



**TOWN OF LOS GATOS
LIBRARY BOARD
MARCH 13, 2024
100 VILLA AVENUE, LOS GATOS, CA 95032
LIBRARY CONFERENCE ROOM
3:30 PM**

*Richard Capatosto, Chair
Sabiha Chunawala, Vice Chair
Leticia Ramos Madeiros, Commissioner
Abby Horowitz, Commissioner
Bernadette Marie White, Commissioner
Deborah Lowe, Commissioner
Esha Bagora, Youth Commissioner
Cody Chen, Alt Youth Commissioner*

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to rbaker@losgatosca.gov.

Public Comment During the Meeting:

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 Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email rbaker@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: by 11:00 a.m. the Friday before the Committee meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day of the Committee meeting.

For inclusion in a desk item: by 11:00 a.m. the day of the Committee meeting.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to rbaker@losgatosca.gov by 3:00 p.m. the day of the meeting.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

- [1.](#) Approve Minutes of the January 10, 2024 Meeting

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Library Board on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Board. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. 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. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Introduction of the Town Poet Laureate
- [3.](#) Review Annual Library Survey Questions
- [4.](#) Review Updates to the Library Programming Policy

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
LIBRARY BOARD REPORT**

MEETING DATE: **03/13/2024**

**DRAFT
MINUTES OF THE LIBRARY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 10, 2023**

The Los Gatos Library Board of the Town of Los Gatos conducted a Meeting on Wednesday, JANUARY 10, 2024 at 3:00 p.m. at the Los Gatos Library Conference Room, 100 Villa Ave, Los Gatos CA 95030.

MEETING CALLED TO ORDER at 3:04 p.m.

ROLL CALL

Present: Chair Madeiros, Vice Chair Capatosto, Commissioner Chunawala, Commissioner Horowitz, Commissioner Lowe, Commissioner White, Alternate Youth Commissioner Chen

Also Present: Library Managers Carol Pham and Jennifer Laredo

Absent: Youth Commissioner Bagora

COMMISSIONER REPORTS

None

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approval of the Minutes of the November 8, 2023 Meeting

MOTION: Motion by Commissioner Chunawala, to approve consent items 1. **Seconded** by Commissioner Capatosto

VOTE: Motion passed unanimously.

VERBAL COMMUNICATION

None

OTHER BUSINESS

2. Selection of Chair and Vice Chair

No public comment

MOTION: Motion by **Commissioner Horowitz**, to elect Commissioner Capatosto as Chair and Commissioner Chunawala as Vice Chair . **Seconded** by **Commissioner Chunawala**.

VOTE: Motion passed unanimously

3. Review Library Board Workplan

No public comment

The Board reviewed the workplan and made editorial changes.

4. Discuss and adopt a revised time and place resolution

No public comment

MOTION: Motion by **Commissioner Chunawala**, amend the time and place resolution to hold future meetings starting at 3:30 p.m.. **Seconded** by **Commissioner White**.

VOTE: Motion passed unanimously

5. Discuss changes to the Borrower services policy

The Board reviewed and discussed. Minor typos were noted for correction in the final policy. The wording “parents or guardians” will replace the wording “parents” in the final policy.

No public comment

MOTION: Motion by **Commissioner Chunawala**, adopt the updates to the borrower services policy with the changes noted. **Seconded** by **Commissioner Horowitz**.

VOTE: Motion passed unanimously

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SUBJECT:DRAFT MINUTES OF THE LIBRARY BOARD MEETING OF JANUARY 10, 2024

DATE: MARCH 13, 2024

ADJOURNMENT

The meeting adjourned at 3:33 p.m.

This is to certify that the foregoing is a true
and correct copy of the minutes
as approved by the Los Gatos Library Board.

Ryan Baker, Library Director



**TOWN OF LOS GATOS
LIBRARY BOARD AGENDA REPORT**

MEETING DATE: 03/13/2024

ITEM NO: 3

DATE: March 2, 2024
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review Annual Library Survey Questions

RECOMMENDATION:

Review annual library survey questions.

BACKGROUND:

The Library conducts a community survey every spring to gain insight on public satisfaction with Library services, and to gather insight and ideas. The Library Board helps to craft the questions presented on the survey.

DISCUSSION:

The questions from last year's survey are included for reference (Attachment 1). Last year's survey directed different questions to the survey taker depending on if they identified as a library user or someone that did not use the library. The Library Board may make changes to the survey questions as they feel would benefit for the gathering of feedback. The survey is generally released the week after it is reviewed by the Library Board.

Attachments:

1. 2023 Library Survey Questions

PREPARED BY: Ryan Baker
Library Director

Library Survey Spring 2023

Introduction

Help us shape the future of Library programming, collections, and service by sharing your thoughts below.

1. How often do you visit the Los Gatos Library?

- ☐ I use the Library once or a few times a week
- ☐ I use the Library once a month
- ☐ I use the Library once a year
- ☐ I have never visited Los Gatos Library

Library Survey Spring 2023

About your Library visits

2. How much do you agree with the following statements

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
I feel welcome at Los Gatos Library.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Los Gatos Library staff treat me with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Library patrons treat me respectfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Library building is physically accessible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Library's website and online platforms are accessible to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Library is a welcoming place for children and families.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Library is a welcoming place for teens.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Library is a welcoming place for older adults.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can get Library services in the language that I prefer to speak.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library staff pronounce my name and use my pronouns correctly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library programs represent my heritage and interests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library materials and collection represent my heritage and interest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library staff will take appropriate action in response to incidents of discrimination.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. How can Los Gatos Library demonstrate a strong commitment to diversity, equity, and inclusion?

4. Please rank the following Library services, with 1 being the service that is most important to you.

- ☐ Collections and Materials -- Having the things you want to check out available in a timely manner.
- ☐ Programs and Classes -- Visiting the Library to learn a new skill or connect with others.
- ☐ Space -- Using the Library for work or hanging out, reserving a room to study, or as a place to meet friends.
- ☐ Library Staff -- Getting tips on what to read next, technology assistance, or other reference assistance.
- ☐ Other -- Something else

5. If you have attended Library programs in the last year, how satisfied were you with the program?

	Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied	I did not attend this program in the last year
Programs for Preschoolers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for School Age Children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for Middle School Age Children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for Teens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for Adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for Seniors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All Age Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. What program would you attend if it were offered?

7. Anything else you'd like us to know?

Library Survey Spring 2023

8. Why don't you use the Library?

- ☐ I'm new to Los Gatos
- ☐ I don't think the Library has materials for me
- ☐ I don't think the Library has services or programs I'd enjoy
- ☐ I use other local libraries
- ☐ The Library's hours aren't convenient for me
- ☐ Other (please specify)

9. Where would you like to get information about the Library's programs and services?

- ☐ One of the local papers
- ☐ On social media (Facebook, Instagram, NextDoor)
- ☐ I'd sign up for a monthly email newsletter
- ☐ Flyer around Town
- ☐ Word of mouth
- ☐ Other (please specify)

Library Survey Spring 2023

Optional information about you

10. *Optional* Which race/ethnicity best describes you? (Please choose only one.)

- ☐ American Indian or Alaskan Native
- ☐ Asian / Pacific Islander
- ☐ Black or African American
- ☐ Hispanic
- ☐ White / Caucasian
- ☐ It's not listed here. I am...

11. *Optional* What is your age?

- ☐ 17 or younger
- ☐ 18-20
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or older

12. *Optional* What is your gender?

- ☐ Female
- ☐ Male
- ☐ Nonbinary
- ☐ It's not listed here. I am...



TOWN OF LOS GATOS
LIBRARY BOARD AGENDA REPORT

MEETING DATE: 03/13/2024

ITEM NO:4

DATE: March 7, 2024
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review Updates to the Library Programming Policy

RECOMMENDATION:

Review updates to the Library Programming Policy

BACKGROUND:

The Library Programming Policy states the practices that guide Library programs using professional presenters and partner agencies. Additionally, the policy outlines the restrictions of use for the public to use the library space for private events.

DISCUSSION:

The draft wording of the policy is as follows:

Library Program Policy

SCOPE This policy applies to all Library programming and program partnerships, both in the building and in the community.

POLICY The Los Gatos Library Staff use professional judgment and the Library Strategic Plan when planning Library programs. We strive to offer a rich selection of program options that serve our diverse community, and to further the Town's commitment to diversity, equity and inclusion.

PROCEDURES :

Library Programs:

- Library staff work with performers/presenters we have worked with before, or who have been recommended by staff at another library or have been vetted through a Performer's Showcase. We limit the number of entirely new or unknown presenters we work with each quarter.

PREPARED BY: Name
 Title

- We work with professional presenters, non-profit agencies, educational institutions, and government agencies for programs.
- We balance in-house programming with programs led by an outside presenter or organization.
- Library staff provide a diverse, varied selection of programming each quarter, and so limit the number of any specific type of program (for instance, we might have only one author visit or one animal show per quarter)
- We avoid programming with a commercial focus.
- All programs are free for patrons.
- Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.
- Paid presenters must hold or obtain a Town of Los Gatos business license.

Library-sponsored Partner Programs:

The Library will sponsor partner programs with established non-profit organizations. The Library does not sponsor partner programs with individuals or for-profit enterprises.

Outside partners working with the Library should be aware of the following:

- Partner organizations must maintain appropriate insurance required by the Town.
- Events and services must be totally free to patrons. The Library cannot charge patrons for programs and services.
- The purpose of library programs is to educate, inform, and entertain. It is not to promote a business or presenter. For example, we cannot host a book launch party or an event to promote a new business in Town.
- You may not solicit contact information from library users or hand out business cards or other promotional materials. You may leave informational items out for patrons to collect if they choose.
- We do not allow our presenters and partners to sell merchandise.
- The Library cannot provide more than 1 staff members to assist with partner programs or events. Program ideas that require more than a minimum of involvement of Library staff assistance to be successful are not tenable.
- The Los Gatos Library is committed to diversity, equity, and inclusion. The array of programs and services we offer must serve community needs and fit within the goals and mission of the Library. We divide our budget carefully on a variety of programs that will serve needs in different areas. If your partnership proposal does not fit the programming goals and Library mission, your proposal may be declined.
- The Library does not provide funding to partners

- The Library is not required to provide supplies for your program. Any agreement to provide supplies or share supplies must be planned ahead of time, and while the Library may provide partial materials for some programs, it is not guaranteed.
- We plan programs 6 months in advance. If you are thinking of partnering with us, keep in mind the program will have to fit in that timeline.
- Most of our programs are single events. We are unlikely to provide an ongoing series of programs from a single presenter.
- Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by Library staff when planning Library programming. We receive many requests for program partnerships each season for a limited number of programming opportunities. While we welcome all submissions, we are unable to offer all of the programs pitched to us. Library staff will contact you if we are able to host your program.

Programs not sponsored by or produced by the Library:

- The Library does not have programming space available for rent or reservation.
- The Library cannot be used as a facility to host a program not directly sponsored by the Library.
- Use of the Library Conference Room is governed by the Town's Facility Use Policy which prohibits use of the room not directly sponsored by a Town Department
- Use of other Library spaces, including but not limited to the Children's Room, The Tech Lab, The Teen Room, and the Fireplace Room, are for general public use and cannot be capitalized for privately sponsored events, groups, or individuals for the purpose of hosting or presenting a program or event.
- Private meetings and gatherings may be held in our Group Study Room by making a reservation via the Library's website. The Group Study Room accommodates up to eight people. Meeting groups using the Group Study room may not advertise or otherwise affiliate their activity as a Library program. The Library does not provide technical support or equipment for meeting groups. All people using the Group Study Room must comply with the Library's Code of Conduct.