

**MINUTES OF THE MEETING OF THE SPECIAL LIBRARY COMMISSION OF THE
CITY OF LOS ALTOS, HELD ON THURSDAY, APRIL 17, 2018 AT 6:35 P.M. AT
HILLVIEW COMMUNITY CENTER ROOM 2, 97 HILLVIEW AVENUE, LOS ALTOS,
CALIFORNIA**

ROLL CALL

PRESENT: Commissioners Colman, Dixon, Kiremidjian, Liu

ABSENT: Commissioner Agarwal, Bashir, Hill

PUBLIC COMMENTS

None.

INFORMATIONAL ITEMS

1. Update from County Staff

Deputy County Librarian Chris Brown presented the monthly update for Santa Clara County. He highlighted the following information:

- Food for Fines Program
- Passport Services
- JPA Meeting
- Staff Development Day – April 27, 2018
- Library Trends

Supervising Librarian Cynthia Wilson presented the monthly update pertaining to the Los Altos Library and Woodland Branch. She highlighted the following information:

- Los Altos and Woodland Branches Statistics
- Congratulations to Jean Nei, recipient of the County's Employee Excellence Award
- Program Highlights
- Los Altos Egg Hunt
- Silicon Valley Reads Wrap-Up
- Programs: Adults, Book Clubs
- Upcoming Events Calendar

2. Information from the Friends of the Library

Suzanne Epstein of the Friends of the Library reported that for the month of March, the ongoing book sale in the Library averaged \$1,100 in revenue per week. She also announced that the quarterly book sale would be held May 4 – 6. In addition, she noted that their CD sale had brought in approximately \$3,000 in revenue.

3. Update from NCLA

NCLA Chair Suzanne Epstein reported that the NCLA Task Force had received reports from both Group 4 on the update to the 2008 Needs Assessment, and Strata on the

feasibility study. The next step in the process would be to have the Task Force make a recommendation to NCLA.

4. Update from City Staff

Staff Liaison Jaime Chew reported that the Spring Activity Guide has been released, and she indicated that registration is currently open. She also reported that many events are planned for the Summer season such as: the Summer Concerts, the Glorious 4th and the Downtown Green. She also reported that the Summer Activity Guide would be released on May 8, 2018.

ITEMS FOR CONSIDERATION/ACTION

5. Commission Minutes

Action: Upon a motion by Commissioner Dixon, seconded by Commissioner Liu, the Commission unanimously approved 4 – 0 the minutes of the March 8, 2018 Library Commission meeting.

5. Work Plan

Action: None taken. The Commission discussed various aspects of the Work Plan but ultimately decided that the subcommittees needed to meet to determine options for the full Commission to discuss. The subcommittees were to report back at the May meeting.

COMMISSIONERS' REPORTS AND COMMENTS

- Commissioners Dixon and Kiremidjian reported that the subcommittee for increasing awareness of library services had met and brainstormed various opportunities and events that the Commission could attend to help market services. The next step would be to finalize a list and work out logistics.

FUTURE AGENDA ITEMS

Work Plan

Feedback on Library Commission Work Plan

ADJOURNMENT

Vice Chair Colman adjourned the meeting at 7:34pm.