



City of Saratoga Library Commission

Retreat Minutes

DATE: February 24, 2009
TIME: 10:00 a.m. – 1:00 p.m.
LOCATION: Saratoga Library
Community Room
13650 Saratoga Avenue
Saratoga, CA 95070

1. **Call to Order** – 10:20 a.m.
2. **Roll Call:**
Present: Lemmon, Khan, McBane Mulford, Nilan
Absent: Chiou
Staff: Barbara Morrow Williams and Crystal Morrow
Special Guests: Jim Lai and Dave Struthers of the Los Altos Library Commission
3. **Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on February 19, 2009
4. **Accept Agenda Items and Order:** No additional items may be added pursuant to Government Code Section 54954.2.
5. **Oral & Written Communication:** Any member of the public may address the Commission about any matter not on the agenda for this meeting for up to three minutes. *Commissioners may not comment on the matter, but may choose to place the topic on a future agenda.*
 - No oral or written communications
6. **Introduction and Agenda Review**
 - McBane Mulford introduced the agenda item and indicated that she had several goals for the meeting, in particular she said that she wanted the Commission to develop goals, through process mapping, that are in line with the Santa Clara County Library Strategic Plan.
 - McBane Mulford asked that each commissioner briefly explain why he or she joined the Commission.
 - Nilan said she has been on the Commission for 4 years and served as the Chair last year. She added that she is a professional librarian and historian. She decided to become a Commissioner, because she felt it would be helpful to supplement the Commission with a professional librarian's perspective.
 - McBane Mulford said she started her own consulting firm several years ago and had more freedom to decide how she spent her time. McBane Mulford decided to contribute to the Saratoga community by volunteering for the Library Commission.
 - Lemmon explained she developed a love for libraries as a freshman at the University of Southern California. After moving to Saratoga, she helped found the Friends of Saratoga Libraries and helped in

passing the bond that paid for the Library's renovations. Lemmon added that she joined the Commission to help the Library's wonderful staff.

- Khan said that he is originally from Pakistan and came to the United States as an engineering student at Berkeley. After Berkeley, he earned an MBA and began working for IBM. Khan then ran his own company for 16 years and after selling his business he started looking for ways to give back to his community, which is why he joined the Library Commission.
- McBane Mulford added that although Commissioner Alice Chiou could not attend the retreat, McBane Mulford wanted to share that Chiou has been involved heavily in the school community, and is an active member of the Chinese community in Saratoga.

7. Commission and Santa Clara County Library Goals

A. Santa Clara County Library Strategic Plan Overview

- McBane Mulford reviewed the Santa Clara County Library system's strategic goals, which include increasing customer convenience, strengthening public awareness, enabling staff and patrons to advocate for the library, and improving information literacy. McBane Mulford added that the plan may still undergo changes and the Joint Powers Authority (JPA) is interested in conducting a statistically sound survey of residents that will help to validate direction in the strategic plan.
- Morrow Williams indicated that Saratoga Library is working on enhancing customer convenience. Consequently, she has worked to increase the number of staff who can assist patrons. The Library is also developing innovative programs, such as teens teaching older adults to use computers and the "Jump Start your Job Search" program that is designed to help people who are looking for a job.

B. Library Commission Goals

- McBane Mulford then asked the Commission to consider past Commission goals, the Santa Clara County Library strategic plan, and Library efforts to develop a plan for the next year.
- Nilan indicated that managing use of the Library Capital Improvement Fund should still be a goal of the Commission, but now that the fund is nearly depleted the focus should be short term.
- McBane Mulford said she felt that the Commission should prioritize ongoing recruitment, rather than waiting until the last minute to find interested residents to volunteer.
- The Commission discussed how members could assist in achieving objectives of the Santa Clara County Library strategic plan and Saratoga Library.
- McBane Mulford summarized goals into 2 broad categories with subcategories as follows:
 - Commission Role & Sustainability
 - Presence in community
 - Advocacy
 - Greater connection to organizations that serve Saratoga
 - Increase & Maintain Access to Library
 - Funding
 - Hours
 - Staff
 - Materials
 - Virtual and physical access
 - Managing the Library Capital Improvement Fund
 - Ongoing Commission recruitment

8. 2009/2010 Work Plan

A. Process Mapping Activity

- Commissioners developed a list of things that happen throughout the year and how the Commission and staff can take advantage of those occurrences to promote the Commission's goals.

1. Annual Events and Activities

- Commissioners created a list of annual events and activities that Commission members could participate in.

2. Specific Opportunities and Strategies to Achieve Goals

- The Commission discussed how members could use annual events and activities to achieve the Commission's goals for the next year.

B. Commission and Staff Collaborations

1. Working Relationships and Expectations

- Nilan asked Morrow Williams how she felt about the Commission's changing focus away from the Library Capital Improvement Fund and towards supporting Library goals.
- Morrow Williams replied that she is glad the Commission is interested in becoming more active in helping the Library achieve its goals.

2. Meeting Procedures Review

- Morrow gave a report on meeting procedures, the Brown Act, required statements of economic interest, conflict of interest, and Saratoga Code of Ethics and Values

9. Adjournment – 2:11 p.m.

Minutes Submitted by:

Crystal Morrow, Administrative Analyst II
City of Saratoga, City Manager's Office