



City of Saratoga Library Commission

MINUTES

DATE: June 27, 2012

TIME: 4:00 p.m.

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

Call to Order- 4:05 p.m.

Roll Call

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

Absent: None.

Staff & Liaisons: Nancy Howe-Acting County Librarian, Gayathri Kanth- Community Librarian, Terrie Creamer- Friends of the Library, Chuck Page- Mayor, and Mainini Cabute- Staff Liaison,

Report on Posting of the Agenda: Pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on June 27, 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 April 25, 2012 meeting.

- BAXTER MOTIONED TO MOVE THE MINUTES FOR APRIL 25, 2012 MEETING.
- WHITCOMB SECONDED THE MOTION
- APPROVED 5-0

Old Business

1. Facility Update-
 - a. Book-Go-Round HVAC project
 - b. Electric Vehicle Dual Charger

- COMMISSIONERS REVIEWED THE FACILITY UPDATE MEMO PROVIDED IN THE PACKET AND RECEIVED A STAFF REPORT FROM MICHAEL TAYLOR.
- COMMISSIONERS ACCEPTED REPORT.

2. Library Commission Work Plan

- COMMISSIONERS DISCUSSED THE FOLLOWING ACTIVITIES TO FOCUS ON DURING THE NEXT YEAR: MUSTARD FAIR, LIBRARY VIP EVENT, SURVEY OF 10 FAVORITE THINGS, 10 YEAR ANNIVERSARY CELEBRATION FOR MAY 2013.
- OTHER EFFORTS TO CONSIDER INCLUDE:
 - o CREATING AN EFFECTIVE COMMUNITY OUTREACH PLAN THAT INFORMS COMMUNITY MEMBERS ABOUT THE LIBRARY, TO INCLUDE SOME VISIBILITY VIA KSAR
 - o CREATING A COMMUNITY LIBRARY CALENDAR TO INSERT IN SARATOGA'S AND MONTE SERENO'S PUBLICATIONS
 - o DEVELOPING RELATIONSHIP WITH SMALL BUSINESS GROUPS AND HOSTING A VIP EVENT FOR BUSINESS OWNERS TO TALK ABOUT WHAT RESOURCES EXIST IN THE LIBRARY
 - o CREATING SUSTAINABLE GREEN PLAN
 - o AND BUILDING COMMUNITY AWARENESS. ALL OF THESE EFFORTS SHOULD HAVE A 10 MINUTE PRESENTATION ABOUT WHAT THE LIBRARY DOES
 - o BRAINSTORMING ABOUT LIBRARY ASSOCIATION TOPICS AND CREATING A COMMUNITY AWARENESS PLAN, AND WORKING WITH THE COMMUNITY TO FIND OUT THEIR PERCEPTION ABOUT THE LIBRARY WITH THE GOAL OF INCREASING ACTIVE CARD USERS IN THE LIBRARY
- BAXTER STATED THAT THE COMMISSION DEVELOP A COMMUNITY OUTREACH PLAN AS PART OF ITS WORK PLAN, AND ALSO INCLUDE A VARIETY OF SMALL FEASIBLE ACTIVITIES THAT THE COMMISSIONERS CAN COMPLETE FOR YEAR 2012-2013.

3. CALTAC Membership/ Name Tags

- THE FOLLOWING FOUR COMMISSIONERS PAID FOR NAME TAGS: ANDRES, WHITCOMB, LEMMON, BAXTER.

4. Upcoming Events

- KANTH STATED THAT THERE ARE A SERIES OF ACTIVITIES THAT ARE TAKING PLACE AT THE COMMUNITY LIBRARY, TO INCLUDE CHECK OUT SCIENCE AND CALIFORNIA READS. MORE DETAILS ARE INCLUDED IN THE FLIERS THAT SHE HANDED OUT.

New Business

5. Strategic Direction- Nancy Howe

- HOWE STATED THAT THE LIBRARY COMMISSIONERS NEED TO MAKE A CONNECTION WITH THE COMMUNITY AND HELP PEOPLE UNDERSTAND THE MANY EXCITING THINGS THAT THE LIBRARY OFFERS.
- KANTH STATED THAT KSAR IS A GREAT RESOURCE, AND MENTIONED THE BATTLE OF BOOKS PROGRAM.

- MAYOR PAGE EXPRESSED THAT THERE IS NO OPTIMAL WAY TO PROVIDE OUTREACH AND SUGGESTED THAT THE COMMISSIONERS WORK WITH KSAR OR COMCAST TO CONDUCT A VIRTUAL TOUR OF THE LIBRARY, AFTER THE SOLAR ROOF HAS BEEN INSTALLED.
- MCBANE MULFORD SUGGESTED THAT THE LIBRARY COMMISSION WORK WITH THE YOUTH COMMISSION OR THE TEEN ADVISORY GROUP TO BRAINSTORM ON HOW TO ENGAGE THE COMMUNITY. MCBANE MULFORD WOULD ALSO LIKE THE COMMISSION TO EXPLORE A LOCAL DIGITIZATION PROJECT THAT DIGITIZES SARATOGA HISTORY SO THAT PEOPLE MAY BECOME MORE INTERESTED.
- BAXTER STATED THAT THE COMMISSIONERS SHOULD WORK CLOSELY WITH THE MEDIA TO GIVE THE LIBRARY MORE VISIBILITY.
- LEMMON STATED THAT SARATOGA NEWS HAD AN INSERT ABOUT SARATOGA HISTORY 10 YEARS AGO.
- HOWE STATED THAT IF THE COMMISSION IS INTERESTED, THE SARATOGA LIBRARY COMMISSION CAN WORK WITH SARATOGA HISTORICAL COMMISSION. HOWE WOULD LIKE THE COMMISSIONERS TO CONSIDER ACTIVITIES THAT LEVERAGE ON THE CITY'S GOALS WHILE INCREASING USAGE. MCBANE MULFORD ASKED HOWE TO EXPLAIN TO THE COMMISSION HOW IT CAN HELP THE LIBRARY.
- MAYOR PAGE STATED THAT THE COMMISSION SHOULD COME UP WITH A STRATEGIC DIRECTION AND FIGURE OUT HOW THE COMMISSION CAN DO SOMETHING THAT MEETS ITS CURRENT MISSION STATEMENT. MAYOR PAGE FURTHER ADDED THAT THE COMMISSION MUST GO TO THE COUNCIL IF IT WOULD LIKE TO CHANGE ITS MISSION. MAYOR PAGE EMPHASIZED THAT THE LIBRARY COMMISSIONERS SHOULD COME UP WITH A FEASIBLE FOCUS.
- ANDRES READ THE MISSION OF THE LIBRARY TO THE COMMISSIONERS.

6. Emerging Trends- Sharon Andres

- MCBANE MULFORD STATED CONCERNED THAT KIDS ARE NOT AWARE ABOUT CURRENT TECHNOLOGY, ESPECIALLY THOSE THAT ARE ENTERING COLLEGE AND SUGGESTED THAT THE LIBRARY PURCHASE ONE HARDWARE THAT IS CURRENT TECHNOLOGY TO GIVE YOUTH MORE EXPOSURE TO CURRENT TECHNOLOGY.

Reports

6. Nancy Howe, Acting Santa Clara County Librarian

7. Gayathri Kanth, Community Librarian

- KANTH STATED THAT THERE IS GREAT PROGRAMING DURING THIS SUMMER AND ADULT SUMMER READING IS FOCUSED ON HISTORY, SEED LIBRARY IS THRIVING WITH CLOSE TO 30 PEOPLE LOOKING AT SEED/CARD CATELOGS.

8. Teri Creamer, Friends of the Saratoga Libraries

- CREAMER STATED THAT THE SALES OF BOOKS AT BOOK GO AROUND HAVE DECREASED AND FRIENDS ARE TRYING TO EVALUATE WHETHER SALES HAS DECREASED AS A RESULT OF EBOOKS SALES. FRIENDS IS WORKING WITH KANTH ON GRANT. BOOK GO AROUND 30TH ANNIVERSARY IS IN MARCH AND FRIENDS WOULD LIKE TO SEE A MARCH THROUGH MAY CELEBRATION THAT HONORS VOLUNTEERS AND REACHES OUT TO THE COMMUNITY.

9. Sharon Andres, Library Commission Chair

Agenda Items for the Next Meeting

Adjournment

BAXTER MOTIONED TO CONCLUDE MEETING AND WHITCOME GAVE THE SECOND MOTION.
MEETING AJOURNED.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at 408.868.1269 or ctclerk@saratoga.ca.us. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Library Commission Agenda Note:

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Library Commission by City staff in connection with this agenda are available at the office of the City Manager at 13777 Fruitvale Avenue, Saratoga, California 95070. Any materials distributed by staff after the posting of the agenda are made available for public review at the office of the City Manager at the time they are distributed to the Library Commission.

Certificate of Posting of Agenda:

I, Mainini Cabute, Administrative Analyst II for the City of Saratoga, declare that the foregoing agenda for the meeting of the Library Commission of the City of Saratoga was posted on April 20, 2012 at the office of the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070 and was available for public review at that location. The agenda is also available on the City's website at www.saratoga.ca.us.