



**TOWN OF LOS GATOS
LIBRARY BOARD MEETING AGENDA
MARCH 11, 2026
100 VILLA AVENUE, LOS GATOS LIBRARY
LIBRARY CONFERENCE ROOM
3:30 PM**

*Katherine Vieceli, Chair
Deborah Lowe, Vice Chair
Edana Beck, Commissioner
Richard Capatosto, Commissioner
Sabiha Chunawala, Commissioner
Abby Horowitz, Commissioner
Bernadette Marie White, Commissioner
Katya Liffitin, Youth Commissioner*

IMPORTANT NOTICE

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

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. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

1. Approve the Minutes of the January 14, 2026 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. During special meetings, members of the public are welcome to address the Board only on items listed on the agenda. Town resources may not be used to facilitate audio or visual presentations. 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 *(Each speaker is limited to three minutes or such time as authorized by the Chair.)*

2. Review Recommended Library Policy for Minors in the Library

ADJOURNMENT

ADA NOTICE - In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Please notify the Clerk's Office at least two (2) business days prior to the meeting so that reasonable arrangements can be made to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.

NOTICE REGARDING SUPPLEMENTAL MATERIALS - Materials related to an item on this agenda submitted to the Board after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos, and on the Town's website at www.losgatosca.gov. Town Board agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.

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 an addendum: by 11:00 a.m. on the day before the Committee meeting.

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



**TOWN OF LOS GATOS
LIBRARY BOARD REPORT**

MEETING DATE: 03/11/2026

**DRAFT
MINUTES OF THE LIBRARY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 14, 2026**

The Los Gatos Library Board of the Town of Los Gatos conducted a Meeting on Wednesday, January 14, 2026 at 3:30 p.m. at the Los Gatos Library Conference Room, 100 Villa Ave, Los Gatos CA 95030.

MEETING CALLED TO ORDER at 3:30 p.m.

ROLL CALL

Present: Chair Capatosto, Commissioner Beck, Commissioner Lowe, Commissioner Vieceli, Commissioner White (entered 3:35p), Commissioner Chunawala, Commissioner Horowitz, Youth Commissioner Littfin

COMMISSIONER REPORTS

None

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

1. Approve the Minutes of the November 12, 2025 Meeting

MOTION: Motion by Commissioner Chunawala to approve the consent calendar. **Seconded** by Commissioner Vieceli.

VOTE: Motion passed unanimously

VERBAL COMMUNICATION

None

OTHER BUSINESS

2. Select a Chair and Vice Chair for 2026

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SUBJECT:DRAFT MINUTES OF THE LIBRARY BOARD MEETING OF JANUARY 14, 2026

DATE: March 11, 2026

No public comment

MOTION: Motion by **Commissioner Capatosto** to nominate Commissioner Vieceli for Chair and Commissioner Lowe for Vice Chair. **Seconded by Commissioner Chunawala.**

VOTE: Motion passed unanimously

3. Adopt a motion to recommend the draft 2026 Library Board workplan to the Town Council for Approval.

No public comment

MOTION: Motion by **Commissioner Capatosto** to recommend the Town Council approve the work plan as presented. **Seconded by Commissioner Chunawala.**

VOTE: Motion passed unanimously

ADJOURNMENT

The meeting adjourned at 3:50 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: 03/11/2026

ITEM NO: 2

DATE: March 11, 2026
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review Recommended Library Policy for Minors in the Library

RECOMMENDATION:

Adopt a motion to recommend the draft Minors in the Library policy

REMARKS:

The existing Minors in the Library policy was written and adopted by the Library Board in 2013, with only minor revisions adopted in 2018. Recent review of the policy has concluded that changes are needed to reflect current logistics and best practices.

The wording of the new draft policy as recommended as:

POLICY

Library staff cannot assume responsibility for the care or safety of unattended minors in the Library. Assistance provided by Library staff to minors, including helping a minor contact a Parent or Guardian or responding to an emergency situation, does not create or imply a supervisory, custodial, or guardianship role for Library staff. Parents and Guardians maintain ultimate responsibility for the behavior and safety of their children or minors while on the premises of the Los Gatos Library, regardless of the physical presence of the Parent or Guardian.

Library staff strive to ensure that all buildings are operated in a safe manner. However, because public libraries are open to all, libraries cannot be considered safe places for

PREPARED BY: Ryan Baker
Library Director

unattended minors. Minors under the age of 10 must never be left unaccompanied in the Library. The responsibility for the safety and behavior of minors in the Library rests with the parents, legal guardians, or other responsible adult caregivers (Parent or Guardian). A Parent or Guardian is defined as a person aged 18 or older who is the parent, the legally designated guardian, the assignee of the Parent or legal Guardian, or an adult caregiver assigned by or under the direction of the Parent or legal Guardian.

PROCEDURES

- Minors age 9 and under must be accompanied by a Parent or Guardian. A Parent or Guardian must remain with the child at all times.
- If a minor age 9 or younger is found to be unaccompanied in the Library, staff will try to locate the Parent or Guardian to remedy the situation. If a Parent or Guardian is unavailable, the Los Gatos Monte Sereno Police Department will be called.
- Minors aged 10 through 17 may use the Library without a Parent or Guardian present, but must have the contact information of the Parent or Guardian on their person. Library phones may be used by minors aged 10-17 to contact their Parent or Guardian.
- All minors under the age of 17, regardless of whether they are accompanied or unaccompanied, must follow the Rules of Conduct/Patron Behavior Policy in the Library. Minors that do not follow these policies are subject to the same consequences as other library users, including being required to leave the Library or losing library privileges. Library staff may intervene when minors appear to be unattended, unsafe, or in violation of Library policies and may take appropriate action to ensure compliance with this policy and the Library's Rules of Conduct.

- Library staff are not responsible for an unattended minor in the Library when the Library closes. Parents or Guardians are responsible for ensuring that minors leave the Library before closing time. For minors under the age of 13, Library staff may make a reasonable effort to contact the Parent or Guardian for immediate pickup of the minor if there is no indication that a pickup is scheduled for the minor, however if immediate pickup does not occur prior to the Library's closing time, Library staff will contact the Los Gatos Monte Sereno Police Department. Library staff are not permitted to wait with the minor after closing hours.
- Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the Library to close without prior notice. In these cases, unaccompanied minors under the age of 17 who cannot transport themselves must be able to reach a Parent or Guardian for immediate pick-up.
- The Library may not observe the same schedule every day. Parents or guardians should be aware of exceptions to regular posted library operating hours. If a minor remains at the Library after or during a temporary or early closure, staff may make an attempt to contact a Parent or Guardian, but also may, immediately and without recourse, contact the Los Gatos Monte Sereno Police Department.
- Staff will never transport a minor under any circumstances.
- The seating and common areas in the Children's area of the Library are reserved solely for minors and the Parents or Guardians that accompany them. Minors in grades 6 through 12 are permitted to use the seating and common areas of the children's area but may be asked to relocate to other areas of the Library depending on capacity in the room, or if the nature of their library use is not suited for an area that serves young children. Adults who are not accompanied by a child in the children's area of the Library

will be approached by staff and asked to move to another area of the Library. However, adults aged 18 and over are permitted temporary access to the book collections within the Children's room for the purpose of retrieving library materials from the shelves.

- The seating and common areas of the Teen Room are reserved exclusively for teens in grades 6-12 at all times, including during school hours and when schools are not in session. Exceptions are limited to library staff and/or attendees of special programs sponsored by the library and hosted in the Teen Room due to capacity issues, that are billed as either all-ages, or for adults and seniors. Adults who enter the Teen Room under other circumstances will be approached by staff and will be asked to move to another area of the Library. However, adults aged 18 and over are permitted temporary access to the book collections within the Teen Room for the purpose of retrieving library materials from the shelves.
- In the event of a fire alarm, evacuation order, or other emergency requiring the Library to evacuate or close immediately, all patrons, including minors, must leave the building and follow staff instructions to the designated safe area outside the building. Unaccompanied minors who are unable to leave safely on their own or who cannot transport themselves from the Library must be able to contact a parent, legal guardian, or responsible caregiver for immediate pickup. Once patrons and staff have reached a safe location, Library staff may make a reasonable effort to help the minor contact a parent, legal guardian, or responsible caregiver. Library staff will not transport a minor or allow a minor to ride in a staff vehicle. If a responsible adult cannot be reached promptly, or if conditions require immediate transfer of care, the Los Gatos Monte Sereno Police Department or other appropriate emergency responders may be contacted to assume responsibility for the minor.

- If a Parent or Guardian reports that a child is missing in the Library, staff will respond within reasonable capacity to assist in locating the child while maintaining the safety of all patrons. Staff will obtain a description of the child and the last known location and may check nearby areas of the Library and notify other staff members to assist in the search. If the child is located, staff will reunite the child with the Parent or Guardian as soon as possible. If the child cannot be located within a reasonable period of time, staff will contact the Los Gatos Monte Sereno Police Department and will cooperate fully with law enforcement. Parents and Guardians remain responsible for the safety and supervision of minors while on Library premises.