

**Minutes**  
**Saratoga Library Commission**  
**Regular Meeting**  
**February 27, 2018**

**Call to Order**

Chair Burley called the meeting to order at 7:04 p.m. in the Saratoga Library Community Room at 13650 Saratoga Avenue.

**Roll Call**

Present: Chair Karen Burley, Vice Chair Flora Hoffman, Commissioner Anandi Krishnamurthy, Steven White  
Absent: Commissioner Robert Gulino (excused)  
Also Present: Emily Lo, Chris Brown, Michael Eitner, Alice Patrick, Elicia Ye, Rita Wang, Crystal Bothelio

**Oral Communications on Non-Agendized Items**

None

**Approval of Minutes:** Draft minutes for the December 19, 2017

HOFFMAN/ KRISHNAMURTHY MOVED TO APPROVE THE DRAFT MINUTES FOR THE DECEMBER 19, 2017. MOTION PASSED. AYES: BURLEY, GULINO, HOFFMAN, KRISHNAMURTHY, WHITE. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

**Agenda Items**

**1. Review of Draft 2018 Work Plan, Consider 2017 Accomplishments**

**Summary:** Every year, the City Council considers and authorizes Commission work plans. Typically, the Commission also presents progress on existing work plan items. The Council review of work plans typically happens in the beginning of the calendar year. The Commissions are scheduled to present their work plans during a study session on March 5, 2018 at the Saratoga Prospect Center, Grace Building. The Library Commission is scheduled to present its work plan at 6:00 p.m. Vice Chair Hoffman and Commissioner Gulino volunteered to make revisions to the Library Commission work plan for Commission consideration and review.

**Action:** Review and finalize the draft 2018 work plan, identify Library Commission accomplishments to be highlighted.

The Commission reviewed the draft work plan and accomplishments and provided feedback on requested changes to both.

**2. Library District Year End Service Report**

**Action:** Discuss the Santa Clara County Library District's Year End Service Report.

County Librarian Nancy Howe provided an overview of the Library District Year End Service Report.

**3. Community News & Trends**

**Summary:** Share news and trends within the community.

Vice Chair Hoffmann announced the Blossom Festival.

Community Librarian Michael Eitner spoke about the changes that have been observed since the Library extended its hours in January 2018.

County Librarian Nancy Howe introduced the Food for Fines amnesty program.

**Reports**

1. Nancy Howe, Santa Clara County Librarian

County Librarian Nancy Howe spoke about: the Commissioners Forum; Silicon Valley Reads; the movie, "The Public"; and the Library District headquarters building.

2. Michael Eitner, Saratoga Community Librarian  
January M and T data already disc.

Community Librarian Michael Eitner shared: the Saratoga Library factsheet; and results of the January survey.

3. Alice Patrick, Friends of the Saratoga Libraries

Friends of the Saratoga Libraries President Alice Patrick shared information about: new carpeting in the Book-Go-Round; citywide mailing; paperback sales; Blind Date with a Book event; donations received from friends and family of Bill McDonnal; Blossom Festival; 2018/19 Board Nominating Committee; Friends documents from 1995 to 2010 found in the Library; and the 35<sup>th</sup> anniversary of the Book-Go-Round as an operation and the 90<sup>th</sup> anniversary of the Book-Go-Round building.

4. Saratoga Library Teen Advisory Board

Teen Advisory Board Members Elicia Ye and Rita Wang shared information about upcoming Teen Advisory Board activities.

5. Karen Burley, Library Commission Chair

None

6. Crystal Bothelio, Saratoga Deputy City Manager

Deputy City Manager Crystal Bothelio shared information about #SaratogaROCKS, Paint the City Kickoff, State of the City, and Saratoga Safety Fair.

### **Summarize Action Items**

Staff agreed to finalize changes to the Accomplishments and Work Plan. Chair Burley agreed to speak with Commissioner Gulino to see if he will be able to attend the Commission Work Plan Study Session. The Commission agreed to identify locations to place the new Saratoga Library factsheet.

### **Agenda Items for Next Meeting – April 24, 2018**

None

### **Adjournment**

Chair Burley adjourned the meeting at 8:46 p.m.

Minutes respectfully submitted:

Crystal Bothelio, Deputy City Manager  
City of Saratoga