



City of Saratoga Library Commission

Special Meeting Minutes

DATE: March 11, 2011

TIME: 12:00 noon

LOCATION: Saratoga Library
Community Room
13650 Saratoga Avenue
Saratoga, CA 95070

1. **Call to Order** – 12:10 p.m. by Chair McBane Mulford

2. **Roll Call:**
 - Present: Lemmon, McBane Mulford
 - Staff, Liaisons,
 - & Guests: Melinda Cervantes, Hedy Yuen, Barbara Powell, Gayathri Kanth,
Sharon Andres (prospective Commissioner)
 - Absent: Khan

3. **Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on March 7, 2011.

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**
 - A. Special Meeting October 27, 2010
 - Deferred to next meeting, since there was not a quorum present.
 - B. Introductions
 - Attendees introduced themselves to Sharon Andres, who will, effective 3/16/11, be sworn in as a member of the Commission.

7. **Old Business**
 - A. Building Update

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- Thomas Scott prepared a report for the Commission including the following:
 - The new contractor and the contract for the book drop overhang has been approved by the City Council.
 - City Facilities staff and Library staff are working on details for a temporary book drop to be used while the overhang project is going on.
 - Thomas is working with the new contractor on getting all of the approvals, permits and materials for the book drop overhang so the project can be scheduled.

8. New Business

A. Recognizing Commission Service

- McBane Mulford inquired what the recognition process is for service on a City Commission. Powell indicated the City recognizes a full-term of service with a proclamation given at a City Council meeting.
- McBane Mulford wondered if there is a process for someone who has not served a full term (resigned from a Commission). Powell indicated there is not.
- Cervantes noted in the past the Commission has had informal recognition with refreshments and time devoted on an agenda.
- McBane Mulford and Lemmon will discuss possible options for recognition of Commissioners and will bring them to the next meeting.

B. Discussion of Commission meeting day of week and time

- McBane Mulford raised the option of potentially holding Commission meetings in the early evening, in order to provide a better time to involve the public.
- After discussion, those present felt the 4th Wednesday of the month at 5:30 p.m. might work well.
- The item will be brought back for discussion and a recommendation at the next meeting.

C. Commission opportunities for community engagement

- Attendees discussed upcoming community events in Saratoga (St. Patrick's Day, Persian New Year).
- Kanth noted the Library had staff present at the Mustard Faire, which occurred on March 6th.
- Cervantes noted the Cupertino Library Commission has its own website that lists community events, Commission meetings, City Council meetings, etc. She will provide additional information about this to McBane Mulford.

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D. Discussion of Commission work plan

- McBane Mulford stated she had attended the Library Commissioner/Friends Forum. “Literacy” was the main focus/keynote of the forum. At the next Commission meeting, she would like to discuss what the Commission would like to accomplish and how best to support the Saratoga Library and greater (Santa Clara County) library system.

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

A. Cervantes

- Provided the attached report.

B. Kanth

- Provided the attached report.

C. Yuen

- Reported that the Friends of the Saratoga Library were going to be holding a members’ only discount sale. She noted the Friends also had a table at the Mustard Faire. Donation volume to the Book Go Round is very high. A number of long-term volunteers are leaving the Friends, as they are no longer able to do the kind of tasks needed; the Friends are looking to attract younger members.

D. McBane Mulford

- Nothing else to report.

10. Next Meeting

- Wednesday, April 27, 2011, 12:00 noon, Saratoga Library
- Proposed agenda items:
 - Approval of minutes from October 27, 2010 and March 11, 2011 meetings
 - Recognizing Commission service
 - Recommendation of Commission meeting day of week and time
 - Commission opportunities for community engagement
 - Discussion of Commission work plan

11. Adjournment – 2:20 p.m.

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Library Commissioners Report
Melinda Cervantes, County Librarian
Santa Clara County Library
March 2011

-  The Spring California Association of Library Trustees and Commissioners (CALTAC) held its *Spring 2011 CALTAC Workshop* at the Milpitas Library on Saturday, February 26, 2011.
-  The Annual Library Friends and Commissioners Forum was held on Saturday, March 5. This proved to be a wonderful advocacy, networking and learning opportunity for all Santa Clara County Library support groups.
-  State Budget Update.
-  At the January meeting, the Library JPA Board held a public hearing to consider the purchase of real property, accepted staff reports on CLA Legislative Committee activities, projected State Budget impacts on Library revenues/resource sharing and the Library Technology Improvement and Replacement Plan. In February, the JPA accepted the Annual Audit and Five-Year Forecast reports.

The next regularly scheduled meeting of the Santa Clara County Library JPA Board will be held on Thursday, April 28, 2011 at 1:30pm at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos. JPA agendas and minutes were posted on Friday, April 19, 2011.

-  The Silicon Valley Reads 2011 kick-off was held at the Campbell Heritage Theatre to a crowd of nearly 300. The delightful and at times very funny author Michelle Richmond spoke of her experience writing *The Year of Fog* as part of the dialogue with Mike Cassidy, a columnist with the San Jose Mercury News. Many more programs are scheduled throughout the months of February and March.

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Gayathri Kanth, Community Librarian, Saratoga Library
Report February 2011

Statistics

	<i>Jan 2010</i>	<i>Jan 2011</i>
Circulation	138,553	143,320
Circulation/Hour	587	667
New Library Cards	254	136
Visits	42,903	41,974

Staff News:

Saratoga Library has a new Supervising Librarian for Adult and Teen Services. Roslyn Donald, the new Supervising Librarian comes to us from the San Mateo City Library where she was the Business Librarian.

Special Event: Reading Goes 'Round

The Saratoga Library initiated a new enrichment program, *Reading goes 'Round* for Kindergartners and 6th grade students. The goal of the program is to create life-long readers by nurturing a love of books, reading, learning and libraries. The library will partner with local schools, parents and the Saratoga Elementary School District. The City of Saratoga, Friends of the Saratoga Libraries and National Charity League provide support. The two groups of students and their parents will participate in book clubs and other reading experiences that make reading a family activity

VIP Night – Kindergartners and their families

Our first VIP Night for Kindergartners and the families was a huge success. About 170 Kindergartners and their families visited the library after the library was closed to the public. The families enjoyed their self guided tour of the library, pizza dinner and the story telling event immensely. Then while the kids were doing a craft activity, the parents attended a workshop on family reading.

VIP Night – Sixth Graders and their families

Our VIP Night for Sixth Graders and the families was another success. About 70 Sixth Graders and their families visited the library after the library was closed to the public. The families enjoyed their self guided tour of the library and a pizza dinner. Then sixth graders tried to find out what it takes to be Food Fear Factor Champion. Four sixth graders actually lasted through all the rounds of food. Parents enjoyed a presentation by author Tanya Egan Gibson.

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Partnership Programs with Recreation Department

Over the past month staff and members of the Saratoga Library have been working together to offer free monthly workshops to the public at the Library's Community Room. Beginning on January 12th, and continuing every second Wednesday, one or more instructors will be leading a 60-minute workshop. The objective for the Library is to bring in a new audience that is not familiar with its resources, while the Recreation Department is hoping to attract future program users.

Programs:

2/9 – **College Admissions Essay Workshop** was attended by more than 50 interested teens.

2/9 - “The Chocolate Tree” – a Mayan Folktale bookclub (for kindergartners and their parents – Reading Goes ‘Round Project).

The scene was set for the eleven kindergartners and their moms to learn unknown facts about the Ancient Maya. Peggy lead the discussion of the book, spiced it up with a few Mayan facts and encouraged the kids to participate in a short Reader's Theatre involving “rain” and “thunder”.

Jennifer dazzled with her powerpoint presentation on chocolate facts then she involved the kids/moms with a chocolate tasting contest for all of the eager participants. The event finished up with making a clay Mayan amulet. The children left clutching their Mayan pillowcase shirt take home craft (and left-over chocolate!) with smiles on their faces.

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2/10 - "One" – A Silicon Valley Reads program

Fifteen children had fun participating in our program honoring the book, "One". The story was read; a Reader's Theatre about perseverance was acted out by the children and all participated in making a watercolor painting to try out the effect of different colors on the page.

2/17 - "An Afternoon with Madeline"

This program was one of our programs in connection with Montalvo's series of events. The event started with tandem reading of a related French story followed by French phrases with Ms. Cindy and French songs with Ms. Peggy.

The children participated eagerly in a manners game and embarked upon an adventure watching the movie, "Madeline in the Wild West". After the movie, the children made mosaic French flags and munched happily on Madeline cookies. Everyone was having such a good time that we literally could not get them to leave!

Ongoing programs:

Family Storytime Tuesdays at 7:30 p.m.,

Toddler Storytime Wednesdays at 10:30 a.m.,

Preschool Storytime Thursdays at 10:30 a.m.

Adult English Conversation group discussion on Fridays at 10:30 a.m.

TAB meetings 4th Thursday of the month

Upcoming Programs

March 15th- [Silicon Valley Reads 2011 Author Michelle Richmond](#)

March 17th - A combo Wizard of Oz and St. Patrick's Day program! A "green" celebration! All ages. A Montalvo connected event.

March 23th- Another Kindergarten bookclub: "Mr. Putter and Tabby Paint the Porch" – book discussion, treats and make a mini book with Ms. Jennifer and Ms. Cindy

Respectfully submitted

Gayathri Kanth

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