



**TOWN OF LOS GATOS
LIBRARY BOARD MEETING AGENDA
SEPTEMBER 11, 2024
100 VILLA AVENUE, LOS GATOS LIBRARY
LIBRARY CONFERENCE ROOM
3:30 PM**

*Richard Capatosto, Chair
Sabiha Chunawala, Vice Chair
Abby Horowitz, Commissioner
Deborah Lowe, Commissioner
Bernadette Marie White, Commissioner
Leticia Ramos Madeiro, 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 the Minutes of the May 8, 2024 Library Board 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. Review and Approve a New Internal Library Policy for Library Use of AI
3. Review and Approve an Update to the Internal Library Posting 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: **09/11/2024**

**DRAFT
MINUTES OF THE LIBRARY BOARD REGULAR MEETING
WEDNESDAY, MAY 8, 2024**

The Los Gatos Library Board of the Town of Los Gatos conducted a Meeting on Wednesday, March 8, 2024 at 3:30 p.m. at the Los Gatos Library Conference Room, 100 Villa Ave, Los Gatos CA 95030.

MEETING CALLED TO ORDER at 3:35 p.m.

ROLL CALL

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

Also Present: Library Manager 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 January 10, 2024 Meeting

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

VOTE: Motion passed unanimously.

VERBAL COMMUNICATION

None

OTHER BUSINESS

2. Review updates to the Library Programming Policy

No public comment

MOTION: Motion by Commissioner Madeiro, adopt the policy . Seconded by Commissioner Capatosto.

VOTE: Motion passed unanimously

3. Receive presentation of annual Library survey results

No public comment

Library Manager Laredo presented the results of the annual Library public survey. The Board discussed and provided feedback.

ADJOURNMENT

The meeting adjourned at 4:33 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: 09/11/2024

ITEM NO: 2

DATE: September 8, 2024
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review and Approve a New Internal Library Policy for Library Use of AI

RECOMMENDATION:

Review and approve a new internal Library policy for Library use of AI.

DISCUSSION:

The Library has begun exploring AI tools to assist in Library services for the benefit of the community. The following draft language has been developed to outline a policy for AI use:

Library use of AI Policy

September 2024

Purpose

The Los Gatos Public Library is committed to leveraging AI technologies to enhance services, improve user experience, and increase operational efficiency. This policy ensures that AI tools and systems within the Library are used in a manner that supports the Library's mission of serving the community while protecting patron rights and data.

Scope

This policy applies to all AI technologies used by the Los Gatos Public Library, including but not limited to chatbots, recommendation systems, data analysis tools, and automated systems for cataloging, circulation, and user services.

Policy

- AI technologies shall be used to support the Library's mission of providing access to information and enhancing community engagement.

PREPARED BY: Ryan Baker
Library Director

- AI systems within the Library will be designed and used in ways that promote inclusivity, equity, and accessibility for all users.
- The Library is committed to protecting the privacy of its patrons. AI systems will be implemented in accordance with all applicable privacy laws and best practices. Patron use data used for AI purposes will be anonymized. Personal information contained in patron accounts is protected under California law and will never be sold or shared with third parties without explicit consent.
- The Library will ensure that AI systems are regularly reviewed for accuracy, fairness, and bias.
- The Library will designate a staff member responsible for overseeing the implementation and management of AI technologies.
- AI technologies will be used to enhance access to library resources and services, ensuring that all community members benefit equally.
- Efforts will be made to ensure AI does not inadvertently reinforce digital divides or exclude certain groups from accessing library services.
- Staff will receive training on AI technologies to effectively assist patrons and ensure proper oversight.



TOWN OF LOS GATOS
LIBRARY BOARD AGENDA REPORT

MEETING DATE: 09/11/2024

ITEM NO: 3

DATE: September 8, 2024
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review and Approve an Update to the Internal Library Posting Policy

RECOMMENDATION:

Review and approve an update to the internal Library Posting Policy

DISCUSSION:

Due to limited bulletin posting space inside the Library being reduced to accommodate Care Cabinet resources, the Library needs to update the Posting Policy. The following draft language has been developed to update the policy:

Posting and Distributing Flyers, Pamphlets, and Items of Community Interest

September 2024

Purpose

This policy addresses posting and distribution of flyers, pamphlets, and other items of community interest within the limited space available inside the Library.

Scope

This policy applies to all materials distributed or displayed in the Library.

Policy

- Due to limited space, the Library only posts flyers and information for official Town of Los Gatos communications, Library programs and services, and official public notices from local school districts, the County of Santa Clara, or State or Federal agencies as appropriate.
- Community groups and the general public are requested to use the public community posting board located outside the Library at the corner of Main St. and Villa Ave. The Library does not monitor items posted at this location.

PREPARED BY: Ryan Baker
Library Director

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SUBJECT: Internal Library Policy Posting

DATE: September 11, 2024

- Distribution of items of public interest, such as pamphlets or local newspapers, must be approved by Library staff and will be distributed only if the following conditions are met:
 - Produced by a community-based non-profit organization
 - Sufficient space is available to distribute the items
 - The items are of specific interest to the Los Gatos community
 - The services or events being promoted are free of charge
- Any items found that are not approved by staff will be removed and recycled.