



# City of Saratoga Library Commission

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## *Special Meeting Minutes*

**DATE:** June 30, 2010  
**TIME:** 12:00 noon  
**LOCATION:** Joan Pisani Community  
Center  
Patio Room  
19655 Allendale Avenue  
Saratoga, CA 95070

**1. Call to Order – 10:05 a.m.**

**2. Roll Call:**

Present: Iyengar, Lemmon, Lucas, Khan (arrived late)

Staff, Liaisons, Joan Zedlar, Hedy Yuen, Derek Wolfgram

& Guests: Barbara Powell, Thomas Scott, Steve Benzing

Absent: McBane Mulford

**3. Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on June 29, 2010 at 9:00 a.m.

**4. Accept Agenda Items & Order:** No additional items may be added pursuant to Government Code Section 54954.2.

**5. Oral and Written Communications:**

None

**6. Approval of Minutes**

- Special Meeting May 5, 2010
  - LEMMON: MOVED TO ACCEPT MINUTES FOR SPECIAL MEETING ON MAY 5, 2010
  - IYENGAR: SECOND
  - APPROVED: 3-0

## 7. Old Business

### A. Building Update

- Scott reported he is obtaining prices from a sign company to repair two monument signs for the library and to update the sign in front of the library to reflect new hours.
- Scott introduced Steve Benzing, Architect, and gave an overview of the proposed library book drop overhang.
- Benzing went over several alternative proposals for reducing glare on the external book drop. Commissioners voice their preference for alternative "C", with two entryways.

### B. Library User Survey

- Wolfgram noted the library is putting together a presentation about the user survey that will be ready in late summer/early fall. He intends to schedule a meeting of members from each Library Commission to see the presentation. He noted there may be a role for the Commission in advancing the Santa Clara County library system's strategic plan.
- Iyengar asked Wolfgram whether "library users" are considered people who hold cards, or people who actually use their cards.
- Wolfgram noted they are both, but have been divided into two separate groups. Users are includes people who access the library via the website.

### C. Summary/highlights of public feedback on the Library

- Joan Zedlar provided an overview of the comment cards received. Most are about the library database or book purchase suggestions. Most are helpful suggestions; one recently received complimented the Children's Librarian.

## 8. New Business

### A. Opportunities for Commission Outreach and Advocacy

- An idea that was discussed is to attend the Monte Sereno and Saratoga City Council meetings, to provide an update during Oral Communications.
- ACTION ITEMS:
  - Iyengar will follow-up on the possibility of attending Council meetings.

### B. Discussion of whether to hold August 25, 2010 meeting

- LEMMON: MOVED TO CANCEL THE AUGUST 25, 2010 MEETING
- KHAN: SECOND
- APPROVED: 4-0
- If there is a need for it, a special meeting can be scheduled.

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

A. Wolfgram

- The Library JPA Board adopted the FY2011 Library Budget at their meeting on June 3. The next meeting will be October 28, 2010 at 1:30pm at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos.
- The Library held its Staff Development Day on Friday, May 21, 2010 with nearly 300 employees coming together at the Morgan Hill Community Center to “Get F.I.R.E.D. Up!” What does F.I.R.E.D. stand for? Fun, Inspiration & Recognition for Everyone Day. A big thanks to our local residents for allowing us this one day to bring all Library staffs together.
- The Summer 2010 issue of the Santa Clara County Library Newsletter has been mailed to residents and is also available at each Library.
- After a year-long internal review of the Library’s Vision Literacy program, the program has been reorganized and will be known going forward as The Reading Program. Focusing on its core mission, The Reading Program will recruit and train dedicated tutors and register, support and encourage individuals who would like to improve their reading skills. For more information about The Reading Program, call 408-262-1349 or visit [www.santaclaracountylib.org/literacy](http://www.santaclaracountylib.org/literacy)
- People age 50 and up are the fastest growing segment of the population in Santa Clara County. In order to better meet the needs of this population, the Library has developed a series of programs to be offered this fall, and a new page on the Library's website, [www.santaclaracountylib.org/50plus](http://www.santaclaracountylib.org/50plus).
- In June, Santa Clara County Library became the first library in California to offer Freegal, an online database with free MP3 downloads of songs from Sony Music’s entire catalog of artists, including Alternative Rock, Classic Rock, R&B, Country, Classical, Pop, Latin Pop, or Jazz (3 songs per patron per week).
- New Saratoga Library hours began June 28, 2010 because the agreement for the Friends to support additional staff and hours could not be sustained beyond the 2.5 years they generously supported. The Library is now open 52 hours per week on seven days, as compared to 58 hours per week last fiscal year.
- On Monday, August 16 the Saratoga Library will close for one day for RFID installation.

B. Zedlar

- The summer reading program includes books for adults, teens and children and features a free paperbook and tote bag
- By the next meeting of the Commission, a new Community Librarian will have been chosen.

C. Yuen

- Hedy Yuen is the new liaison to the Commission from the Friends of the Saratoga Libraries.
- She reported that Friends' membership is down a bit. This may be due to the Friends' cancellation of a City-wide mailing, due to the cost.
- The Friends will be targeting City-wide events in order to solicit new members.
- Powell mentioned the City's Activity Guide as a means for outreach, since it is mailed to all City residents and others who have participated in Recreation Department classes and events.

D. Iyengar

- She inquired about an article in the Saratogan concerning the Library Commission.
- Powell noted this could be done (dependent upon available space, and she would mention this to the editor, Crystal Morrow).
- She suggested the idea of having an electronic format/more visible/more eye catching means of showcasing Library use (similar to Friends' barometer that had been displayed in front of the Library). She wondered if this was a project that could jointly be undertaken with the Youth Commission.
- Powell will pass this idea along to Adam Henig, City staff liaison to the Youth Commission.
- She noted the Library Commission members are incorrect on the Santa Clara County website and asked if this could be updated.
- Zedlar will check on this issue.

**10. Next Meeting**

- Wednesday, October 27, 12:00 noon, Saratoga Library
- Suggested topic: Meeting time and day of the week

**11. Adjournment – 11:50 p.m.**

- LEMMON: MOVED TO ADJOURN THE MEETING
- KHAN: SECOND
- APPROVED: 4-0