

**MINUTES
LIBRARY SERVICES PROPOSAL
COMMITTEE**

Tuesday - July 21, 2015

6:30 PM

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



*Janet Emery, Committee Member
Jacquie Pergola, Committee Member
Glenn Putnam, Committee Member
Jeff Shantz, Committee Member
Barry Ziff, Committee Member*

*Rachelle Arizmendi, City Council Member
Denise Delmar, City Council Member*

1. Call to Order

The meeting was called to order by City Manager, Elaine Aguilar at 6:35 pm. All committee members were present, as well as, Library Director, Carolyn Thomas.

2. Public Comment

Lyda Bushopper and Rob Stockly spoke during public comments. Mr. Stockly provided two documents for consideration: 1. Dedication announcement of Sierra Madre Public Library, May 20, 1955 and 2. "In Praise of Libraries" a Rotarian Publication.

3. Selection of Chair and Vice Chair

Glenn Putnam was selected as Chair of the Committee.

Janet Emery was selected as Vice-Chair of the Committee.

4. Brown Act Presentation

City Manager, Elaine Aguilar, gave a brief presentation on the Brown Act reminding committee members that this committee is a Brown Act committee. Committee members must be mindful not to discuss items brought before the committee outside of an agenda meeting. Discussions can be held with committee members if there is less than a quorum represented (3 or less). There was also a reminder to not "reply all" to group emails regarding information or topics related to the Library Services Proposal.

5. Discussion of Committee Assignment- Library Services Proposal Review – Chair Putnam led discussion of how next to proceed. Committee members discussed the attached proposal, asked clarify questions and information was provided by City Manager and Library Director. Three committees were formed:

- Janet Embry and Barry Ziff: compile a list of existing local libraries that have a contract with LSSI, provide contact information, develop questions to ask/interview LSSI employees, City Staff regarding LSSI services, provide

list, and contact information of Libraries that had a contract with LSSI and then terminated the contract, develop questions to ask libraries that terminated contracts.

- Jeff Shantz and Denise Delmar: compile a list of questions to ask LSSI
- Jacquie Pergola: compile a list of “Special Collections” the Library provides and is responsible for including: Rare Books, California Collection, Local Author books & materials, Art Collection, Historical Archives and note how staff currently supports the collections.

City staff was asked to provide the following information:

- Summary of library budgets-all funds: 5 years past (actuals) and 5 years forward (projections).
- Request from LSSI job/position descriptions (including information regarding qualifications/skill sets), salary information and benefits.
- Request from LSSI a list of cities that previously contracted with LSSI, but discontinued the contract
- Request proposal for services from Los Angeles County
- Provide copies of City’s current job descriptions, salaries and benefits.
- Examine grants received over past three years and determine if City would have been eligible to apply for and receive funds for these grants if the Library was contracted out/privatized.
- Provide “Marshall Breeding” report comparing Integrated Library Systems
- List of library programs and services.

6. Committee Items for Future Agendas

- Invite representative from LSSI to attend meeting and answer questions
- Review “relational” MOUs and partnerships with local philanthropic organizations to determine impacts if library services were contracted.

7. Set next Committee meeting date or dates

The next meeting date: Tuesday, August 18, 2015, 6:30 pm

The committee approved to meet on the Third Tuesday of the month, at 6:30 pm, in Council Chambers, until the Committee has completed its assignment.

8. Adjourn Committee

The meeting was adjourned at 8 pm.

Respectfully submitted,

Carolyn Thomas
Library Director