



## **LIBRARY COMMISSION MINUTES**

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Regular Meeting of Tuesday, February 6, 2007  
Los Altos Main Library  
13 South San Antonio Road, Los Altos, 94022

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### **ROLL CALL**

Chairperson, Poulos called the meeting to order at 5:35pm

Present: Chairperson Poulos; Vice Chairperson Tucker; Commissioners Smith, Takle Quinn, Thurber, Struthers, Lai and Gerich

Absent:

Also Present: Cheryl Houts, Community Librarian; Melinda Cervantes, County Librarian; Gerry Dunckel, President, Friends of the Los Altos Library; Roy Lave, NCLA Representative; Peggy Ford, City Staff Liaison

### **MINUTES**

CHAIRPERSON POULOS MOVED that the minutes of January 2, 2006 be approved with corrections. THE MOTION WAS SECONDED BY COMMISSIONER THURBER AND PASSED UNANIMOUSLY BY VOICE VOTE.

### **PUBLIC COMMENT**

### **REPORTS**

Cheryl Houts, Community Librarian

There are a variety of programs going on at the Library such as: Chinese New Year programs, Great Decisions six week course. SAT practice test, Silicon Valley Reads taking place February 20 featuring the Tortilla Curtain.

There is a new on line pilot project being tested called Brain Fuse, an online homework tutorial for grades 3 through 12 from February to June, 2007.

The automated materials drop is working well. Vendor support has been good with the equipment in place now for two months. There is an 85% user rate amongst Library patrons.

Melinda Cervantes, County Librarian

1. The California Library Association (CLA) Legislative Day in the District that was held on 1/26 and 2/2 was very successful; librarians and library supporters met with seven local legislators. The CLA/CSLA Library Legislative Day in Sacramento will be held on Wednesday, April 18, 2007.
2. On Saturday, Jan. 13th, Approximately 35 friends, commissioners and staff participated in the 3<sup>rd</sup> Annual Library Friends and Commissioners Forum. Dr. Keynote Speaker, Ken Haycock, Director of the Graduate School of Library and Information Science, SJSU spoke on library advocacy and new models of library service.
3. The Library JPA will kick off a new strategic planning process in the next few months with the goal of gathering public input to assist the Library in its planning for the long and short term delivery of library services.

Gerry Dunckel, FRIENDS OF THE LIBRARY

The January book sale was the fourth highest grossing book sale bringing in a total of \$19,549.00.

The Friends of the Library will be donating 20 – 8 foot tables along with 2 carts for storage to the City of Los Altos.

Commissioner Dr. Takle Quinn, LALE

Bob Simon has created a new design for labels on books called Vision 21. Vice Chair Lenelle Smith will be taking over LALE reports since Commissioner Takle Quinn has completed her second term on the Library Commission.

JPA Meeting and/or NCLA Meeting Report

The JPA discussed projections for 5 years. Funding for the Library will remain in the black but the amount will decrease over the 5year span requiring a need to go back to voters possibly.

Technology is working towards making computers wireless ready. JPA will move forward with RFID and will adopt a plan to replace public access computers in about 15 months time.

NCLA discussed the importance of a needs assessment for the Library and suggested that there is a possibility the NCLA could fund the cost.

BUSINESS

Expansion

1. John Gerich spoke with the architect regarding the proposed floor plan and the best option is to go with two single story expansion plans which are either a 2700 square foot expansion or a 3400 square foot expansion. The cost estimate is the next step in the process.

Election

2. All approved Commissioner, Lenelle Smith to be Vice Chair Person and Commissioner, Nancy Tucker to be Chair Person.

**DISCUSSION AND ITEMS OF INTEREST**

Service and Financial Plan discussion – Commissioners agreed to come to the March 6<sup>th</sup> meeting with suggestions to give the Assistant City Manager for possible implementation into the 2007-2009 budget process.

**FUTURE AGENDA ITEMS**

**Set March 6th Agenda**

**ADJOURNMENT** - Meeting was adjourned at 6:50 p.m.

Respectfully Submitted by  
Peggy Ford, Recreation Supervisor  
Liaison to the Library Commission