



## LIBRARY COMMISSION MINUTES

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Regular Meeting of Tuesday, October 1, 2002  
Los Altos Main Library  
13 South San Antonio Road, Los Altos, California 94022

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### ROLL CALL

Chairperson Thurber called the meeting to order at 5:30 p.m.

Present: Chairperson Thurber and Commissioners, Iskow, Lamparter, Lopez, McNulty Winkler and Takle Quinn.  
Absent: Commissioner Buseti.  
Also Present: City Council Member Kris Casto, Los Altos Community Librarian Cheryl Houts, and City of Los Altos Liaison Donna Legge. Two students from Los Altos High School were also present.

### MINUTES OF JULY 2 AND SEPTEMBER 3, 2002

COMMISSIONER LAMPARTER MOVED that both sets of minutes be approved as amended. THE MOTION WAS SECONDED BY COMMISSIONER ISKOW AND PASSED UNANIMOUSLY BY VOICE VOTE.

July 2, 2002, Amendments: Report by Karen Takle Quinn regarding LALE. "The website has been designed, ~~and is working.~~"

September 3, 2002, Amendments: Report by Karen Takle Quinn regarding LALE. "LALE produced a brochure and it was shared with the commission."

### REPORTS

#### Cheryl Houts, Los Altos Community Librarian

Cheryl distributed the monthly public suggestions and comments. She announced that Hennen's American Public Library Rankings, for serving the population size of 250,000 to 499,999, named the Santa Clara County Library number one in 2002. In an effort to increase utilization, one of the self-check machines has been moved to the front desk. The library has established a "no cell phone zone" and encourages users to go outside of the library. Cheryl visited Roche Bio Science and gave a presentation about Library Services.

Cheryl introduced Gay Strand who conducted a small library budget quiz, provided historical information related to the finances of the library and briefly presented the library budget.

Cheryl announced that the Friends of the Library generated \$17,000 at their last book sale held in September 2002.

#### Karen Takle Quinn, LALE

Karen announced that LALE plans to use bookmarks as a handout and that a press release had been submitted to the Town Crier regarding LALE. Current projects include Vision 21-science and technology restricted and unrestricted policy and the design of the web page. Stock funds have been moved from the account. LALE is working on a donation letter.

### **ONGOING BUSINESS**

#### Commission Goals and Objectives

The commissioners were assigned to the following projects to provide status reports and updates:

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|---|-----------------|
| 1. Measure A  | Thurber         |
| 2. Outdoor Study Area   | McNulty Winkler |
| a. Cheryl recommended that other outdoor areas be looked at in Palo Alto and a new one scheduled to open in Saratoga in the spring. |                 |
| 3. Youth Activities   | McNulty Winkler |
| 4. ADA Parking/Re-stripping Projects  | Buseti          |
| 5. Library Landscape Project  | Takle Quinn     |
| 6. Publicity  | Lopez           |

### **COMMISSION COMMENTS AND ITEMS OF INTEREST**

#### Recreation Brochure

Legge announced that the cost to expand the recreation brochure would be \$600 for eight pages. The Library may be charged \$75 per page to advertise the library programs and services, up to about four pages. It was recommended that the library work within the current size of the brochure on a space availability basis until the funds could be budgeted.

### **FUTURE AGENDA ITEMS**

1. Library Arts Committee – December or January

### **ADJOURNMENT**

Meeting was adjourned at 6:40 p.m.

Donna Legge, Recreation Supervisor  
Liaison to the Library Commission