

**DRAFT
CITY OF SARATOGA
LIBRARY COMMISSION
MINUTES**

DATE: December 3, 2008
TIME: 10:00 am to 12:00 noon
LOCATION: Book-Go-Round
14410 Oak Street
Saratoga, CA 95030

1. Call to Order

Chair McBane Mulford called the meeting to order at 10:03.

2. Roll Call

Commissioners present: Khan, McBane Mulford, and Nilan. (Absent: Chiou, Lemmon.)
Others present: County Librarian Melinda Cervantes, Saratoga Community Librarian Barbara Morrow Williams, Saratoga Administrative Analyst Crystal Morrow, Saratoga Facilities Maintenance Supervisor Thomas Scott, Guests: Curtis Boone, intern, City of Saratoga, and Lisa Pirlot, Teen Librarian, Saratoga Public Library

3. Report on Posting of the Agenda

Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on November 26, 2008.

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 3/0.

5. Approval of Minutes of Regular Meeting of October 22, 2008

Nilan moved to approve the minutes from the October 22, 2008 meeting, seconded by Khan. Motion passed 3/0

6. Oral and Written Communication

No oral or written communications were presented to the Commission.

7. Old Business

A. Building Maintenance Update

1. Thomas Scott reviewed the November 26, 2008 memorandum re: Library Projects Update that was distributed as part of the agenda packet. As of November 26, the following facilities items have been completed at the Library:

* On November 24, Pacific Gas & Electric installed the new meter for the City in the Library's electrical room.

Projects being worked on include:

- * Transferring the City's electrical usage to the new PG&E meter
- * Working on getting all of the outside lights operating on the site. PG&E is dragging its feet regarding reconnecting exterior lights. This poses a safety factor, especially around the trash enclosure; the entry sign and light bollards have no power. This is high on Scott's list, and he will continue to work on this (Metro will not be paid until this work is completed).

- * Work continues on correcting the Children's Area lighting problem. He is getting paperwork from the contractor to do this project, and is getting ready to schedule work. He noted that there may be considerable debris, but this will be cleaned up before the library opens so that neither library staff nor patrons are exposed. This suggests working on a series of Monday and Tuesday mornings, when the library is not open, rather than working continuously. Morrow Williams urged that this work should be done while the library was closed. All are looking forward to getting lots of light into the area. There will be a financial award if the job is completed before time, a penalty if late.

2. Scott is working with List Engineering, a mechanical engineering consulting firm that specializes in HVAC systems, to assess the library's system and to recommend repairs of an immediate problem: one boiler has not worked for some time, while the second is working at 45-50% capacity. Unfortunately, there is no documentation regarding the original system design.

This has been a long term problem, resulting from issues within the construction process in implementation of the original design. Some areas of the library are overly warm while others are uncomfortably cold. Temperature and light are very important to library patrons; Morrow Williams reported that there have been many complaints, verging on protest, from library users, while staff routinely bring blankets, shawls, and extra sweaters to work. Standing fans are used in hot areas.

Quick fixes have been fruitless. Both boilers need to be replaced as soon as possible, but Cervantes emphasized the need to not only repair the boiler but to rebalance the system throughout the library, and improve the entire system. High ceilings with no fans have also posed a problem. Also, photo electric monitors are also causing false alarms, with fire detectors confused by dust within the system.

Originally, HVAC controls were automated and run from city hall as a cost savings measure, but as it turns out the Saratoga library turns out to be most expensive building to operate within the county library system.

Nilan pointed out that the HVAC system has been high on the list of concerns for long term planning of use of the LCIF. Commissioners agreed that it was time for a comprehensive review and remedial correction, rather than a quick fix of individual items by different contractors.

While temperature is a motivating factor, McBane Mulford asked about air quality, and asked if a new service provider would be hired to maintain the air conditioning unit. Scott noted that the warranty is up, and he would like to move to a reputable, efficient provider.

The Santa Clara County Library System took steps to address the problem by asking List Engineering to report to Melinda Cervantes their recommendations and cost estimates. She presented to the commission a preliminary quote of \$278,962.50, including construction documents, materials, and labor, with a contingency of 10 percent. (Costs include fees for consultant design of solution, as well as a conceptual estimate for constructions costs. A public procurement process will request bids will be requested for labor, materials, etc. and result in a final cost for resolution. In asking that the commission consider using the Library Capital Improvement Fund to pay for this remedial correction, Cervantes pointed out the need to resolve this problem promptly, within this FY08-09.

Given the urgency, but especially the large sum, of the request, McBane Mulford asked that the commission be given time to review the report provided by List Engineering. McBane Mulford added that since the 2008-2009 LCIF budget has already been approved by City Council, any amendment to that budget must reviewed and approved by the City Council.

McBane Mulford moved that a special a special meeting be held within two weeks to discuss this proposal as a special budget amendment to the Library Capital Improvement Fund of FY08-09. (Nilan seconded; passed 3/0). The meeting date was set for Monday, December 8th. Crystal Morrow will post and send out documentation.

B. Library Commission Application and Interview Process

Crystal Morrow reported that the staggering of commission terms will be on the agenda of the city council retreat on January 30th. Commissioners are invited to attend. She added that some commissions are at risk of losing a significant number of commissioners in one year (e.g. the Heritage Commission will lose four in 2010, while the Library Commission could loose three). Most likely, some terms of newly appointed commissioners or reappointed commissions will be shorter than the usual four years.

An additional problem arises with most city commission terms ending in April; commissioners on the Library and Planning Commissions have been, until recently, the exception, although in 2009, three Library commissioners will end their four year terms this April. This has proven to be a burden on the city clerk, who must handle the application and introduction of many new commissioners at one time, and at a busy time in the city's budget cycle. City staff have asked the City Council to spread terms, for example, Library and Parks in October, Safety in January, Youth and Planning in April, Heritage in June.

Nilan moved that the commission go on record in support of the staff recommendation for both a review of term staggering for the Library Commission, and the staggering of

city commission appointments across the year. Seconded by McBane Mulford, and passed 3/0. The commissioners voiced their unanimous thanks to Crystal for her persistence in this matter.

C. Long Term Planning for LCIF Update

Given the lengthy discussion of the special request for funding for the review and correction of the HVAC/boiler problem, this item was postponed to next meeting

8. New Business

A. Commission Annual Activities Overview

Nilan will send Crystal a copy of the 2008 commission goals and her text of her report to the City Council last April.

B. LCIF Fund Review and FY 2009/2010 Budget Allocation Planning

It was again noted that city documents should reflect that this fund is a capital improvement, not a maintenance fund, as printed on the fund report for December 1, 2008.

The commission reviewed the fund balance statement, which currently stands at \$685,270. This does not include lighting and electronic improvement costs of around \$19,000 and an additional \$3,000 for the PG&E meter installation to tie the city to the meter (\$11,473 has already been spent on the meter installation).

Lighting issues are the last items from the original 24 page “hit list” of unfinished construction items following the opening of the library.

Commissioners agreed with Morrow Williams that it was important to not lose track of the lobby/café improvement project and the outside book drop improvement. MM noted that it was important to consider the café improvement and the HVAC project together, and stressed that, as the HVAC system is overhauled, it was appropriate to engage the building’s original architect to not only review the closing-in of the café but its relationship to the HVAC solution. McBane Mulford will arrange a meeting with Mark Scholz and Barbara Morrow Williams.

Scott asked if there have been any problems with the sewer. The recently repaired sewer pipes in the children’s area is being monitored but given the design it may be a long term issue. Morrow Williams reported some plug ups. The commodes are not properly tied down. Scott noted that this is a city maintenance item. Damage to tiles around the commodes will be considered routine maintenance.

The Book Drop improvement is currently not on the LCIF budget. Scott had no new recommendations for 2009-2010, but reminded the commission to move forward the \$10,000 appropriation for contingencies.

9. Reports

A. Melinda Cervantes, County Librarian

- * The California Library Association Annual Conference was held in San Jose, November 14 through 18. A number of employees as well as a few Friends and Foundation members attended the conference. Master speakers included: Daniel Pink, Michael Chabon and his wife Ayelet Waldman, Janette Walls, and Adrienne Barbeau.
- * The kick-off event for the 2009 Silicon Valley Reads program will be held at the Campbell Heritage Theatre on Tuesday, January 13, 2009, at 7:30pm. This year's selection is *Not a Genuine Black Man: My Life as an Outsider*, by Brian Copeland.
- * The City of Gilroy passed a \$37 million Library Bond Measure with 69.09% yes votes. This is especially sweet since Gilroy competed in all three cycles of the 2000 Proposition 14 "Library Construction and Renovation Bond Act" grants, but was not funded.
- * The Fifth Annual Library Friends and Commissioners Forum will be held on Saturday, February 7, 2008, from 9:00am to noon, at the Library Administration offices. Save the date!
- * The Grand Opening of the beautiful new Milpitas Library will be held on Saturday, January 10, 2009; a soft opening will occur on or before January 5, 2009. Library staff began moving into the new library on Monday, November 18th.
- * The Library JPA Board adopted the Santa Clara County Library Strategic Plan at their October meeting. The Plan will soon be posted on the Library website. The next meeting of the JPA Board is Thursday, January 2, 2009, at 1:30.

B. Barbara Morrow Williams, Community Librarian

- * The Library has welcomed two new librarians. Morrow Williams introduced Lisa Pirlot, Teen Librarian (full time). Lisa received her MLIS from the University of Washington's School of Library and Information Science in 2007. Dolly Goya, Librarian (part time), has also joined the staff; she received her MLIS from San Jose State's School of Library and Information Science in 2007.
- * Three new pages have been hired: Julie Galvin, Michele Kuo, and Pei-Jane Jing. Karen Boyle, Circulation Supervisor, is interviewing applicants for a fourth position.
- * The Library received a new microfilm/microfiche reader/scanner. New technology enables the user to read microfilm and print out clearer and sharper copies than prior models.
- * Morrow Williams shared flyers about activities planned for the month of December.
- * She also reported increased use of the library due to the current economic crisis. Patrons are turning to the library rather than buy books. With job losses, some people are giving up personal wireless accounts, and have turned to the library for online access and help with job searching. The library is responding with a series of job search workshops using the Training Room. Some of these workshops are planned in conjunction with West Valley College's Workforce Development Department. The Library's career and jobs section is being built up. She hopes the job kiosk, removed in April because patrons of the Saratoga and Campbell libraries were not using the site enough, will be returned. She speculated that the location of the kiosk within the library had been part of the problem.

C. Sam McBane Mulford, Chair.

No report

D. Judy Johnstone, Friends of the Saratoga Library

No report.

10. Agenda Items for the Next meeting, February 25, 2009, to include:

- A. Library Commissioner Application and Interview Process
- B. Status of Library boiler review

11. Adjournment

Chair McBane Mulford adjourned the meeting at 11:45pm