



**TOWN OF LOS GATOS
LIBRARY BOARD MEETING AGENDA
JANUARY 08, 2025
100 VILLA AVENUE, LOS GATOS LIBRARY
LIBRARY CONFERENCE ROOM
3:30 PM**

*Richard Capatosto, Chair
Sabha Chunawala, Vice Chair
Abby Horowitz, Commissioner
Deborah Lowe, Commissioner
Bernadette Marie White, Commissioner
Katharine Vieceli, Commissioner
Aarav Chugh, Youth Commissioner
Cody Chen, Alt Youth Commissioner
Rithik Gupta, Alt Youth Commissioner
Nova Jayaraj, 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

- i. Introduction of New Board Members

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 November 13, 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.](#) Select a Chair and a Vice Chair for 2025
- [3.](#) Review Recommended Library Board Work Plan Items for 2025 and Make a Recommendation to the Town Council

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: 01/08/2025

**DRAFT
MINUTES OF THE LIBRARY BOARD REGULAR MEETING
WEDNESDAY, November 13, 2024**

The Los Gatos Library Board of the Town of Los Gatos conducted a Meeting on Wednesday, November 13, 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, Youth Commissioner Chugh, Alternate Youth Commissioner Chen

Also Present: Director Baker

Absent: Commissioner White, Commissioner Madeiro

COMMISSIONER REPORTS

None

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

1. Approval of the Minutes of the May 8, 2024 Meeting

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

VOTE: Motion passed unanimously.

VERBAL COMMUNICATION

None

OTHER BUSINESS

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

No public comment

MOTION: Motion by Commissioner Capatosto, to adopt the policy as presented in the staff report.
Seconded by Commissioner Chunawala.

VOTE: Motion passed unanimously

3. Review and approve an update to the internal Library posting policy.

No public comment

MOTION: Motion by Commissioner Capatosto, to adopt the policy as presented in the staff report with the following change: the last bullet point of the policy should read “Any items found that are not approved by staff or do not align with the Library’s Rules of Conduct will be removed and recycled.” **Seconded by Commissioner Chunawala.**

VOTE: Motion passed unanimously

ADJOURNMENT

The meeting adjourned at 3:55 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: 01/08/2025

ITEM NO: 2

DATE: January 8, 2025
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Select a Chair and a Vice Chair for 2025

RECOMMENDATION:

Select a Chair and a Vice Chair for 2025 to lead the Library Board meetings.

PREPARED BY: Ryan Baker
Library Director



TOWN OF LOS GATOS
LIBRARY BOARD AGENDA REPORT

MEETING DATE: 01/08/2025

ITEM NO: 3

DATE: January 8, 2025
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review Recommended Library Board Work Plan Items for 2025 and Make a Recommendation to the Town Council.

RECOMMENDATION:

Review recommended Library Board Work Plan items for 2025 and make a recommendation to the Town Council.

REMARKS:

To provide the Library Board clarity from the Town Council regarding its work, the proposed 2025 Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, and sufficient staff resources in 2025.

In coordination with other Town Departments, staff has reviewed the Work Plan below, taking workload, time commitment, and alignment with Council priorities into consideration. Staff recommends the six items listed below to constitute the 2025 Work Plan. Staff believes that with existing resources, it is reasonable that these six items can be accomplished in 2025.

The Board may discuss, provide input, and ultimately make a recommendation to the Town Council. Staff will evaluate the Board's recommendation based on current staff and budget capacity and present its recommendation to the Town Council for consideration.

Library Board 2025 Workplan:

1. Library policy updates necessitated by AB1825 (2024) "California Freedom to Read Act".
 - a. Update the Library's Collection Development policy to conform with State legislation.
 - b. Integrate the currently separate Materials Deaccession policy into the Collection Development policy.

PREPARED BY: Ryan Baker
Library Director

- c. Review a process created by staff that meets the provisions of the legislation for the public to formally challenge/object to library materials.
2. Library policy updates necessitated by AB781 (2024) "Accessibility to Emergency Centers: Persons with Pets".
 - a. Update existing Library Code of Conduct to conform with AB781, or if appropriate, remove the section regarding animals in the Library to a separate policy.
 - b. Examine current ADA service animal laws, and review/amend Library service animal policies to ensure compliance.
3. Annual Community Survey of Library Services
 - a. Work with staff to create and review the Library's annual community input/satisfaction survey.
 - b. Analysis of survey results and suggest any additions or amendments to strategic direction to staff for consideration.
4. Annual review of Library Code of Conduct for any changes/modifications suggested by staff as a result of new or changing patron incidents or behaviors.
5. Receive informational presentation from staff regarding annual library statistics and trends.
6. Update the Library's Lost Property policy (2017) to reflect current staff practice.

Library Board meeting dates for 2025:

- Wednesday, January 8, 2025 at 3:30 p.m.
- Wednesday, March 12, 2025 at 3:30 p.m.
- Wednesday, May 14, 2025 at 3:30 p.m.
- Wednesday, September 10, 2025 at 3:30 p.m.
- Wednesday, November 12, 2025 at 3:30 p.m.

Per Council policy, Boards and Commissions do not meet in July.