

**MINUTES OF THE REGULAR MEETING OF THE LIBRARY COMMISSION OF THE CITY OF LOS ALTOS, HELD ON THURSDAY, MARCH 3, 2022, AT 6:30 P.M. WITH REMOTE ACCESS VIA RINGCENTRAL WEBINARS**

**ROLL CALL TO ESTABLISH QUORUM**

Meeting called to order at 6:31 p.m.

PRESENT: Chair Wheeler, Vice Chair Gee, Commissioners Crane, Carter, Bedard, and Dixit

ABSENT: None

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**ITEMS FOR CONSIDERATION/ACTION**

**1. Minutes**

Approve minutes of the regular meeting of February 3, 2022

Public Comment: None.

Action: Upon a motion by Commissioner Carter, seconded by Commissioner Dixit, the Commission approved accepting the minutes of the meeting of February 3, 2022, with minor corrections.

Approve: Wheeler, Gee, Crane, Carter, Bedard, and Dixit

Oppose: None.

Abstention: None.

Motion passed unanimously: 6-0-0.

**INFORMATIONAL ITEMS**

**2. Santa Clara County Library District Presentations**

Receive information and updates from County Staff

Jennifer Weeks presented information on the following topics:

- A virtual workshop series for kindergarten preparation,
- Teen Author Adib Khorram,
- Featured Silicon Valley Reads Author Richard Lui, and

- Women's History Month online content.

Bryant Bao presented information on the following topics:

- New Library staff (Heidi von Mayrhauser and Pat Oey),
- Updated book check-out and online service numbers for Los Altos Library and Woodland Branch Library,
- The 2/9/22 N95 Mask and Covid test kit handout,
- In-person programming start date (April), Women's History Month online content, and
- Rose Baiza baby announcement.

**3. Presentation - Space for Friends of the Library**

Receive presentation from Library Staff on space in the library for Friends of the Library

Bryant Bao presented the plan for relocating the Friends of the Library inside the Library (as they move out of the portables at the Civic Center). Their new location is the back corner, close to the History Museum.

**4. Receive information from Friends of the Library**

Elayne Dauber spoke about the upcoming Friends of the Library book sale. She said that the FOL move would be announced at the next General meeting.

**5. Receive update from NCLA and LALE**

Cindy Hill reported that NCLA has not met since the last Friends of the Library meeting. They will be meeting in late April / early May.

Cindy Hill stated that LALE will be receiving a presentation from the County on their strategic plan to formulate their own set of plans.

**COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

**6. Receive information and announcements from City staff**

Staff Liaison Jaime Chew presented City staff updates.

**7. Subcommittee Updates**

- a. Infrastructure Subcommittee (Carter, Gee, Wheeler) – Chair Wheeler spoke about the process of installing foldable partitions in the Orchard Room. Vice Chair Gee spoke about the research and contact with several companies that could complete the project.
- b. Services Subcommittee (Bedard, Crane) – Commissioner Bedard reported that the Subcommittee just met with Bryant Bao. The drop-off program, the Steve Fitzgerald

presentation, Woodland as an innovation center, and library passport services were all discussed.

- c. Awareness Subcommittee (Carter, Dixit, Wheeler) – Commissioner Carter spoke about advertising with local high school papers. There will be a LALE advertisement in an upcoming Town Crier in March regarding the collection of Westin Woods children’s videos; in April, LALE will recognize Library Staff Appreciation. Chair Wheeler also highlighted that the Library assists with safe disposal of sharps and prescription medications.
- d. Futures Subcommittee (Crane, Gee) – Vice Chair Gee talked about a meeting the subcommittee had to bring Bryant Bao up-to-speed on current projects, including the Digital Conversion project. Genealogy research was also discussed.

#### **FUTURE ADGENDA ITEMS**

1. Subcommittee assignments – April

#### **ADJOURNMENT**

Chair Wheeler adjourned the meeting at 7:56 p.m.