



City of Saratoga Library Commission

Meeting Minutes

DATE: April 22, 2009
TIME: 12:00 p.m. – 2:10 p.m.
LOCATION: Saratoga Library
Orchard Room
13650 Saratoga Avenue
Saratoga, CA 95070

1. **Call to Order** – 12:15 p.m.
2. **Roll Call:**
Present: Lemmon, Khan, McBane Mulford, Nilan
Staff: Melinda Cervantes, Joan Zedlar, Barbara Powell, Barbara Morrow Williams,
Judy Johnstone (Friends of Saratoga Libraries)
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 & Order:** No additional items may be added pursuant to Government Code Section 54954.2.
5. **Approval of Minutes of Commission Meetings**
 - Commission Retreat February 24, 2009
 - MCBANE MULFORD: MOVED TO ACCEPT MINUTES FOR RETREAT ON FEBRUARY 24, 2009
 - KHAN: SECOND
 - APPROVED: 4-0
 - Regular Meeting February 25, 2009
 - MCBANE MULFORD: MOVED TO APPROVE MINUTES FOR REGULAR MEETING ON FEBRUARY 25, 2009
 - KHAN: SECOND
 - APPROVED: 4-0
6. **Oral & Written Communications:** 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.*
 - Anya Iyengar, a prospective Library Commissioner, introduced herself and spoke about her interest in the Commission and in community service.
7. **Old Business**

A. Building Maintenance Update

- Thomas Scott had provided the Commission with a written update on Library projects. Powell informed the Commission that contracts for the Café remodel and Teen area improvements design have been sent to Field Paoli, Architects.

B. HVAC Project

- Powell provided an update on the HVAC Project. The City had just this morning received all the specifications and design documents for the project. The next step will be review by the Building Official and preparation of a bid package.

B. LCIF FY 2009/2010 Budget Allocation

- Powell reported that based upon recommendations from the City's Administrative Services Director, the City has included appropriations for the Café remodel and Teen area in the 2009/10 proposed budget. Appropriations for other projects may be added during the fiscal year, once solid numbers are received for the HVAC Project and, based upon remaining LCIF funds, remaining projects are prioritized and bids obtained.

8. New Business

A. Review of 2008/2009 Commission Work Plan

- McBane Mulford provided an overview of the work plan process and the work plan chart provided to the Commission.
- Cervantes and Morrow Williams provided additional information about Library operations.
- Attendees discussed possible venues to inform people about Library activities (e.g. school updates, KSAR, Saratoga News, Artsopolis, etc.)
- McBane Mulford suggested the group brainstorm other venues at which the Library and its activities and offerings could be showcased. The group came up with a number of annual events (e.g. Rotary Art Show, Mustard Faire, "Got Cards" buttons, SVDC events, July 4th, Celebrate Saratoga, Memorial Day, Tree Lighting Ceremony).
- Johnstone noted the Friends of the Saratoga Libraries are thinking of organizing a community event.

9. New Business

A. Upcoming Opportunities for Library Advocacy, Outreach, and Commission Participation

- McBane Mulford announced the upcoming Library Issues Breakfast
- McBane Mulford asked for Commissioners to think of other events they may wish to attend.

10. Reports *(this section is informational only; no actions will be taken)*

A. Melinda Cervantes, County Librarian

- Cervantes provided an update on the State budget and ARRA (Federal Stimulus Funding), a program to employ Seniors, and other recent programs for funding of programs and facilities.
- April 14th, Santa Clara County Poet Laureate Nils Peterson appeared at the Saratoga Library – all who attended agreed it was a very nice event.

B. Barbara Morrow Williams, Saratoga Community Librarian

- Morrow Williams reported on upcoming programs at the Library.
- Morrow Williams presented Commissioner Lemmon with a book that was purchased in honor of her late husband. Three books have been purchased in his honor.

C. Judy Johnstone, Friends of the Saratoga Libraries

- Johnstone reported on the Friends' efforts to honor school volunteers. The Friends purchased books in honor of 117 volunteers.
- Johnstone reported that Friends' membership levels are about the same as previous years, but the book Go Round has been doing very well in terms of sales.
- For the "Week of the Young Child", the Friends are selling book bags (\$8.00)
- The Friends are looking at putting their newsletter on-line and implementing on-line memberships.

D. Sam McBane Mulford, Chair

- McBane Mulford shared her desire to provide information to the City Council about what skill sets, experience, etc. are desirable for future Commissioners. Current Commissioners can send their ideas to her and she will prepare a memo to the Council.

11. Agenda Items for the Next Meeting

- Date of meeting changed to: *June 17th*
- Items:
 - o Update on Santa Clara County survey
 - o Commission work plan
 - o Opportunities for Library Advocacy, Outreach, and Commission Participation

12. Adjournment

- McBane Mulford acknowledged the contributions of Roxanne Nilan. Commissioner Lemmon also spoke highly of Roxanne's contributions to the Commission.
- McBane Mulford acknowledged the contributions of Crystal Morrow, especially her efficiency and ability to get things done.
- The Commission adjourned the meeting at 2:15 and refreshments were served.

Minutes Submitted by:

Barbara Powell, Assistant City Manager
City of Saratoga, City Manager's Office