

**Approved  
Minutes**

**LIBRARY SERVICES PROPOSAL  
COMMITTEE**

**Tuesday  
September 15, 2015**

**6:30 PM**

**City Hall Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, California 91024**



*Glenn Putnam, Chair  
Janet Emery, Vice Chair  
Jacquie Pergola, Committee Member  
Joan Spears, Committee Member  
Barry Ziff, Committee Member*

*Denise Delmar, City Council Member*

1. The meeting was called to order at 6:51 pm. The following committee members were in attendance: Janet Emery (Chaired the meeting), Joan Spears, Barry Ziff, and Denise Delmar. Glenn Putnam and Jacquie Pergola were absent. Also in attendance were Elaine Aguilar City Manager, Elisa Cox Assistant City Manager, and Carolyn Thomas Library Director.
2. The agenda was approved and seconded.
3. Minutes from August 18, 2015 meeting were approved.
4. Public Comment
3. Discussion: Reports from Committees
  - a. Joan Spears provided a report on visits/questions to Moorepark, Calabasas, Camarillo libraries.
  - b. Janet Emery and Barry Ziff reported on visits/questions to Riverside County, Upland, and Fargo libraries.
  - c. Committee members identified the following list of "must-haves" for library services:
    - ❖ Protection of the collections, protecting the archives and rare books, maintain people with MLIS degrees and experience, retain community character, retain integrity of library, retain community stature, retain existing staff, allow personalization of library, ensure that staff with archival or curatorship experience are handling local history materials, grant-writing expertise.Committee members identified a list of negotiable library services.
  - ❖ Sunday hours not so important but could test it.
4. Discussion: Committee Requested Follow-up from Staff
  - a. Representatives from LSSI and County of Los Angeles Public Libraries have accepted invitations to attend October 20, 2015 meeting and answer questions.
  - b. Elisa Cox provided a spreadsheet of costs the City retains and first year costs if contracted out.

5. Discussion: Committee Direction for Continued Evaluation of Contract Proposals
  - a. Develop questions to ask representatives from LSSI and County of Los Angeles for the October 20, 2015 meeting.
    - ❖ Technology replacement, staffing alternatives, can LSSI libraries be part of SCLC, equipment purchases. It was determined that the committee would ask the questions they had developed for their visits to other libraries.
  - Public Comment: a member of the Revenue committee asked if this committee had discussed doing away with the library and wondered what property behind the library could be used for.
6. Set next Committee meeting date or dates.
  - a. October 20, 2015, 6:30 pm
  - b. Nov. 17, 2015, 6:30 pm
7. Currently Pending Items for Future Agendas
  - a. Review “relational” MOU’s and partnerships with local philanthropic organizations to determine impacts if library were to be contracted out.
  - b. Send a reminder to all committee members regarding the Oct 20, 2015 meeting
  - c. It was determined that a joint meeting of the Library Trustees and the Library Services Proposal Committee be held on October 20, 2015.
8. Meeting was adjourned at 8:20 pm.