



City of Saratoga Library Commission

MINUTES

DATE: February 22, 2012

TIME: 4:00 p.m.

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

Call to Order

Roll Call

Present: Sharon Andres, Helen Lemmon, Jill Whitcomb, Sam McBane Mulford, Linda Baxter

Absent: None

Staff & Liaisons: Gayathri Kanth, Nancy Howe on behalf of Melinda Cervantes, Mainini Cabute, Crystal Morrow

Report on Posting of the Agenda: Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on February 16, 2012.

Accept Agenda Items & Order: No additional items may be added to this agenda pursuant to Government Code Section 59454.2.

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.*

Approval of Minutes: Draft minutes for the December 7, 2011 meeting.

- MCBANE MULFORD/WHITCOMB MOVED TO APPROVE THE MINUTES AS AMENDED. MOTION PASSED 5-0-0.

Old Business

1. Library General Obligation Bond & Facility Update
 - Cabute provided facility updates. McBane Mulford requested for a timeline on the solar panel project and Andres requested for timeline
2. Library Commission Work Plan
 - McBane Mulford discussed the importance of community asset mapping. There was extensive discussion about how to identify all assets in the community and how to link all of the individuals together. McBane Mulford compared the effort with the infrastructure and method of LinkedIn. The group decided to schedule a special meeting on March 9th at Noon in the Library to discuss ideas further and will reach out to Mayor Page and Council Member Lo to communicate asset mapping idea.

New Business

3. Form 700 Informational Report
 - Andres requested that this item be placed on the agenda to remind commissioners to complete and submit document. Form 700 packets are due April 1 to Morrow, the City Clerk. All Schedules should be completed if it is applicable to the commissioners. Morrow stated that Commissioners should contact FPPC if they have questions.
4. Name Tags
 - Andres stated that the Commissioners should have nametags to wear when they attend events. Cabute will work with Morrow to determine whether there is funding in the City Clerk's Office to pay for name tags or whether that funding should be used to pay for CALTAC membership.
5. Historical Display
 - Andres stated that she and Kanth met with the Historical Foundation and they would like to create a display in the library and that there is only one logical spot for the display. The Historical Society will maintain the Display and pay for costs.

Reports

6. Melinda Cervantes, Santa Clara County Librarian
 - Howe reported on the JPA funding formula and stated that the City of Los Altos has concerns about the JPA formula and believes that the City should receive more. City Managers have been grappling with the formula and want to know if there is a fair way to do it. Overall, stakeholders believe it is time to revisit the formula. Howe stated that those who have concerns about the formula should speak with her.
7. Gayathri Kanth, Community Librarian
 - Kanth provided a verbal report on Community Library statistics. Kanth stated that circulation has dropped when comparing December 2010 (36,000) with December 2011 (33,000). She also gave a report on recent events such as the Lunar New Year which generated donations that were given to Friends of Saratoga Library. She also said that the Library events have been popular, specifically, the Art of Chinese Calligraphy program with Master Liu, the Teen Advisory Board, and Master Garden Programs. Kanth stated that she will send a written report to Cabute within the next week.
 - Baxter stated that she informed the Monte Sereno Mayor that Kanth would like to meet with them during the Monte Sereno Mayor's Coffee event to discuss Monte Sereno's access to the Saratoga Library.
8. Teri Creamer, Friends of the Saratoga Libraries
 - Creamer not present.
9. Sharon Andres, Library Commission Chair
 - Andres reported on events that she recently attended, to include Friends Commission Forum, Treasures of Maharaj, and the Splendor of India.

Agenda Items for the Next Meeting

-Cabute stated that she will email group in advance of the next agenda to request for agenda items.

Adjournment

Minutes submitted by:

Mainini Cabute, Administrative Analyst
City of Saratoga- City Manager's Office