

**MINUTES
SARATOGA LIBRARY COMMISSION
REGULAR MEETING
JUNE 25, 2019**

CALL TO ORDER

The meeting was called to order at 7:04 p.m. at the Saratoga Library at 13650 Saratoga Avenue.

ROLL CALL

ROLL CALL

Present: Chair Flora Hoffman, Vice Chair Robert Gulino, Commissioner Eric Lewis, Christina Meiser
Absent: Commissioner and Steven White
Also Present: Jennifer Weeks, Michael Eitner, Alice Patrick, Crystal Bothelio

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

None

AGENDA ITEMS

1. Library Commission Minutes

Recommended Action:

Review and approve the Library Commission minutes from April 23, 2019.

LEWIS/MEISER MOVED TO **APPROVE THE LIBRARY COMMISSION MINUTES FROM APRIL 23, 2019.** MOTION PASSED. AYES: GULINO, HOFFMAN, LEWIS, MEISER. NOES: NONE. ABSTAIN: NONE. ABSENT: WHITE.

2. Publicizing Saratoga Library Services

Recommended Action:

Receive presentation on publicizing Library services and discuss.

Commissioner Meiser shared an update on her meeting with Diane Roche, who oversees communications for the Library District. She shared areas of

interest and future priorities for the Library District. Commissioners were encouraged to promote and share Library resources and communications through their own personal communication channels.

3. Library Commission Duties & Purpose

Recommended Action:

As directed by the City Council during the 2019 Work Plan Study Session, review Library Commission duties and purpose and identify recommended changes for City Council consideration.

Commissioner Meiser shared that the City Council requested that the Library Commission revisit its duties and purpose one more time, as changes may be warranted.

HOFFMAN/GULINO MOVED TO **RECOMMEND THE FOLLOWING CHANGES TO THE LIBRARY COMMISSION DUTIES AND PURPOSE:**

- **UPDATE ALL REFERENCES TO THE SARATOGA LIBRARY SUPERVISOR TO SARATOGA COMMUNITY LIBRARIAN**
- **UPDATE BASIC RESPONSIBILITIES #2 TO, "IDENTIFY AND BRING ATTENTION TO THE CITY COUNCIL, THE CITY STAFF, AND THE SANTA CLARA COUNTY LIBRARY STAFF (AS APPROPRIATE CURRENT AND PROSPECTIVE ISSUES AND QUESTIONS RELATING TO LIBRARY OPERATION."**
- **CHANGE DUTIES #2 TO, "MAINTAIN COMMUNICATIONS WITH THE CITY COUNCIL, THE CITY STAFF, AND THE SANTA CLARA COUNTY LIBRARY STAFF, AND THE SARATOGA COMMUNITY LIBRARIAN ON MATTERS RELATED TO LIBRARY SERVICES."**
- **CHANGE DUTIES #6 TO, "PROVIDE SUPPORT AND/OR ADVICE ON EVENTS RELATED TO THE LIBRARY."**
- **UPDATE DUTIES #7 TO, "WORK WITH THE FRIENDS OF THE SARATOGA LIBRARIES AND OTHER SUPPORT GROUPS AS MAY DESIRABLE IN THE PLANNING OF THEIR ACTIVITIES."**
- **REMOVE DUTIES #8**
- **UPDATE DUTIES #9 TO, "ENGAGE THE SARATOGA TEEN ADVISORY BOARD IN MATTERS CONCERNING USE OF THE LIBRARY AND PROGRAMS."**

MOTION PASSED. AYES: GULINO, HOFFMAN, LEWIS, MEISER. NOES: NONE. ABSTAIN: NONE. ABSENT: WHITE.

4. Community News & Trends

Recommended Action:

Share news and trends within the community.

Chair Hoffman raised interest in community screening of upcoming televised election debates.

Vice Chair Gulino suggested programming on local wildlife.

The Commission discussed carpeting in the Library.

Saratoga Community Librarian Michael Eitner shared that the new fiscal budget will include funding for updated carpet.

Chair Hoffman suggested programming on healthy eating and meat alternatives.

REPORTS

1. Jennifer Weeks, Santa Clara County Library District

Jennifer Weeks with the Santa Clara County Library District reported on summer reading, Big Blue Blocks, STEM and STEAM programming, teen summer programming, antique appraising at the libraries, recent customer service surveys, and the upcoming Library Joint Powers Authority Board meeting.

2. Michael Eitner, Saratoga Community Librarian

Michael Eitner, Saratoga Community Librarian, reported on the conversion of the staff meeting room to a flexible public meeting space, online room reservations, Sunday hours, audiovisual equipment upgrades, the results of the recent customer service survey, collaboration with West Valley College, and the Teen Advisory Board.

3. Alice Patrick, Friends of the Saratoga Libraries

Alice Patrick, Friends of the Saratoga Libraries President, reported on use of Square, kindergarten tours, the Chamber Wine Stroll, and the upcoming Board meeting.

4. Saratoga Library Teen Advisory Board

No report

5. Flora Hoffman, Library Commission Chair

No report

6. Crystal Bothelio, Saratoga Deputy City Manager

Crystal Bothelio, Saratoga Deputy City Manager, reported on the Mountain Winery annexation, Saratoga movie nights, the Chamber Car Show, PG&E Public Safety Power Shutoff, and the collaboration with Los Gatos Saratoga Recreation to provide recreation services for the City of Saratoga.

SUMMARIZE ACTION ITEMS

Michael Eitner, Saratoga Community Librarian, shared that the Library would be attending the Saratoga Movie Nights and Commissioners are welcome to attend.

AGENDA ITEMS FOR NEXT MEETING - AUGUST 27, 2019

Chair Hoffman requested that if anyone can attend the Library Joint Powers Authority Meeting that they report out on the meeting at the next Commission meeting.

ADJOURNMENT

The Commission meeting was adjourned at 8:29 p.m.

Minutes respectfully submitted:

Crystal Bothelio, Assistant City Manager
City of Saratoga