

APPROVAL OF MINUTES  
Agenda Item No.: 5.a  
Library Commission Meeting: 02/05/2007

**LIBRARY COMMISSION MINUTES**  
**Special Meeting**  
**January 8, 2007**

**Call to Order:**

The meeting was called to order at 6:05 p.m. by Chair Blakeslee.

**Present:**

Commission Chair Blakeslee, Commissioners Giancoli, Kipp, and Myers.

Commissioner Holderness arrived at 6:18 p.m.

Commissioner Collins arrived at 6:26 p.m.

**Absent:**

Commissioner Ryan.

**Oath of Office**

- 3.a. Rebecca Myers
- 3.b. Scott Blakeslee
- 3.d. Anthony Giancoli
- 3.e. Gail Kipp

Library Senior Office Assistant Robinson administered the Oath of Office.

**Approval of Minutes**

4.a. Commissioner Kipp moved to approve the minutes of December 4, 2006, as printed.  
Commission Chair Blakeslee seconded the motion. Motion carried.

AYES: Commissioners: Kipp, Blakeslee.  
NOES: Commissioners: None.  
ABSENT: Commissioners: Holderness, Collins, Ryan.  
ABSTAIN: Commissioners: Giancoli, Myers.

**Business from the Floor**

None

## **Reports and presentations:**

### **6.a Report on Grand Opening Plans for the Georgia Murray Building**

Public Information Officer Sue Ryan presented the staff report outlining the updated grand opening celebration plans, for the Georgia Murray Building, incorporating suggestions made by the Library Commission at its September 11, 2006 meeting.

1. Tuesday, February 13, 3 -5 p.m., Staff Move-In Party. A party to thank staff for their hard work and commitment. The Mayor and City Manager will stop by to say thanks and congratulations.
2. Tuesday, February 20, 3 – 5 p.m., Sneak Preview/Open House for Educators. For teachers and administrators from local public and private schools, light refreshments will be served.
3. Thursday, February 22, 5:30 – 7:30 p.m., Reception for Library Supporters and Community Leaders. For elected officials, Special Guests and other key individuals. By invitation, for adults only. Guests will receive formal invitations and asked to RSVP. There will be a brief program, welcome by the Mayor, Georgia Murray will be introduced and some brief speeches. Self tours will be encouraged. This event will be catered and will include some background music played by various musicians in different locations throughout the library.
4. Saturday, February 24, 10 a.m. – 4 p.m., Ribbon Cutting and Grand Opening Celebration. Open to the public, for all ages. The library will officially be open for business; guests will take self guided tours with maps distributed at the entrances. Entertainment will be provided throughout the day, special give-away items will be available, and light refreshments will be served.

Commission Chair Blakeslee asked if the Marshall Farley family would be recognized at the Saturday opening.

PIO Ryan responded that she had tried to connect with Community and Cultural Services Manager Sandy Hilton to find out what the plans were to include the Farley family and as of today she still has not had the opportunity to speak with Sandy and does not know what is being considered.

Commissioner Holderness arrived at 6:18 p.m. during PIO Ryan's presentation.

Commissioner Collins arrived at 6:26 p.m. during PIO Ryan's presentation.

Commissioner Kipp moved to approve the plan for the Georgia Murray Building grand opening celebration. Commissioner Myers seconded the motion. Motion carried.

AYES: Commissioners: Collins, Giancoli, Holderness, Kipp, Myers, Blakeslee.

NOES: Commissioners: None.  
ABSENT: Commissioners: Ryan.  
ABSTAIN: Commissioners: None.

### **Oath of Office**

3.c. Linda Holderness

Library Senior Office Assistant Robinson administered the Oath of Office.

### **Reports and presentations:**

6.b. Georgia Murray Building Development Update

Library Manager Knight and Library Technician Bulaga provided an update on the progress of the Georgia Murray Building and the moving plan timeline.

Commissioner Holderness complimented Library Technician Bulaga on all of her efforts in the move stating that she has gone way beyond the call of duty.

Commissioner Holderness left at 6:49 p.m.

6.c. Statistics December 2006

Library Manager Knight presented the staff report reviewing the statistics for December 2006.

A discussion by the Commission followed. Library Manager Knight responded to questions by the Commissioners.

### **New Business**

7.a. Review and Approval of Library Closure Schedule for 2007

Library Manager Knight presented the staff report.

Commissioner Collins moved to approve the Library Closure Schedule for 2007 as presented. Commissioner Giancoli seconded the motion. Motion carried.

AYES: Commissioners: Collins, Giancoli, Kipp, Myers, Blakeslee.  
NOES: Commissioners: None.  
ABSENT: Commissioners: Holderness, Ryan.  
ABSTAIN: Commissioners: None.

7.b. Review of 2007/2008 Fiscal Year Operation Budget

Library Manager Knight presented the staff report and provided some budget background information for the Library Commission's review and comment. Library Manager Knight encouraged the Commission to provide staff with some feedback on what visions they might have for the new library and the new Vista Del Lago Library branch that will open in March of 2008.

Commissioner Kipp stated certainly keeping up with the Children's Programs including the Saturday storytime, also the Senior Programs. Commissioner Kipp inquired how programming for teens was going.

Library Manager Knight responded that the library does have a Teen Leadership Council and we now have a Librarian, a Library Technician and a Library Assistant who will focus on Children's Services. They will be looking at more school age programs as well.

Commissioner Collins inquired if evening storytimes were being considered.

Library Manager Knight responded that she does get requests for evening storytimes.

Commissioner Kipp suggested that maybe joint programs with the zoo would be a good idea.

Commissioner Collins asked if there might be a way of expanding the book delivery service to more than one senior facility.

Library Manager Knight responded that she has looked into the possibility of working with some other senior centers. She stated that the Senior First Friday programs are helping more seniors get into the library by providing shuttle service.

Library Manager Knight stated that staff is working to establish the relationship with the school district to coordinate some efforts. Staff is making a conscious effort to schedule library tours in a more organized way; with the new building the interest in tours will be increased for both children's services and adults as well. Staff is working together to possibly have school visits and tours on specific days, rather than on a case by case basis.

Commissioner Collins stated that it would seem that we should focus the services on what would increase the greatest exposure to the public. Maybe doing outreach in the business community and service groups, such as Rotary Clubs focusing on people we don't normally consider customers of the library but now we have something unique to show them.

Commissioner Myers inquired about the fee structure for the new meeting rooms stating that perhaps this is something the Commission needs to readdress.

Library Manager Knight stated that this issue has been put on hold for about the first six months after we move in because the meeting rooms will be used for library programs quite extensively initially. Library Manager Knight also stated that one consideration is that the city has adopted a fee and cost recovery program and the library will have to be in compliance with that should the decision be made to rent the meeting rooms for a fee

Commissioner Myers stated that she agreed this would be a difficult issue given the timeline for the budget preparation coming in at the same time we are all trying to figure out how to run our new library. She further stated that she is concerned that this commission stays involved and stays informed on the details going into the new operating budget we've had concerns and issues related to budgeting, staffing, and programming and how that's going to be impacted by opening the new facility. The Commission may want to consider having additional meetings to get into more details of the budget which is what the library staff needs to be doing, at the same time you're moving into the new building.

Library Manager Knight responded that this is a very busy and crazy year and we need to proceed with the basics. She would like to get some direction from the Commission in consideration of our programming. Do we want to continue with what we have. She stated that she has some good ideas on being cost effective with outreach and some opportunities we can look at as we move in. We always have the opportunity to make mid-year budget changes.

Commissioner Myers stated that the Commission would like to maintain an oversight function to the extent possible.

Commissioner Myers inquired if the Vista Del Lago Library will be a major part of the 2007/2008 budget.

Library Manager Knight stated that it will be. The campus is under construction and they are planning on opening in September 2007. The library is in the last phase of construction but is scheduled to open in March of 2008.

Commissioner Myers stated that she wants to make sure the Commission doesn't lose track of where we are on the budget and make sure we are getting all the information that we can.

Library Manager Knight asked that if any of the Commissioners have things or ideas that they would like staff to consider, such as book discussions or other programming ideas to please email her.

Commissioner Kipp asked if the Vista Del Lago Library would have a security system.

Library Manager Knight stated that she thought they would.

Library Technician Bulaga stated that the school library would be able to feed off of the main library's server for the RFID security and could be monitored remotely.

### **Commissioner Comments**

Commissioner Giancoli commented that in trying to realize some of those cost savings he thinks there are some great resources here in the business community and some of the civic organizations and he thinks they will jump at the opportunity to help support the library.

Commission Chairman Blakeslee stated that the election of Chair and Vice Chair will be held next month.

Commissioner Collins inquired how the Friend's Bookstore would be run.

Commissioner Kipp responded that Ruth Loveall will be the manager and Nellie Loo is the Director of the bookstore.

Commissioner Collins asked if the bookstore would open on the 24<sup>th</sup>.

Commissioner Kipp stated that it would.

Commissioner Kipp stated that there would be Friend's meeting at the home of Bill Cobb on Saturday the 13<sup>th</sup> of January.

Commissioner Collins stated that there will be a lot of policy issues coming up specifically regarding filtering. He would like the Commission to be better informed on understanding that policy and how it is handled around the nation.

Commissioner Kipp stated that the ALA has a problem with putting controls on the computers because it is a form of censorship.

Commissioner Collins stated that he does not want to debate the issue, he just wanted to mention it because the Commission will likely be presented with the policy and the Commissioners should be aware.

Commissioner Collins asked if the train (in the park) would be impacted.

Library Manager Knight stated that it would not be.

Commissioner Collins would like to be updated on the Veteran's Memorial from Sandy Hilton, perhaps by email

Library Manager Knight stated she would follow up with Sandy.

Commissioner Collins inquired if all of the sculptures and Farley artwork and memorabilia would be on display for the opening.

Library Manager Knight stated she wasn't sure.

Meeting adjourned at 7:29 p.m.

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Janet Robinson, Senior Office Assistant

