



**TOWN OF LOS GATOS
LIBRARY BOARD MEETING AGENDA
JANUARY 14, 2026
100 VILLA AVENUE, LOS GATOS LIBRARY
LIBRARY CONFERENCE ROOM
3:30 PM**

*Richard Capatosto, Chair
Abby Horowitz, Vice Chair
Edana Beck, Commissioner
Sabiha Chunawala, Commissioner
Deborah Lowe, Commissioner
Bernadette Marie White, Commissioner
Katharine Vieceli, Commissioner
Katya Liffittin, 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.)*

1. Approve the Draft Minutes of the November 12, 2025 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. 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 2026
3. Review Recommended Library Board Work Plan Items for 2026 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]

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 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.



**TOWN OF LOS GATOS
LIBRARY BOARD REPORT**

MEETING DATE: **01/14/2026**

**DRAFT
MINUTES OF THE LIBRARY BOARD REGULAR MEETING
WEDNESDAY, NOVEMBER 12, 2025**

The Los Gatos Library Board of the Town of Los Gatos conducted a Meeting on Wednesday, November 12, 2025 at 3:30 p.m. at the Los Gatos Library Conference Room, 100 Villa Ave, Los Gatos CA 95030.

MEETING CALLED TO ORDER at 3:32 p.m.

ROLL CALL

Present: Chair Capatosto, Commissioner Lowe, Commissioner Horowitz, Commissioner White, Commissioner Chunawala, Youth Commissioner Littfin

Absent: Commissioner Vieceli

COMMISSIONER REPORTS

None

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

1. Approve the Minutes of the March 12, 2025 Meeting
2. Approve the Minutes of the May 14, 2025 Meeting

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

VOTE: Motion passed unanimously

VERBAL COMMUNICATION

None

OTHER BUSINESS

3. Approve a New Lost Property Policy

No public comment

MOTION: Motion by Commissioner Chunawala to approve the Lost Property Policy as presented, correcting for typos. **Seconded** by Commissioner Lowe.

VOTE: Motion passed unanimously

4. Review the Results of the Annual Library Survey

No public comment

The Commission reviewed and discussed the survey results.

ADJOURNMENT

The meeting adjourned at 4:18 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: 01/14/2026

ITEM NO: 2

DATE: January 4, 2026
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Select a Chair and a Vice Chair for 2026

RECOMMENDATION:

Select a Chair and a Vice Chair for 2026 to lead the Library Board meetings.

PREPARED BY: Ryan Baker
Library Director



TOWN OF LOS GATOS
LIBRARY BOARD AGENDA REPORT

MEETING DATE: 01/14/2026

ITEM NO: 3

DATE: January 14, 2026
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Review Recommended Library Board Work Plan Items for 2026 and Make a Recommendation to the Town Council.

RECOMMENDATION:

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

REMARKS:

To provide the Library Board clarity from the Town Council regarding its work, the proposed 2026 Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, and sufficient staff resources in 2026.

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 seven items listed below to constitute the 2026 Work Plan. Staff believes that with existing resources, it is reasonable that these six items can be accomplished in 2026.

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 2026 Work Plan - DRAFT

1. 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.

PREPARED BY: Ryan Baker
Library Director

- b. Examine current ADA service animal laws, and review/amend Library service animal policies to ensure compliance.
2. 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.
3. 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.
4. Receive an informational presentation from staff regarding annual library statistics, budgets, and trends.
5. Update the Library's 2013 policy on unattended minors in the Library.
6. Update the Library's 2018 policy on patron privacy.
7. Poet Laureate Selection. The three-year term of the current Town Poet Laureate ends in December 2026.
 - a. Work with the Arts Commission to release the applications for the position.
 - b. Work with the Arts Commission to review applications and recommend a new Poet to the Town Council.

2026 Meeting Dates:

- Wednesday, January 14, 2026 at 3:30 p.m.
- Wednesday, March 11, 2026 at 3:30 p.m.
- Wednesday, May 13, 2026 at 3:30 p.m.
- Wednesday, September 9, 2026 at 3:30 p.m.
- Wednesday, November 11, 2026 at 3:30 p.m.

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