



**TOWN OF LOS GATOS  
LIBRARY BOARD MEETING AGENDA  
MARCH 12, 2025  
100 VILLA AVENUE, LOS GATOS LIBRARY  
LIBRARY CONFERENCE ROOM  
3:30 PM**

*Richard Capatosto, Chair  
Abby Horowitz, Vice Chair  
Sabiha Chunawala, Commissioner  
Deborah Lowe, Commissioner  
Bernadette Marie White, Commissioner  
Katharine Vieceli, Commissioner  
Aarav Chugh, 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](mailto: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](mailto: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](mailto: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 Draft Minutes of the January 8, 2025 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 Collection Development Policy as Necessitated by AB1825 (2024)  
"California Freedom to Read Act"

## 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: 03/12/2025

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**DRAFT  
MINUTES OF THE LIBRARY BOARD REGULAR MEETING  
WEDNESDAY, JANUARY 8, 2025**

The Los Gatos Library Board of the Town of Los Gatos conducted a Meeting on Wednesday, January 8, 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 3:30 p.m.

**ROLL CALL**

Present: Chair Capatosto, Commissioner Horowitz, Commissioner White, Commissioner Vieceli, Youth Commissioner Chugh

Also Present: Director Baker

Absent: Commissioner Chunawala, Commissioner Lowe

**COMMISSIONER REPORTS**

None

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

1. Approval of the Minutes of the November 13, 2024 Library Board Meeting

**Changes noted for correction:** Commissioner Horowitz should be listed as absent from the meeting. Commissioner White should be listed as present at the meeting.

**MOTION:** Motion by Commissioner Capatosto, to approve consent items with the changes noted to the minutes. **Seconded** by Commissioner Horowitz.

**VOTE:** Motion passed unanimously.

**VERBAL COMMUNICATION**

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SUBJECT:DRAFT MINUTES OF THE LIBRARY BOARD MEETING OF JANUARY 8, 2025

DATE: March 12, 2025

None

## **OTHER BUSINESS**

2. Select a Chair and Vice Chair for 2025

No public comment

**MOTION:** Motion by Commissioner White to select Capatosto as Chair and Horowitz as Vice Chair.  
Seconded by Commissioner Horowitz.

**VOTE:** Motion passed unanimously

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

No public comment

**MOTION:** Motion by Commissioner Capatosto, to recommend the Library Board 2025 Workplan as presented in the staff report for Council approval. Seconded by Commissioner Vieceli.

**VOTE:** Motion passed unanimously

## **ADJOURNMENT**

The meeting adjourned at 3:47 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.

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Ryan Baker, Library Director



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

MEETING DATE: 03/12/2025

ITEM NO: 2

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DATE: March 12, 2025  
TO: Library Board  
FROM: Ryan Baker, Library Director  
SUBJECT: Review and Approve Collection Development Policy as Necessitated by AB1825 (2024) "California Freedom to Read Act"

**RECOMMENDATION:**

Approve an update to the Collection Development Policy as necessitated by California legislation.

**DISCUSSION:**

California legislators passed the California Freedom to Read Act (AB1825) in 2024. Among the provisions of the legislation, public libraries are required to update their policies as they apply to collection development and requests for reconsideration of materials. These changes must be in place by December of 2025. Attached are:

The checklist provided by the California State Library to assist with policy compliance (Attachment 1).

The Library's updated draft collection policy for Library Board approval (Attachment 2).

The Library's updated request for reconsideration form for Library Board review (Attachment 3).

**PREPARED BY:** Ryan Baker  
Library Director

# California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
  - The library posted their collection development policy on their public website.
  - The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
  - The policy guides the selection and deselection of materials.
  - The policy contains the following statements:
    - The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
    - The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
    - "Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole."
    - The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
  - a. Update the tracking spreadsheet to show that the library is fully compliant.
  - b. Notify the library that their policy is compliant.
3. If the policy does not meet the requirements on the checklist:
  - a. Return the policy to the library,
  - b. Indicate to the library what is missing,
  - c. Provide additional technical assistance as needed.



## Library Standard Operating Procedures

Approved by the Library Board:

# Collection Development

## PURPOSE

The Library collection meets the broad and diverse interests of the community and respects both the library's autonomy and the specific needs of the community. The public has the right to access a range of social, political, aesthetic, moral and other ideas and experiences. This policy guides both the selection and deselection of library materials.

## SCOPE

This policy applies to all library materials.

## POLICY

The Library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials will be provided for the interest, information, and enlightenment of all people, and will present diverse points of view in the collection as a whole. The largest emphasis will be on currently popular recreational and informational needs in the most popular formats.

The Library Director is ultimately responsible for collection oversight. Collection areas are maintained by trained librarians who are assigned to specific subject areas. Data for collection analysis is obtained from collection management software, librarian expertise, and visual inspections of collection areas and individual materials.

This policy is compliant with AB1825 (2024) "California Freedom to Read Act".

## PROCEDURE

### **Selection of materials:**

Library staff are responsible for materials selection. The Library attempts to present different points of view on contemporary issues, some of which are controversial. Selected materials, therefore, may be meaningful and significant to some, while offensive, shocking or boring to

others. Materials are selected for their overall contribution to the collection. Other criteria include the quality, cost, format, published reviews, public demand and availability of the materials.

The public is encouraged to suggest materials through the Aspen Purchase Request link. These requests are given full consideration in the selection process.

American Library Association policy supports the right of individuals to choose library materials for themselves. Parents and legal guardians are responsible for monitoring the use of library materials by their own children. The Library cannot act in loco parentis. Selection of library materials for adults is not limited by the possibility that these items may come into the possession of minors.

Donations of materials or funds to enrich Library collections are welcome. Gift additions, however, must meet the same selection criteria as purchased materials. The Library reserves the right to refuse restrictive gift conditions or to refer gifts not added to the collection to the Friends of the Library for inclusion in their book sale, the proceeds of which are used to benefit the Library.

#### **Deselection of materials:**

Items may be removed from the collection for the following reasons: inaccurate or outdated information, lack of demand for the item, the physical condition of the item, duplication of seldom used titles, superseded editions, and lack of community interest in the subject.

Any item that is the last or only item on a topic should be carefully considered before weeding.

Books with memorial plates should be kept as long as they are in acceptable condition.

Since Library materials are purchased with public funds, the Library needs authorization to weed materials. The Town Manager has authorized withdrawn materials to be given to the Friends of the Los Gatos Library. The Friends of the Los Gatos Library are a 501(c)(3) organization dedicated to supporting library programs and services through their fundraising efforts, which include the sale of used materials.

#### **Concerns regarding library materials and resources, and requests for reconsideration of library materials, programs, and displays:**

The Library welcomes expressions of opinions from the public concerning materials selected for its collections, programming, and featured collections. All requests to re-evaluate materials, programs and/or displays will be considered within the context of Library Collection Development policy above, the [Library Program Policy](#), the Town [Social Media Policy](#), and the Holiday and Recognition Work Plan.



1. Patrons requesting reconsideration of Library materials must complete Request for Reconsideration form. A hard copy of the form must be returned in person to the Library. Any requests not submitted on the form will not receive a formal response from Library Administration.
2. Patrons must be residents of the jurisdiction served by the Los Gatos Library and have a valid Los Gatos Library card.
3. Upon receipt of the completed form, an evaluation will be conducted in the context of the requestor's specific concerns by an Ad Hoc Committee consisting of the curator of the area of selection or program, a Library Manager, and the Library Director. This committee will conduct an evaluation of the item, program or display in accordance with the Library's policies and procedures, the principles of the American Library Association Bill of Rights and Freedom to Read declarations, California's Freedom to Read Act, (AB 1825) professional reviews and other appropriate sources.
4. Complete records of the process will be kept.
5. Based on the findings of the Ad Hoc Committee, the Library Director will compose and send the official response, with copies to the Library Board.
6. The decision of the Ad Hoc Committee is final.

**Request for Reconsideration of Library Resources (materials, programs, displays)**

<b>Patron information:</b>			
<b>Name:</b>		<b>Phone:</b>	
<b>Address:</b>			
<b>Email:</b>		<b>Library card:</b>	
<b>Patron represents</b>	<input type="checkbox"/> Self	<input type="checkbox"/> Organization _____	

The work of concern is:

<input type="checkbox"/> Book / Audiobook / ebook	<input type="checkbox"/> DVD / Streaming video	<input type="checkbox"/> Program or Event	<input type="checkbox"/> Display	<input type="checkbox"/> Other
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Title of Material / Program / Display:

(If Material) Author:

(if Program or Display) Date and Location of Program or Display

(If Material) Have you read, listened to, or viewed the material of concern in its entirety?

Yes

No

(if Program or Display) ) Did you attend/view the program/display of concern?

Yes

No

What brought this material/program/display to your attention?

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What concerns you about this material/program/display? Please be specific and provide examples of specific passages or scenes of concern.

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Page 11 Question would you like the Library to take regarding this material/program/display?

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Have you read any professional reviews of this title or program? (Please cite or attach.)

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In your view, what is the topic or theme of this material/program/display?

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In your view, could this material/program/display be useful to better understand other points of view?

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Are there alternative or complementary titles you recommend the Library have in its collection that could provide information or wider points of view on the topic addressed in the title of concern to you?

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Additional comments:

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