates (especially those who can help market the program through the websites, newsletters, and other outreach materials of other organizations). Their target areas are Saratoga, Cupertino, Mountain View, and Milpitas, where it is working on getting more connected with potential sponsors and sources of books. Volunteers, she added, must be at least 18 years old.

Vision Literacy's central office is located in Milpitas (540 Valley Way, Building 4, Milpitas, CA 95035). Information can be found at www.visionliteracy.org. She provided commissioners with a portfolio of flyers and other information about their programs, and welcomed their interest.

Nilan suggested that interested members of the commission, Friends of the Saratoga Libraries, Barbara Morrow Williams could meet with a representative from Vision Literacy to explore ways to help the program.

B. Information Literacy - Barbara Morrow Williams

Williams underscored the importance of Library partnership with schools and parents in improving information literacy – the ability to access and evaluate information useful in daily life. This year the staff has emphasized increasing parent involvement so that children and parents alike to be prepared for success in school and out. The library system offers “Brainfuse,” a live feed homework help website that connects students (1st through 12th grade) directly with tutors (daily from 1pm to 9pm). Also available: help with college preparatory courses, skill building course.

Williams expressed her surprise that Saratoga has the lowest use record for in the county for these Library programs. It was suggested that this might be because Saratoga children are exposed to computer-accessed information at school and at home on perhaps a higher level than other county communities. She invited commissioners to join her after the meeting in the Library's tutorial room to see some of the databases available.

Reports

A. Sarah Flowers, Santa Clara County Library

The county has received a grant from the state for its “Get Healthy” program, and from MetLife for a “Healthy for Life” program. The County library system will use the funds to work on joint projects with PlaneTree Library, the Health Trust, Santa Clara Valley Hospital and other hospitals to improve health information service. County libraries will be offering more programs and new website health portal. Health information service improvements will be carried out over the next few years and will be focused on older adults (over 50)

B. Barbara Morrow Williams, Community Librarian (see above)

C. Roxanne Nilan, Chair

Thanked outgoing commissioner Alice Chiou for her four years of dedicated service and longstanding interest in the library, and on behalf of her fellow commissioners presented her with a gift.

D. Judy Johnstone, Friends of the Saratoga Library

- * A new round of Friends programs begin next week;
- * The Friends Board meeting has changed to the fourth Wednesday of the month (10am-12noon). She will ask the Board president to send schedules to Lemmon and Nilan.
- * Friends president Sue Berrera, Johnston and commissioner Nilan will be meeting with the Assistant Mayor of Los Altos to get information about their Joint Powers agreement and other funding issues as part of an information gathering effort before planning for seeking permanent funding for Monday hours.

E. Crystal Morrow

Asked for an update on the Heritage Orchard sign project (as discussed with Heritage Commissioners Steve Kellond and Norm Koepernik), she reported that the sign had been approved by City Council as a concept, but completion has been postponed for the time being because there is no available funding.

Adjournment

Chair Nilan adjourned the meeting at 1:35 p.m.

***Next meeting will be December 3rd, 10 a.m. to 12:00 noon at the Book Go Round
(PLEASE NOTE DIFFERENT TIME AND LOCATION)***