



City of Saratoga Library Commission

MINUTES

DATE: Tuesday, February 23, 2016

TIME: 7:00 p.m.

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

Call to Order – 7:01pm

Roll Call –

- **Present:** *Campodonico, Gulino, Hoffman*
- **Absent:** *None*
- **Staff:** *Allison Lew, Chris Brown, Adam Henig, Lisa Finley, Birgit Spring*
- **Public:** *Carol Barmier, Ashley Chen (TAB), Carissa Ko (TAB), Robert Burmeister, David McIntyre*

Report on Posting of the Agenda: Adam Henig, Recreation Supervisor with the City of Saratoga , reported that pursuant to Government Code Section 54954.2, the agenda for this meeting was properly posted on February 18, 2016.

Oral & Written Communications: *None*

Approval of Minutes: Draft minutes for the December 9 meeting.

Campodonico moved to approve the draft minutes for the December 9 meeting. Hoffman seconded the motion. Motion passed 3-0.

New Business

1. New Library Commissioner, Flora Hoffman

Issue: Flora has been appointed to fill one of three seats on the Commission

Action: Briefly, go over the “dos and don’ts” of serving as a city commissioner.

Staff Liaison Henig went over the “Dos and Donts” (Cheat Sheet) for the three commissioners. No action needed to be taken.

2. Selection of New Chair (and Vice Chair, if Needed)

Issue: The Chair resigned after the December meeting and the Commission needs to elect a Chair (and possibly Vice Chair).

Action: Commissioners will vote on new Chair and Vice Chair, if needed.

Campodonico moved to nominate Vice Chair Gulino to Chair. Hoffman seconded the motion. Motion passed 3-0. Gulino moved to nominate Campodonico to Vice Chair. Hoffman seconded the motion. Motion passed 3-0.

3. Library Commission Work Plan and Objectives

Issue: On April 6, 2016, the Library Commission will meet with the City Council at a Joint Council Session and discuss the commission's new work plan.

Action: The Commission needs to draft a work plan in conjunction with the City Council's objective and firm up its own objectives.

Gulino presented and passed out "Ideas for Possible Inclusion in 2016 Work Plan" (added to minutes). Topics and subtopics discussed by the commissioners were:

- **Information Sharing with the Library**
 - a. *Hold a 3D Printing Event*
 - b. *Support Trivia Night*
 - c. *Provide three recommendations to Library Staff at meetings. These would include upcoming events to promote the library, new trends, interests, etc.*
 - d. *Explore supporting a volunteer program for after school hours at the library;*
 - e. *Provide additional items to the Local Government Resource Center (e.g., including a photo of Library Commission);*

- **Information sharing with the public**
 - a. *Working with KSAR to promote Library programming;*
 - b. *Expanding social media to promote Library and its offerings;*
 - c. *Assist with tabling at city-wide events (e.g., Heritage Day)*
 - d. *Creating email campaigns to reach specific populations (such as parents, youth, seniors, etc.) to tout Library and its programs;*
 - e. *Assist promoting and passing out the monthly Library Report to the public;*

- **Survey**
 - a. *Assisting Library staff and Deputy County Librarian Chris Brown to roll out countywide survey that will be implemented in the near future. The objective is to find out how to better serve users. Once the results are known, commissioners can serve in an advisory role on how to incorporate the data.*

- **Interior Space Budget**
 - a. *Provide recommendations regarding the \$200,000 interior space budget; (i.e., What's a great fit for the community?)*

- **Other Topics**
 - a. *Serve as contest judges*
 - b. *Procedure review (e.g., revising the Community Room sign-up policy)*
 - c. *Visit other County library commissions & JPA meetings*
 - d. *Attend annual Friends and Commissioner forum*

- **Key Points of Work Plan**
 - a. *Plan and Promote Library Event and Programs*
 - b. *Assist with County wide survey*
 - c. *Provide recommendation on Interior Space Review*
 - d. *Engage in Information Sharing with library and public*

Reports

1. Chris Brown, Deputy Santa Clara County Librarian

- *The recent commissioner and friends of the library forum had its highest attendance.*
- *JPA has been reviewing the Capital Maintenance Plan, the three-year technology plan, and the five-year financial forecast.*
- *Indie Flix is a new digital service accessible to library patrons.*
- *Silicon Valley Reads continues through March*
- *The recent streaming of the live TED Talks was attracted more patron than expected.*

2. Allison Lew, Saratoga Community Librarian

- a. *Figures:*
 - i. *2,029 people attended events in January 2016*
 - ii. *More than 35,000 people crossed the gate*
 - iii. *Volunteers spent 1,362 hours helping the library*
- b. *New staff member, Page Angelo McNatt*
- c. *Upcoming Adult events*
 - i. *English Language Learners (2/24)*
 - ii. *Graywater seminar (2/29)*
 - iii. *Grand Tour Japan (3/5)*
 - iv. *Calligraphy (3/8)*
- d. *Upcoming teen events*
 - i. *Coffeehouse (3/11)*
 - ii. *SAT Practice Test (3/19)*
 - iii. *Teen Hack-A-Thon (3/26); met with Cupertino TAB to help implement the idea*
- e. *Chinese New Year – guest storyteller Councilmember Emily Lo*
- f. *Upcoming youth events*
 - i. *Mother Goose Land (3/16)*
 - ii. *Board Game Bonanza for Tweens (3/28)*
- g. *Outreach*
 - i. *Blossom Festival (3/19)*
 - ii. *Monthly Farmer's Market at WVC*

3. Lisa Finley, Friends of the Saratoga Library

- a. *Random Acts of Kindness Week*
- b. *Discontinuing our monthly Wednesday morning Author's Series program; planning an Author's Faire on Monday, May 9th at 7:00 pm in the Library Community Room.*
- c. *At the recent County Library Forum, one of the sessions featured a Friends' Roundtable, an informal discussion on a variety of topics of mutual interest and it was a very beneficial session.*
- d. *Blossom Festival: The Friends will set up a booth at the event.*

- e. Retail Operations Manager: Seeking one or more replacements for this position.*
 - f. Final stages of completing a new tri-fold brochure on the Friends organization. Our next project is planning a newspaper flyer that will be distributed in the Saratoga News.*
 - g. Book Sale Operations Facilities: We are reviewing each of our book sale operations facilities for potential improvements.*
 - h. Quarterly Paperback Book Sales: Sale on February 6th-7th was well-attended. The next sale is scheduled for April 23-24 in the Library Community Room.*
- 4. Robert Gulino, Library Commission Vice-Chair**
- a. Two open positions on Library Commission*
 - b. Reminder of the commission's new meeting day and time*
- 5. Adam Henig, City of Saratoga Commission Liaison**
- a. None.*

Agenda Items for the Next Meeting, April 26, 2016

- *None*

Hoffman moved to adjourned the meeting at 9:03 p.m. Campodonico seconded the motion. Motion passed 3-0.

Respectfully submitted,

Adam Henig
Recreation Supervisor

