



## **LIBRARY COMMISSION MINUTES**

### **Regular Meeting**

September 9, 2002

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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**CALL TO ORDER** – This meeting was called to order by Frank Briski at 6:37p.m.

**ROLL CALL:** Briski, Chair (P), Devine (P); McDonough (P); Nafria (P); Tedrow (P); Traum (P); Wellner de Veer (P)

**Staff Present:** Holmer, Director of Library Services

**Others:**

**A. PUBLIC COMMENTS:** None

### **B. REPORTS AND ANNOUNCEMENTS**

Welcome to new library commissioners – Newly appointed library commissioners Nancy Devine and Thomas McDonough were introduced and welcomed.

An updated list of library commission membership was distributed.

Library – Public Library Foundation funds were reduced from \$56 million to \$31 million but did make it into the final state budget. Previous year amounts were ±\$53,000 but with the fund reduction will be less for FY 02/03.

Project Read is hiring a literacy assistant to fill a vacant position. Project Read staff have completed a survey of nearby literacy programs. Numbers of paid staff members in the programs ranges from a high of 17 in Santa Clara County to a low of 1 in Livermore/Pleasanton. Information about sources for funding and salaries is also being gathered. This information will assist them in further development of Project Read-Menlo Park. The library commission requested that a Project Read staff member come to a future meeting to discuss the program.

Friends of the Library – The Friends are very busy preparing for the Book Fair which will take place September 14<sup>th</sup> and 15<sup>th</sup>.

PLS Advisory Board – no report

### **C. BUSINESS ITEMS:**

1. Minutes of the July 8 meeting were approved as written.

### **D. INFORMATION ITEMS**

Projects for the Menlo Park Library

Results from the TouchPoll Survey regarding library space usage and planning for the use of a space consultant

TouchPoll Survey Solutions has completed the results from the survey. The terminal was in the library for two weeks and 174 surveys were completed. The majority of those taking the survey reside in Menlo Park and 57% use the library every week. A large percentage, 66%, said that they had difficulty reaching the books in the fiction collection and 71% said that there were not sufficient tables and chairs. An overwhelming number, 98%, said that they were very satisfied with the assistance they have received from staff. 89% commented that parking was difficult. Services that were suggested for expansion included: additional computers or a computer lab; additional videos and DVDs; additional non-English language materials; and, a quiet study room.

The next step in this process will be to look for a space consultant who can use the data from the survey together with additional recommendations from the commission to develop a plan for reorganization and possible expansion of the building.

b. Current library staff positions and planning for the future

Holmer reported that there are currently 52 staff working at the main and Belle Haven libraries with 24 of those in benefited full or part time positions. The remaining 28 staff are in the temporary classification and work less than 20 hours per week. Holmer is developing a "growth" organization chart.

E. Adjournment – the meeting adjourned at 8:25 pm.

Next agenda will include discussion of the space analysis, development of a strategic plan, and an update on the process of developing a foundation.

Next meeting will take place on Monday October 14, 2002 at 6:30 pm.