



# City of Saratoga Library Commission

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## *MINUTES*

**DATE:** April 23, 2014

**TIME:** 4:00 p.m.

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

**Call to Order** 4:06 p.m.

### **Roll Call**

**Present:** Susan Calderon, Robert Gulino, Lauren Marty, Jill Whitcomb

**Absent:** Linda Baxter

**Staff:** Nancy Howe, Allison Parham, Brian Babcock

**Public:**

**Report on Posting of the Agenda:** Brian Babcock, Administrative Analyst with the City of Saratoga, reported that pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on April 18, 2014.

### **Oral & Written Communications:**

None

**Approval of Minutes:** Draft minutes for the February 26, 2014 meeting.

Calderon moved to approve the draft minutes for the February 26, 2014 meeting. Marty seconded the motion. Motion passed 4-0. Yays: Calderon, Gulino, Marty, Whitcomb. Nays: None. Absent: Baxter.

### **Special Presentations**

1. Special Presentation from the Saratoga Library  
Issue: Saratoga Library Community Librarian Allison Parham and Supervising Librarian Roslyn Donald will present: "Hidden Secrets of the Library – 15 Treasures to Discover."  
Action: Receive presentation.

Commission received presentation from Parham and Donald. There were 13 members of the public in attendance.

## **Old Business**

### 2. Emerging Trends

Issue: Continue ongoing discussion on emerging trends.

Action: Discuss trends.

No discussion.

### 3. Upcoming Events

Issue: Continue ongoing discussion on upcoming events.

Action: Discuss upcoming events.

No discussion.

### 4. Update on Commission Representation

Issue: Each Library Commissioner was appointed as a representative to other Saratoga commissions on December 4, 2013 with the purpose of sharing ideas and looking for areas of collaboration. Commissioners gave their first reports on February 26, 2014.

Action: Discuss progress and future possibilities, as well as a possible assignment for the new Library Commissioner.

Calderon said that she had attended the Parks and Recreation Commission's March 11 meeting. She said they discussed collaborating with the Movie Nights series, which will be held on June 20, July 18 and August 15. She said it would be a great opportunity for the Library and Commission to set up a table and offer information to the public. She said she would be willing to help.

Gulino said that slides from the Library's presentation could be on auto rotation while tabling.

Calderon asked if the Library was interested in taking part in the events. She said they are family-friendly and that the Parks and Rec Commission is excited to have other groups attend the events.

Parham said that the Library would be happy to participate and called it a wonderful opportunity. She said she would meet with Calderon to discuss the three events and would need to figure out what would be needed and who would be able to attend on behalf of the Library.

Whitcomb said she had met with Annette Stransky of the Heritage Preservation Commission. She said they discussed having a Saratoga history coloring book available at the Library.

Whitcomb asked if Gulino wanted to be a Library Commission representative to another commission.

Calderon said it would be good to have a representative with the Traffic Safety Commission.

Gulino said that he would be a representative to the Traffic Safety Commission.

## **New Business**

### 5. Meeting Schedule

Issue: Commissioners requested that this item be placed on the agenda.

Action: Receive report from Staff Liaison Brian Babcock and discuss item.

Babcock reported to Commission members that they could call a special meeting or create an ad hoc to keep moving forward on projects.

Calderon said that the Commission should meet before the first Movie Night event to discuss the Library's and Commission's involvement.

Parham said the information could focus on the Library's Summer Reading Program.

Calderon moved to call a special meeting for May 29 at 4 p.m. at the Library to discuss participation in the Saratoga Movie Night events. Gulino seconded the motion. Motion passed 4-0. Yays: Calderon, Gulino, Marty, Whitcomb. Nays: None. Absent: Baxter.

6. Update on 2014 Work Plan

Issue: Library Commissioners created a 2014 Work Plan, which was presented to the Saratoga City Council during a joint study session in December 2013.

Action: Discuss progress.

Babcock reported on what the Commission had and had not accomplished with its 2014 Work Plan.

Whitcomb said she wanted to put the Work Plan discussion on the June agenda.

Howe said she would like ideas from Commissioners on how to increase participation in the Library's Summer Reading Program. She asked that the item be placed on the May agenda.

## Reports

1. Nancy Howe, Santa Clara County Librarian

Howe said that Parham had been named the permanent Community Librarian after a nationwide search. She said the Library had a new brochure with information on getting started with eBooks and how to download eBooks from the Library website. She said that the Library JPA met on April 17 and would meet again in June to discuss the budget. She said a staff development day would be held on May 16 and that all Library's in the district would be closed for the day. She said staff development days happen every two years.

2. Allison Parham, Acting Saratoga Community Librarian

Parham said the Summer Reading Program would begin on June 21. She said programs will be primarily held in the afternoons and would have a science theme. She said the Library held 71 programs in March with 2,086 people attending. She said the Library's gate count in March was 30,000. She said the Library hired a new janitor.

3. Terrie Creamer, Friends of the Saratoga Libraries

Absent.

4. Jill Whitcomb, Library Commission Chair

No report.

5. Brian Babcock, City of Saratoga Liaison  
Babcock discussed upcoming events. He discussed the success of the City's Arbor Day event and let the Commission know that the City had a Relay for Life team.

Save the Dates:

- Memorial Day Observance, Monday, May 26th from 9:30 a.m. to 11:30 a.m. at Blaney Plaza and Madronia Cemetery, 14766 Oak Street
  
- Saratoga Independence Day Celebration, Friday, July 4th from 9:30 a.m. to 11:30 a.m. at Kevin Moran Park, 12415 Scully Avenue

### **Adjournment**

Whitcomb moved to adjourn the meeting at 5:44 p.m. Calderon seconded the motion. Motion passed 4-0. Yays: Baxter, Calderon, Marty. Nays: None. Absent: Whitcomb. Motion passed 4-0. Yays: Calderon, Gulino, Marty, Whitcomb. Nays: None. Absent: Baxter.

Respectfully Submitted:  
Brian Babcock  
Administrative Analyst I