

MINUTES
LOS GATOS LIBRARY BOARD

December 12th, 2012

A special meeting of the Los Gatos Library Board was held on Wednesday, December 12th, 2012, 2:00 p.m.

Present: Debbi Behrman, Tom Atkinson, Lyn Dougherty, Rita Baum, Kitty King, Henry Bankhead, Greg Larson (guest), Shelley Katz (public) and Heidi Long, Secretary.

Call to Order: The meeting was called to order by Tom Atkinson.

Guest - Greg Larson, Los Gatos Town Manager:

- Greg Larson discussed Brown Act reminders with the Library Board:
 1. Board Cannot discuss anything that is not on the public agenda
 2. Council can only move to closed session for:
 - Litigation
 - Land Acquisitions and Sales
 - Personnel Issues (Only for Council regarding Town Manager and Town Attorney)
 3. Library Board does not have jurisdiction so does not have reason for closed session. Staff members can only be asked to leave if another staff liaison will be present
- Greg Larson discussed Library Staffing with the Library Board
 1. Town Code and Council Code of Conduct provide for a Town Manager form of government
 - In this form of government, it is illegal for the Town Council to intervene on any employment/hiring decisions outside of the Town Manager and Town Attorney.
 - This helps to insure that employees are not political appointees
 - Town Council does have authority over the budget, which addresses staffing needs. Town Manager has the authority for hiring within that budget.
 - When Peggy Conaway retired, Linda Dydo was appointed Interim Library Director
 - When Linda Dydo fast-tracked her retirement, Henry Bankhead and Heidi Long were appointed as interim co-managers of the library (Town Librarians)
 - Presented growth & development opportunity for Henry and Heidi
 - There was no ready-made external candidate for an interim solution
 - Staffing structure needed to be re-assessed based upon the new library and increased service activity
 - Goal 1: Redeploy salary savings to frontline service delivery, while anticipating another \$1.5 million cut town-wide in the upcoming fiscal year
 - Goal 2: Customer Service Initiative that would help meet demands in the new, busier Library
 - These two goals have been met, with exceptional performance
 - From a financial perspective, this is the best use of funds and resources
 - No staffing structure is permanent

- If Henry or Heidi were to take a job elsewhere, Town would do an extensive search for Director position, with a strong internal candidate
 - Undefined end date @ the end of next fiscal year as long as there are no performance issues.
2. Future Planning
- Critical issue for next fiscal year to maintain high levels of customer service in a tight fiscal year
 - Five year visioning for the Library – what will the Los Gatos Library look like in five years
- Library Board took Action as follows:

The Library Board communicates to the Town Manager and Town Council the following:

1. The Library Board supports Heidi Long and Henry Bankhead as Co-Librarians of the Los Gatos Library;
2. The Library Board does not recommend co-management as a permanent structure for the Library; and
3. The Library Board supports the Town Manager's intention to provide additional professional development and support to the Co-Librarians.

Motion made by Lyn Dougherty, seconded by Debbie Behrman and approved unanimously.

- Library Board identified focus on the following operating guidelines to improve efficiency and effectiveness:
 1. Reconciliation of State Library Board and local jurisdiction rules
 2. Meet every other month, instead of quarterly
 3. Identify a youth representative for Library Board next year
- Library board took action as follows:

The Library Board identifies the following achievable priorities for 2013:

1. Work with co-managers to maintain and enhance customer service standards in an environment of increasing usage and decreasing resources
2. Together with the co-managers, launch a five year visioning process for the future of the Los Gatos Library
3. Increase learning and information sharing with other Library boards and organizations

Motion made by Debbie Behrman, seconded by Lyn Dougherty and approved unanimously.

Date for next meeting: The next regular meeting is scheduled for Wednesday, January 9th and on Wednesday, January 28, 2013 the Council/Commission Forum will take place in the Town Council Chamber.

With no further business to be brought before the Board, the meeting was adjourned at 3:33 P.M.

Respectfully submitted,

Heidi Long