



City of Saratoga Library Commission

MINUTES

DATE: August 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, Gayathri Kanth, Jill Whitcomb, Sam McBane Mulford, Linda Baxter

Absent: Helen Lemmon

Staff & Liaisons: Nancy Howe-Acting County Librarian, Peggy- Representing the Community Librarian, Terrie Creamer- Friends of the Library, 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 August 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 June 27, 2012 meeting.

- MCBANE MULFORD MOTIONED TO MOVE THE MINUTES FOR JUNE 27, 2012 MEETING.
- WHITCOMB SECONDED THE MOTION
- APPROVED 4-0 WITH LEMMON ABSENT

Old Business

1. Facility Update

Issue: The Library Commission made recommendations to the City Council in June 2011 on library improvement projects totaling approximately \$290K as part of the Library

General Obligations Bond funds. Receive final status report on Library Improvement projects.

Action: Accept report.

- COMMISSIONERS ACCEPTED REPORT.
- MCBANE MULFORD REQUESTED TO HAVE STAFF UPDATE THE COMMISSION ONCE ALL OF THE FUNDS HAVE BEEN SPENT AND WHEN THE BALANCE IS AT ZERO.

2. Library Commission Work Plan

Issue: The Library Commission will have a joint meeting with the City Council on November 7, 2012 and the Commissioners should develop a work plan as part of the agenda to inform the Council of its upcoming activities and projects.

Action: Review work plans of other Library Commissions in Santa Clara County, discuss ideas and create work plan.

- COMMISSIONERS DISCUSSED WORK PLAN AND STATED THAT IMPROVING OUTREACH SHOULD BE INCLUDED IN THE PLAN.
- CREAMER STATED THAT THE FRIENDS OF THE SARATOGA LIBRARIES RECENTLY ALLOCATED \$109K TOWARD THE PURCHASE OF TRADITIONAL MATERIALS AND \$35K TOWARD A PART-TIME OUTREACH STAFF. THE OUTREACH STAFF WILL NOT BE A NEW HIRE.
- COMMISSIONERS FORMED A SUBCOMMITTEE TO DISCUSS THE COMMISSIONERS WORK PLAN. SUB COMMITTEE MEMBERS INCLUDE BAXTER, ANDRES, AND COMMUNITY LIBRARIAN KANTH.
- COMMISSIONERS REQUESTED A BRIEF REPORT ABOUT OUTREACH PERSON'S ROLES AND RESPONSIBILITIES.

3. Emerging Trends

Issue: Continue ongoing discussion on emerging trends.

Action: Discuss trends.

- HOWE STATED THAT THE COUNTY LIBRARY IS CONSIDERING PURCHASING A 3D DIGITAL PRINTER FOR USE AT THE LIBRARY.

4. Upcoming Events

Issue: Continue ongoing discussion on upcoming events.

Action: Discuss events.

Upcoming Events

- MCBANE MULFORD REPORTED THAT THERE WILL BE A CALIFORNIA LIBRARY ASSOCIATION.
- HOWE STATED THAT SHE WOULD PROVIDE INFORMATION ABOUT TRUSTEES AND MEMBERSHIP AND THAT CALTAC HAS PROGRAMS THEY PRESENT AT CLA.

- HOWE ANNOUNCED STATED THAT THE BOOK MOBILE WOULD BE PRESENT AT THE AUGUST 25TH FOODIE FUN ON THE RUN EVENT.

New Business

5. Chair and Vice Chair Election

Issue: Each year during the August meeting, the Library Commission elects a new Chair and Vice Chair.

Action: Conduct election.

- MCBANE MULFORD MOTIONED FOR BAXTER AS CHAIR AND WHITCOMB AS VICE CHAIR.
- PASSED 4-0 WITH LEMMON ABSENT.
- COMMISSIONERS ASKED STAFF TO REPORT ON COMMISSIONERS TERM LIMITS INFORMATION.

6. Maintenance Services

Issue: There has been recent concern expressed about trash near the main entrance of the Library.

Action: Discuss issue and explore solution.

- WHITCOMB REPORTED THAT SHE RECEIVED A COMPLAINT FROM AN EX-MAYOR THAT TRASH IS COLLECTING IN FRONT OF THE LIBRARY.
- COMMISSIONERS ASKED STAFF TO FIND OUT WHY TRASH IS COLLECTING AND REPORT BACK.

Reports

7. Nancy Howe, Acting Santa Clara County Librarian

- HOWE ANNOUNCED THAT SANTA CLARA COUNTY LIBRARY HAS A NEW WEBSITE ADDRESS: www.scclibrary.org. SHE ALSO STATED THAT THE LIBRARY HAS FREEGAL, WHICH ALLOWS LIBRARY CARD HOLDERS TO UPLOAD UP TO 3 NEW SONGS EACH WEEK WITH THE USE OF THEIR LIBRARY CARDS. LIBRARY HAS COMPLETED ITS REBRANDING EFFORTS.

8. Gayathri Kanth, Community Librarian

9. Terrie Creamer, Friends of the Saratoga Libraries

10. Sharon Andres, Library Commission Chair

Agenda Items for the Next Meeting

Adjournment

- ANDRES MOVED TO ADJOURN THE MEETING.
- BAXTER GAVE THE SECOND MOTION.
- COMMISSIONERS ADJOURNED.

Minutes respectfully submitted:

Mainini Cabute, Administrative Analyst II