



**TOWN OF LOS GATOS
SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND
THE LIBRARY BOARD AGENDA
MAY 04, 2021
110 EAST MAIN STREET
LOS GATOS, CA**

*Marico Sayoc, Mayor
Rob Rennie, Vice Mayor
Mary Badame, Council Member
Matthew Hudes, Council Member
Maria Ristow, Council Member*

PARTICIPATION IN THE PUBLIC PROCESS

How to participate: The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item on the agenda, please follow the participation instructions on page 2 of this agenda. If you wish to speak to an item NOT on the agenda, you may do so during the “Verbal Communications” period, by following the participation instructions on page 2 of this agenda. The time allocated to speakers may change to better facilitate the Town Council meeting.

Effective Proceedings: The purpose of the Town Council meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town’s meeting guidelines while attending Town Council meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code. Disruptive conduct is not tolerated, including but not limited to: addressing the Town Council without first being recognized; interrupting speakers, Town Council or Town staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

Deadlines for Public Comment and Presentations are as follows:

- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email, to the Clerk’s Office no later than 3:00 p.m. on the day of the Council meeting.
- Persons wishing to submit written comments to be included in the materials provided to Town Council must provide the comments as follows:
 - For inclusion in the regular packet: by 11:00 a.m. the Thursday before the Council meeting
 - For inclusion in any Addendum: by 11:00 a.m. the Monday before the Council meeting
 - For inclusion in any Desk Item: by 11:00 a.m. on the day of the Council Meeting

***Town Council Meetings Broadcast Live on KCAT, Channel 15 (on Comcast) on the 1st and 3rd Tuesdays at 7:00 p.m.
Rebroadcast of Town Council Meetings on the 2nd and 4th Mondays at 7:00 p.m.
Live & Archived Council Meetings can be viewed by going to:
www.LosGatosCA.gov/TownYouTube***

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]

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AGENDA
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5:45 PM

IMPORTANT NOTICE REGARDING THE MAY 4, 2021
JOINT MEETING OF THE TOWN COUNCIL AND LIBRARY BOARD

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television and/or online at www.losgatosca.gov/AgendasAndVideos. **In accordance with Executive Order N-29- 20, the public may only view the meeting on television and/or online and not in the Council Chamber.**

PARTICIPATION

If you are not interested in providing oral comments in real-time during the meeting, you can view the live stream of the meeting on television (Comcast Channel 15) and/or online at www.LosGatosCA.gov/TownYouTube.

If you are interested in providing oral comments real-time during the meeting, you must join the Zoom webinar:

- Join from a PC, Mac, iPad, iPhone or Android device: click this link <https://us02web.zoom.us/j/85447090559?pwd=ZDdMemU2MGFGaitJYmFMMUJhVUY2UT09>. Password: 886662. You can also type in 85447090559 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- Join by telephone: Dial: 877 336 1839. Conference code: 969184

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Council meeting.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non Agenda Item.” Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

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REMOTE LOCATION PARTICIPANTS

The following Council Members are listed to permit them to appear electronically or telephonically at the Town Council meeting: MAYOR MARICO SAYOC, VICE MAYOR ROB RENNIE, COUNCIL MEMBER MARY BADAME, COUNCIL MEMBER MATTHEW HUDES, COUNCIL MEMBER MARIA RISTOW, CHAIR TRISH GOLDFARB, COMMISSIONER SUSAN BUXTON, COMMISSIONER RICHARD CAPATOSTO, COMMISSIONER SABIHA CHUNAWALA, COMMISSIONER LYN DOUGHERTY, COMMISSIONER MARIE-ANGE TAGNE, and YOUTH COMMISSIONER JACK NOYMER. All votes during the teleconferencing session will be conducted by roll call vote.

MEETING CALL TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Town Council on any matter that is not listed on the agenda consistent with the Participation Instructions contained on Page 2 of this agenda. To ensure all agenda items are heard and unless additional time is authorized by the Mayor, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items by following the Participation Instructions on page 2 of this agenda.)*

1. Review and Discuss the Library Board Accomplishments and Goals.

ADJOURNMENT *(Council policy is to adjourn no later than midnight unless a majority of Council votes for an extension of time).*

Writings related to an item on the Town Council meeting agenda distributed to members of the Council within 72 hours of the meeting are available for review on the official Town of Los Gatos website. Copies of desk items distributed to members of the Council at the meeting are available for review on the official Town of Los Gatos website.

Note: The Town of Los Gatos has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a decision of the Town Council must be brought within 90 days after the decision is announced unless a shorter time is required by State or Federal law.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 05/04/2021

ITEM NO: 1

DATE: May 4, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review and Discuss the Library Board Accomplishments and Goals

RECOMMENDATION:

Review and discuss the Library Board accomplishments and goals.

BACKGROUND:

The Los Gatos Library Board (Board) currently operates under the provisions of Town Resolution 2016-056 approved by Council in October of 2016. Under the current resolution, the Board consists of seven voting members of which one also serves as a member of the Youth Commission. General law cities that operate a municipal library maintain a Library Board under California Education Code Section 18910 (1970).

The Board meets on the second Wednesday of odd number months at 3:00 p.m. The Library Director serves as the staff liaison to the Board. The Board advises on library working policies and interfaces with the community regarding library services.

DISCUSSION:

Accomplishments and Current Projects

The COVID-19 pandemic necessitated a temporary halt to many of the work goals of the Board during 2020. The following list encompasses accomplishments for the last three years:

- Reconfigured library permanent hours of operation based on patron use data and public survey (note that current operational hours are temporarily altered due to logistics regarding COVID-19)

PREPARED BY: Ryan Baker
Library Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

DISCUSSION (continued):

- Established policy and practice of auto-renewals for checked-out library materials to make a better experience for the customer
- Recommended the removal of overdue item fees which disproportionately impact lower income families
- Created or updated the following library working policies and procedural documents:
 - Customer Service Values Framework
 - Patron Privacy Guidelines
 - Duplication of Historical Archive Material for Commercial Use Guidelines
 - Temporary Visitor Library Card Access Guidelines
 - Materials Selection and Collection Development Guidelines
 - Camera Use and Photography Guidelines
- Supported the acquisition and expansion of collections in languages other than English to meet community need and demand
- Presented and outlined a collection of “Library of Things” which include games and puzzles, robotics kits, crafting kits, art kits, family history archiving kits, home energy efficiency kits, and other non-traditional library items that have already begun circulating to the public
- Connected Library staff to potential presenters, performers, and event opportunities
- Conducted advocacy on behalf of libraries

Goals and Work Plan

The Board has the following items slated which will comprise their upcoming work plan:

- Complete a 5-year strategic plan for the Library which will replace the last strategic plan that covered a period of 2015-2020
- Consider additional library service needs as more housing units are added in Town and the population is expected to increase
- Assign a liaison from the Board to attend meetings of the non-profit Friends of the Los Gatos Library to facilitate better communication with that organization
- Continue expansion of “Library of Things” non-traditional materials for circulation
- Create a “seed library” consisting of plant and flower seeds that the public can utilize for gardening
- Support the Librarian in charge of the historical archives in the process of seeking and cataloging historical materials and interviews of People of Color that have historically or presently reside in Los Gatos
- Update or create the following library working policies and procedural documents that are either due for review or have become necessary:
 - Patron Behavior Guidelines
 - Volunteer Guidelines

DISCUSSION (continued):

- Security Camera Guidelines
- Public Posting and Event Advertising Guidelines
- Unattended Minors Procedures and Guidelines
- Historical Archives Scope and Collection Guidelines

Enabling Resolution and Inclusivity:

The Board reviewed its enabling resolution (Attachment 1) and discussed inclusivity as it relates to participation. For the enabling resolution, no barriers to entry were noted and no changes were recommended by the Board.

For the Board application (Attachment 2), it was noted that the leading questions regarding previously held government positions and previous involvement with civic organizations could be perceived as a barrier to entry and/or be discouraging to applicants without background in these areas. The Board instead recommends a more inclusive leading question such as “What are your unique perspectives and experiences that you would bring to this role?”

The Board also identified three general barriers to entry and inclusivity apart from the application. These include: weekday and middle of afternoon meeting times which discourage or eliminate applicants with work commitments that are inflexible and/or parents that generally must attend to their child’s needs afterschool; application formats that are not responsive design compatible (e.g., cannot be filled out on a phone, small portable device, or assisted reader); and a perceived narrow range of advertising to the public for opportunities to serve on Town Boards and Commissions and lack of concrete details in that advertising of what Board and Commission work encompasses.

Questions for Discussion:

The Board is interested to know if the Council has input regarding Library priorities as it pertains to services over the next five years.

The Board looks forward to this opportunity to meet with Council and engage in discussion with the goal of better serving the community.

Attachments:

1. Library Board Enabling Resolution
2. Library Board Application

RESOLUTION 2016-056

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR
APPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD**

WHEREAS, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Library Board. The Board is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW, THEREFORE, BE IT RESOLVED THAT, The Library Board shall consist of seven (7) members – six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments

Residency and meeting attendance requirements for all members will conform with all current Town Resolutions and Policies.

The terms of office of the adult members shall be staggered and over lapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

A majority of members of the Board shall constitute a quorum of the Board for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Board may take.

The members of the Board shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

1 of 2

Resolution 2016-056

October 18, 2016

BE IT FURTHER RESOLVED THAT, (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

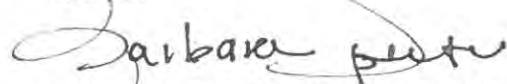
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None

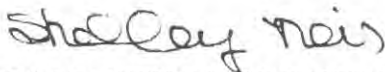
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

2 of 2

TOWN OF LOS GATOS

BOARD, COMMISSION, COMMITTEE APPLICATION

Contact: Clerk Department
110 East Main Street, Los Gatos, CA 95030
(408) 354-6888 or Clerk@LosGatosCA.gov

General eligibility requirements: A resident of the incorporated limits of the Town of Los Gatos. Other requirements may apply to specific Boards, Commissions, or Committees.

If you would like to apply for more than one Board, Commission, or Committee, place a number next to the Board, Commission, or Committee, in order of your preference, for which you would like to apply. **A separate application is required to be submitted for each Board, Commission, or Committee you are applying for.** Only applications for current openings will be considered at this time. Applications for future openings will be kept on file for one year. Qualified applicants will be notified for an interview with Town Council.

- ☐ Arts and Culture Commission
- ☐ Building Board of Appeals
- ☐ Community Health and Senior Services Commission
- ☐ Complete Streets and Transportation Commission
- ☐ Council Finance Committee – Resident
- ☐ General Plan Committee
- ☐ Historic Preservation Committee
- ☐ Library Board
- ☐ Parks Commission
- ☐ Personnel Board
- ☐ Planning Commission
- ☐ Sales Tax Oversight Committee

IMPORTANT NOTICES

Please note that all information provided on the application becomes a public record after it is officially filed. All appointed applicants are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700), which are also a public record. Applicants appointed to the Planning Commission are also required to complete Ethics Training AB 1234 every two years.

CONTINUE TO PAGE 2

ATTACHMENT 2

LIBRARY BOARD APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030
(408) 354-6888 or Clerk@LosGatosCA.gov

**Note: Only the text that shows in the boxes is visible.
Please do not go beyond the borders of the boxes.**

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

CELL PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____ HOME PHONE: _____

EMPLOYER: _____ JOB TITLE: _____

HOW LONG HAVE YOU LIVED IN LOS GATOS? _____

*If appointed your name, phone number, and email address will be made available to the public.

Please list all previously held elected or appointed governmental positions. Include the Position/Office held and the associated dates.
(e.g. Mayor, City of San Jose, 1990-1994)

Please list any civic charitable organizations you have belonged to. Include the Position/Office held and the associated dates.
(e.g. Coach, Little League, 1982-1989)

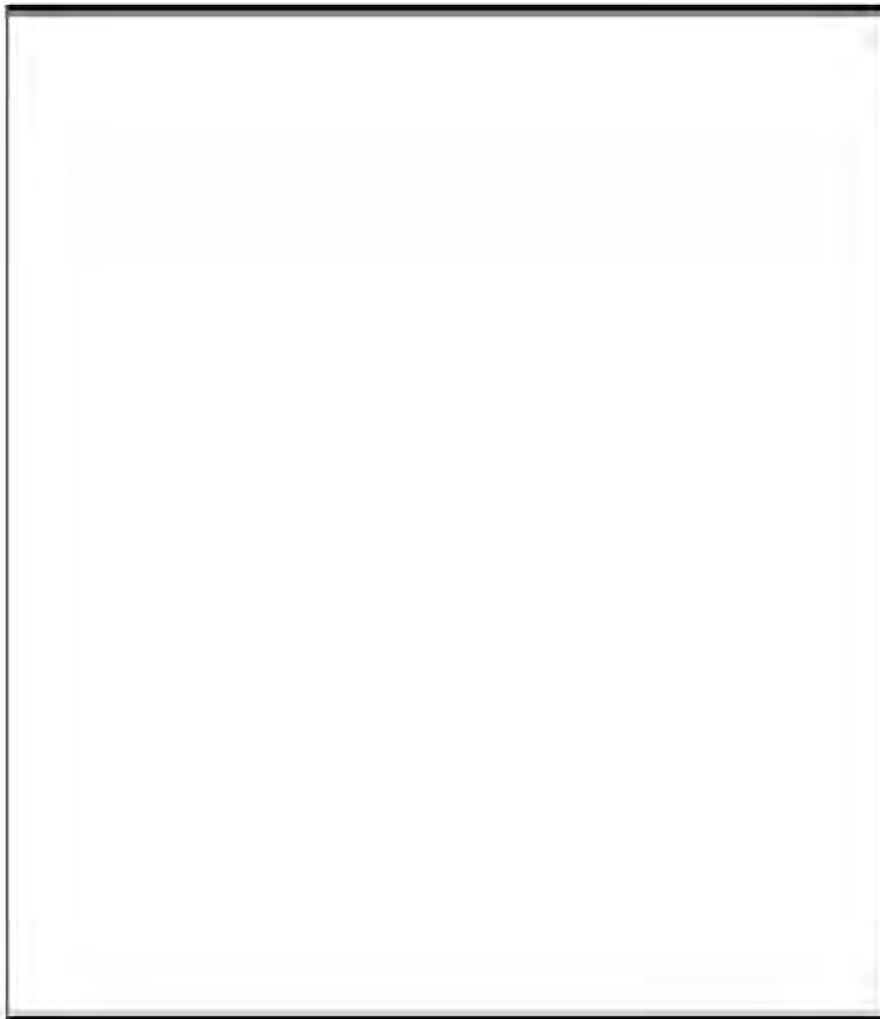
Please list any schools that you have attended or are currently attending. Include your major subject area and/or grade level.
(e.g. San Jose State University, BA in History)

Why are you interested in serving on the Library Board?

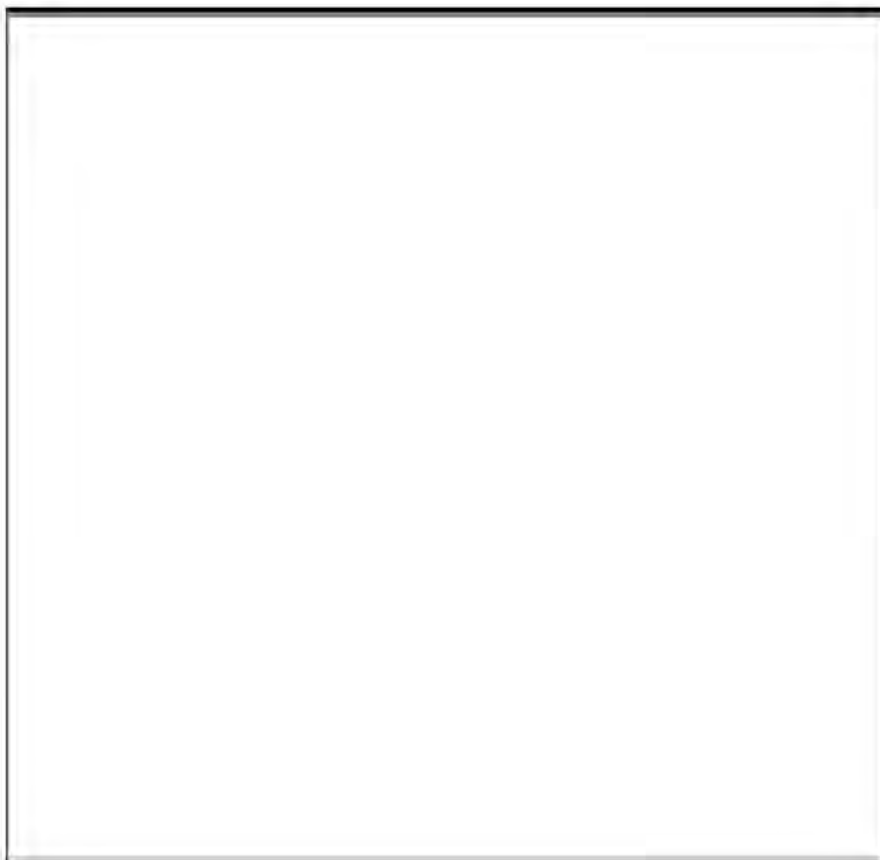
Have you ever attended a Library Board meeting? If yes, please provide a summary of your observation. If not, why not?

How will you balance your personal interests with the broader role of the Board?

What do you see as the role of this Board?



How do you connect with the community?



What Library services do you currently use or have used in the past?

Are you a member of the Friends of the Library? ☐ Yes ☐ No

All applicants are required to be interviewed to be considered for appointment as a Commissioner.

All applicants will be contacted via email with the interview date and time.

Signature: _____

Date: _____

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834.

NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY [28 CFR §35.102-35.104]

Submit Via Email