

**MINUTES**  
**LOS GATOS LIBRARY BOARD**  
**March 13th, 2013**

A regular meeting of the Los Gatos Library Board was held on Wednesday, March 13, 2013, 3:00 p.m.

**Present:** Rita Baum, Lyn Dougherty, Shelley Katz, Kitty King and Henry Bankhead, Secretary.

**Absent:** Tom Atkinson

**Call to Order:** The meeting was called to order by Rita Baum at 3:03 P.M.

Motion to approve January 9, 2013 minutes with a correction that date made of council forum was Monday January 28<sup>th</sup>, not Wednesday

No public comment.

Town Librarian's Report – Henry

- Staffing Update
- Budget Update
- Customer Service Training Using Improv

Election of Vice Chair—Shelley Katz elected vice-chair

Discussion of the functions, duties and responsibilities of the library board – unanimous consent to examine the documentation of other similar boards

CalTac – Board made plans to attend CALTAC meeting together

Customer Service Values – Town Librarian explained functions of customer service values document.

Update-Budget – Town librarian referred to earlier comments on the budget.

Announcements - none

**Date for next meeting:** The next regular meeting is scheduled for Wednesday, May 8, 2013.

With no further business to be brought before the Board, the meeting was adjourned at 3:48 P.M.

Submitted by Henry Bankhead