



# City of Saratoga Library Commission

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## **MEETING MINUTES**

**DATE:** April 27, 2011

**TIME:** Noon

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

**1. Call to Order – 12:10 p.m.**

**2. Roll Call:**

Present: Andres, Khan, Lemmon, McBane Mulford

Staff & Liaisons: Melinda Cervantes, Hedy Yuen, Gayathri Kanth, Barbara Powell

Guests: Bob Semichy

**3. Report on Posting of the Agenda:** Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on April 22, 2011.

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

**5. 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.*

- Powell shared information with the Commission about Refinancing the General Obligation Bonds that funded renovation of the Saratoga Library.

**6. Approval of Minutes**

A. October 27, 2010

- Lemmon motioned to approve the minutes
- Khan seconded the motion
- Motion failed 2-0-2 with Andres and McBane Mulford abstaining

B. March 11, 2011

- McBane Mulford motioned to approve the minutes
- Lemmon seconded the motion
- Motion failed 2-0-1 with Andres and Khan abstaining

## **7. Old Business**

### **A. Building Update (Thomas Scott)**

- Powell shared a building update with the Commission. As of April 25, 2011, the following facilities items have been completed at the Library:
  - The new temporary book drop has been installed in the front of the Library.
  - All of the permits and materials have been approved for the overhang project.
- Projects being worked on include:
  - The construction of the new overhang for the book drop area is planned to start Tuesday May 3<sup>rd</sup> after the Friends complete their book sale.
  - The overhang, which should be completed in less the 6 weeks.

## **8. New Business**

### **A. June 15, 2011 Joint Meeting – City Council, Friends, Library Commission**

- McBane Mulford introduced the item and invited the group to share ideas for discussion topics.
- Cervantes shared that annexations are causing a \$1.2 million reduction in County property tax revenues. Additionally the Governor's budget proposal does not include funding for community libraries, which represents a loss of \$1.3 million in revenues for the County Library. However, the County Library has seen significant savings due to technology and expects that vacant positions will be left unfilled, the materials budget will be reduced, and a non-resident fee to use County libraries will be introduced.
- The Commission discussed fund raising opportunities.

### **B. Recommendation of Commission meeting day of week and time**

- The Commission agreed to switch the meeting time to 5:30 p.m. on a temporary basis to see if it encourages public attendance at Library Commission meetings.

### **C. Commission Opportunities for Community Engagement**

- Cervantes suggested that the Commission attend the JPA meeting if they wish to share their individual thoughts on the non-resident fee. The County Librarian will also be honored at the upcoming Pacific Library Partnership Legislative Breakfast on Saturday, May 21, 2011.

### **D. Discussion of Commission Work Plan**

- The Commission discussed supporting the implementation of the County Library's strategic plan. Khanth offered to provide additional information on the plan when it is more developed.
- The Commission discussed a visual – process map of the Commission's work plan. McBane Mulford indicated she would distribute copies of the map to the Commission.

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

A. Melinda Cervantes, County Librarian

- Cervantes shared that there is a Legislative Day on May 18, 2011 in Sacramento. Information on the event is online at <http://cla-net.org/>.

B. Gayathri Kanth, Community Librarian/alternate

- Kanth shared information about Library circulation, new library cards, and visits:

|                   | March 2010 | March 2011 |
|-------------------|------------|------------|
| Circulation       | 134,192    | 134,751    |
| Circulation/Hour  | 541        | 602        |
| New Library Cards | 247        | 127        |
| Visits            | 41,648     | 42,800     |

- Kanth announced that the e-books event on April 3, 2011 attracted 40 attendees, many who already had e-readers and wanted to learn about Library e-books.
- Kanth shared that the Saratoga Library winners of the VOYA's national teen poetry contest were noted in the Saratoga News.
- Kanth provided an update on upcoming programs for adults, teens, and children.

C. Hedy Yuen, Friends of the Saratoga Libraries

- Yuen shared that the Friends of the Saratoga Libraries are going to hold a paperback sale on April 30 and 31. Yuen also invited Commissioners to volunteer for the Friends on an individual basis and noted that membership and sales are holding steady.
- Yuen noted that a new representative from the Friends would begin attending Library Commission meetings starting in June.

D. Sam McBane Mulford, Library Commission Chair

- McBane Mulford noted that the Annual American Library Association Conference will be in June in New Orleans. McBane Mulford indicated she would send a link to the conference email to the Commission.

**10. Next Meeting** – June 22, 2011

A. Proposed Agenda Items

**11. Adjournment**

Minutes submitted by:

Crystal Morrow, Administrative Analyst II

City of Saratoga – City Manager's Office