

**CITY OF SARATOGA
LIBRARY COMMISSION
MINUTES**

DATE: October 22, 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 12:05 p.m.

2. Roll Call

Commissioners present: Chiou, Lemmon, Khan, 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 Community Relations Manager Judy Johnstone.

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 5/0.

5. Approval of Minutes of Regular Meeting August 27, 2008.

Lemmon moved to approve the minutes from the August 27, 2008 meeting, seconded by Nilan. Motion passed 5/0.

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 re: Library Projects Update that was distributed as part of the Commissioners' agenda packet. As of October 7, 2008, the following facilities items have been completed at the Library:

- * PG&E has completed putting Metro/PCS on their new meter and the plan is to move the City over next week.
- * The hazardous material located in the transformer enclosure has been removed and the site has been cleaned.

Projects being worked on:

- * Working on correcting the Children's area lighting problem. Have received the product specifications and design from the Lighting Design Company. Will be working on doing a bid package for this project that can be sent out for bid.

B. LCIF Long-term Planning

- * Nilan and McBane Mulford need information from the City's Finance Director to establish longer term planning. They have reviewed the County Library's assumptions regarding capital improvements projected out over time.
- * Regarding any reconfiguration or new construction within the library, it would be best to contact Mark Schotz, the original building Architect with Field Paoli.
- * Nilan, McBane Mulford, Williams and Scott will meet to establish articulation of issues and criteria for a successful solution. Funding was allocated in this fiscal year for design of a solution if necessary. Engaging Field Paoli in the design of a solution would require the City to contract directly, and Scott would identify coordination with Williams and any others necessary for collaboration and decision making.
- * Morrow will follow up on the appropriate process regarding sole source vs. an RFP processes, as we would prefer to engage the original building architect. The City has implemented a new system in their Accounting and Legal departments. Scott believes he has discretion for contracts below 30k. The city would hold the contractual relationship with the architect; the Commission would appropriate LCIF dollars for the contract.
- * Resolving the café issue is deemed essential to the total program of the library per Morrow Williams.

C. Library Commission Position Update

Two terms of the five commissioners have been extended to April 2009 from October 2008 (Nilan and Chiou) to address the issue of commission continuity and minimize the number of vacancies that arise at any one point in time across all commissions. Ideally, an even number of commission positions will end their terms every two years; this issue will be addressed in January during the Council Retreat. The intent is to develop a plan that staggers commission terms, and may result in terms across all commissions ending in a rotating quarterly basis. Interim new commissioners may have terms that accommodate any adjustments necessary to implement the plan when decided. The current terms are as follows:

April 2009	Roxanne Nilan (Chair)
October 2011	Sam McBane Mulford (Vice Chair)
April 2009	Alice Chiou
April 2009	Helen Lemmon
October 2011	Javed Khan

From the previous vacancy posting, one application was received. However, this individual had not attended a commission meeting, which is a requirement for a valid application.

This commission was previously interested in providing input on questions for the supplemental questionnaire. The issue identified was that the questions for current (reapplying) members should acknowledge their experience on the commission and therefore be different than or supplemental to those questions for new applicants. This allows Council to compare experience and previous contributions of a sitting commissioner to the experience and potential contributions of a new applicant, and make decisions for appointment accordingly.

- * Interview issues – it would help to have an exit interview with outgoing commissioners; related to that are the council agendas and priorities for applicants.
- * Khan was impressed with the process he just experienced as a new commissioner; it exposes the candidate the scope of the role and responsibility. Attending a council meeting in addition to a Commission meeting is very beneficial as it provides perspective as to how local government works. He felt that there should be an opportunity for an applicant to interview with the sitting commission members.
- * Cervantes suggested that since this is done in many other local and regional cities, it might be worthwhile to benchmark their processes and especially their application forms and questions.
- * Council approves the Monte Sereno selection (nomination). It is most likely the Council's discretion as to whether they choose to interview a returning commissioner if there are no other applicants for an open position.

8. New Business

A. School-day Afternoon Student Discipline Issues

- * Closure of the Warner Hutton House to teen activities has resulted in a significant increase in the number of teens (mostly from Redwood Middle School) at the library on school day afternoons. While most are there to study, there are ten to fifteen students who pose ongoing discipline problems. The Library has established a progressive discipline policy: first, a verbal warning, then a 15 minute time out. Subsequent issues result in staff asking the individual to leave the Library, and parent contact before the student is allowed to return.
- * Staff is stretched to deliver library services and programs; dealing with discipline issues is disruptive not only to staff but other library users, including other teens who would like to use the library to finish schoolwork.
- * A Library goal is to reduce noise and confusion in the library by addressing the café issue. Staff 'turn' the tables every 30 minutes (those who are seated in the café, to study or socialize, are asked to move to another part of the library if they have been there longer than 30 minutes). The café is the only 'sanctioned' place to eat in the library, but if a few monopolize the tables, others cannot enjoy the space. Also, the group study room may be reserved for teen study in the afternoon.
- * Staff now allow people to take drinks into the other parts of the library as long as they are covered. Unfortunately, staff continue to find food wrappers in the stacks, but Morrow Williams feels we are swimming upstream on the food issue.
- * Staff is looking at two major strategies:
 - (1) Developing a relationship with Redwood Middle School and other community groups, to encourage them to provide adult monitoring, and to assist with

managing those teens kids who use the library as an interim spot before they are picked up by parents, but who appear to have little to do...

- (2) Enclosing the café area to contain the noise.
- * Another significant issue involves the lingering of these children after closing, when parents are late picking them up. On Friday nights, there may be 15 to 20 kids waiting outside. Initially staff stayed out of concern for the children's safety, particularly with winter darkness. It was noted that in Saratoga, a child aged 14 and under is considered abandoned if left unattended by a parent or guardian for a specified period of time, and the police need to become involved. The following measures are being used or considered:
 - (1) The Library is actively promoting a brochure – The Kids & Law – that covers issues for parents and educates them and their children as to the laws and regulations.
 - (2) The Sheriff could send a patrol around 6 pm on Fridays. Parents may assume that staff will stay after closing. Private schools or day care centers usually fine a parent a considerable amount for picking up their child late, which acts as a reminder.
 - (3) Development of great teen library programs after school – with a new teen librarian, the Library hopes to develop positive opportunities for these kids.
 - (4) Other practices include a proactive discussion with parents as they arrive late explain the issues and concerns. It was noted that the discipline issues discussed above are not the same children as those left behind after hours.
 - * Next steps – a role for the commission in resolving the issue.
 - (1) Nilan would like to facilitate conversation with the PTA, Schools, etc. and address this as a community issue and resolve it from multiple perspectives. This is an opportunity for a powerful community.
 - (2) The café issue will be addressed with improvements to the door/opening.
 - * SCC also will be looking at this as a system wide issue, as part of the concept of a seamless web of education from libraries and schools; the perspective is not that this is a 'bad kid' or 'poor parenting' issue.
- B. Election of New Chair and Vice Chair
- * Nilan moved to nominate McBane Mulford as Chair, seconded by Chiou. Passed unanimously 5/0.
 - * McBane Mulford nominated Khan as Vice Chair, seconded by Nilan. Passed unanimously 5/0.

9. Reports

A. Melinda Cervantes, Director, Santa Clara County Library

- * The new PC network is up and running and patrons seem to enjoy the full range of features including MS Office software, plug-ins for various hard drives and greater network stability.
- * The Silicon Valley Library System has merged with three other Bay Area Systems to form the nine-county Pacific Library Partnership System. Greater opportunities to join together to promote and advocate for libraries as well as efficiency of operation were the primary reasons for the merger.

- * Library staff would like to congratulate the Friends of the Morgan Hill Library for the Baker & Taylor Award and honor by FOLUSA. The American Library Association 2008 Annual Conference was held in Anaheim along with the Urban Libraries Council Foresight2020 Fast Forward.
 - * The 2009 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.
 - * 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 hosted 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.
 - * The next regular meeting of the Library JPA Board is scheduled for Thursday, October 23, 2008 at 1:30pm at the Library Administration Offices in Los Gatos. The Board will consider the FY2008 Year-End Fiscal Report, the lease for the new Milpitas Library and the acceptance of numerous donations and grant awards.
- A. Barbara Morrow Williams, Community Librarian – Issues and Program Overview
- * The library co-sponsored with AAUW a program on October 4, “A Practical Perspective on the Impact of Immigration on Education”. Roberta Lynch, an ESL Instructor in the local high schools, presented.
 - * The Library will also co-sponsor with AAUW a presentation on the Cervical Cancer Vaccine Program on November 15th.
 - * Teen Librarian Lisa Pirlot and Adult Program Librarian Michele Huie presented a fun filled afternoon for teens and tweens with Guitar Hero, Dance, Dance Revolution, and an assortment of games made possible by a grant from the Friends of the Saratoga Libraries. 25 kids participated in the program held in the Community Room.
 - * Barbara Morrow Williams and Children’s Program Librarians Peggy Baker and Cindy Wee hosted the Foothill PTA in the Community Room. After their regular PTA meeting, Peggy and Cindy introduced them to the various online databases. The hour long session was well received by twenty-one parents, including two first fathers. St. Andrews parents will be visiting Saratoga on October 30th for introductions to library databases.
 - * Branch total circulation for September 08 figures 123,840 up from the same time last year of 115,717 – an increase of over 8,000, making Saratoga fourth in the County Library System.
 - * The Library also experimented with a drop-in database training on Wednesday, October 22nd, and will continue to experiment with a weekly drop-in session through the end of the year.
 - * The Library will host a Plane Tree Health Library event on November 13th. Plane Tree is a local health library that provides reference services to library customers.
 - * After-school short term strategies – such as a progressive discipline policy – have been moderately successful on a day to day basis, but the Library still welcomes the

collaboration of the community to develop long term strategies to assist with the dozens of unsupervised students who come daily to the Library. The Library is the only free/no cost after school venue for students. According to long term staff members, Warner-Hutton House in Saratoga was low-cost, and took much of the pressure off the library when it was open. Now that is closed, the only other choices for families charge substantial fees, and in the is economic climate many seem to choose the free library.

B. Judy Johnstone, Friends of the Saratoga Library

- * Membership drive began two weeks ago – renewal notices have gone to all existing members and a mailing to all residents will go out this week.
- * On November 5th, a breakfast club meeting will be held with the author of Wild Goose Chase, Teri Thayer.
- * The Friends are conducting outreach to the community explaining that Monday hours are temporary and a source of financing is necessary to maintain those hours within the community. The Friends are currently integrating the AAUW and League of Women Voters into the community wide discussion.
- * The National Friends of the Library Week occurs this week. The Friends of the Saratoga Libraries are now a member of the national association – Friends of the Library USA (FOLUSA).

C. Roxanne Nilan

- * Barbara asked the City to conduct a formal study of the parking, circulation and other issues on the site. The report will be shared with Barbara and the Commission.

10. Agenda Items for Meeting December 3, 2008 (10:00 a.m. to 12:00 noon at the Book Go Round)

- A. LCIF Fund Review and FY 2009/2010 Budget Allocation Planning
- B. Library Commissioner Application and Interview Process
- C. Long Term Planning for LCIF Update

11. Adjournment

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