

Approved
Minutes
Special

LIBRARY SERVICES PROPOSAL
COMMITTEE



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

Denise Delmar, City Council Member

Tuesday – August 18, 2015

6:30 PM

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

1. The meeting was called to order at 6:32 pm. All members of the committee were present except Jeff Shantz. Joan and Rod Spears represented the Sierra Madre Historical Preservation Society (SMHPS) as they are Archivist Co-chairs for SMHPS. Also at the meeting were City Manager Elaine Aguilar, Assistant City Manager Elisa Cox and Library Director Carolyn Thomas. Committee Member Jeff Shantz submitted his resignation and will no longer serve on this committee.

2. Chair Putnam requested that Approval of the Agenda and the July 21st minutes be added to the agenda.

The agenda was moved and seconded.

The Minutes of the July 21, 2015 meeting were approved.

2. Public Comment: no public comment

3. Discussion: Reports from Committees

a. Janet Emery and Barry Ziff provided a list and contact information of LSSI libraries and developed a list of questions to ask LSSI employees, as well as a list of questions to ask libraries that terminated LSSI contract.

ACTION: *The committee formed two groups to visit local LSSI libraries, ask employees and Friends groups questions and to call libraries that have terminated contracts with LSSI and ask them questions. The groups are to report back to the committee at the September 15 meeting.*

- *Joan & Rod Spears and Jacquie Pergola will contact Moorepark, Calabasas, Camarillo libraries.*
- *Janet Emery, Barry Ziff and Glenn Putnam will contact Riverside County, Upland and Fargo libraries.*
- *Barry Ziff will revise questions, send to Carolyn and Elaine will forward questions to committee members.*

b. Jeff Shantz and Denise Delmar compiled a list of questions to ask LSSI, and presented LSSI responses.

c. Jacquie Pergola compiled a list of “Special Collections” SMPL currently provides and noted how staff currently support these collections. Jacquie provided a handout of library special collections, and reported that staff currently answers local history questions and preserves the archives.

ACTION: *Add the following question to list: Would an outside contractor provide staff to answer local history questions and take care of the collections?*

4. Discussion: Staff answered questions on the following reports
 - a. Summary of library budgets-all funds: 5 years past (actuals) and 5 years forward (projections).
 - b. Job/position descriptions from LSSI including information regarding qualifications/skill sets and salary and benefit information.
 - c. Sierra Madre's current Library job descriptions, salaries, and benefits.
 - d. List of library programs and services.
 - e. Proposal for Library Services from Los Angeles County.
ACTION: *Add the following questions to list: How many full time and part time employees will staff the library? Will you be offering 47 or 51 hours of service? Will the library be staffed with a full time manager or is that position shared between other libraries? How are grant monies distributed?*
 - f. Grants received over past three years; the City is eligible to apply for and receive funds for these grants if the Library was contracted out.
 - g. "Marshall Breeding" report comparing Integrated Library Systems.
5. Discussion: Committee Direction for Continued Evaluation of Contract Proposals
ACTION: *Staff will invite representatives from LSSI and the County of Los Angeles to answer Committee questions at the Tuesday, October 20, 2015 meeting.*
6. Set next Committee meeting date or dates.
Tuesday, September 15, 2015, 6:30 pm, Council Chambers
Tuesday, October 20, 2015, 6:30 pm, Council Chambers
Tuesday, November 17, 2015, 6:30 pm, Council Chambers
7. Currently Pending Items for Future Agendas
 - a. Invite representative from LSSI to attend meeting and answer questions.
 - b. Review "relational" MOU's and partnerships with local philanthropic organizations to determine impacts if library were to be contracted out.
 - c. If Library Services are contracted: provide an evaluation of costs the City retains. d. If Library Services are contracted: provide an evaluation of "first year costs". **ACTION:** *For the September 15, 2015 meeting committee members will identify a list of "must-haves" for library services and a list of negotiable library services.*
8. The meeting was Adjourned at 8:22 pm.

Respectively submitted,
Carolyn Thomas
Library Director