

Library & Early Education Commission Retreat Action Minutes

10/28/17 | 8:30am-12:00pm

Willow Glen Branch Library Community Room

Welcome & Introductions

- Jill provided a small background on the purpose of the retreat.
- Kay further explains the purpose of the retreat.
- Commission engaged in background (ice breaker).
- Staff introduced themselves.
- Ann speaks on the purpose of the Commission.
- Staff reviewed the five strategic priorities for SJPL
- Review of what the Commission can do to assist the Library – as identified by the ELT in relation to the five priorities.

What the Commission can do to further the mission of SJPL in alignment with the Five Strategic Priorities?

Team 1: Enhance Access (Jose, Giao, Tiffany)

- 1) Outreach and enhancing access to under under-represented populations
 - a. Low income
 - b. Hearing impaired
 - c. Multi-lingual staffing plan and outreach
 - d. Person with Disabilities
 - e. No late fees
- 2) Functions and Maintenance
 - a. More parking
 - b. Expand working hours (open on Sundays)
 - c. Study foot traffic on days of the week and time of day
- 3) Bridge Libraries-initial blueprint of potential locations, expansion

Team 2: Enhance/Ensure Access (Shailesh, Michael)

- 1) Digital (Virtual) Library Card
 - a. Will reduce overhead and be more cost efficient
 - b. QR codes for books and presentations
 - c. Ease of access (no worry if you forget your card)
 - d. Use for online resource reservations
 - e. Appealing to younger generation users
- 2) Allow the Commission to test the website

Team 3: Engage (Michael, Janice)

1. Identify legislation – staff?
 - a. Explanation: Staff and /or subject matter experts
 - b. Evaluation: Library and Early Education Commission
2. Communication to City Council: Sub-Committee

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Team 4: Boost, Connect and Engage (Pat, Hilary)

1. Identify community groups to reach out to
2. Work with Library staff to package a presentation highlighting services
3. Develop a process for facilitating delivery of outreach presentations by Commissioners, Friends Groups, teens, staff, etc.

Team 5: Engage Seniors (Kristin and Shailesh)

1. Partner with Senior Commission/ groups/centers to determine needs, ideas, groups
2. Connect seniors with local libraries as volunteers, i.e., tutors, greeters
3. Engage seniors as patrons
 - a. Accommodations update
 - b. Students/ tech users
 - c. Social outlet-groups
 - d. Transportation/ walking companion

Retreat ended at 12:03pm.