



LIBRARY COMMISSION MINUTES

Regular Meeting

November 18, 2002

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

CALL TO ORDER – This meeting was called to order by Frank Briski at 6:40p.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

A. PUBLIC COMMENTS: None

B. REPORTS AND ANNOUNCEMENTS

Library – Holmer reported on some meetings she attended at the California Library Association Conference earlier in the month. The keynote speaker was Mark Salzman, author and cellist, who gave a very humorous presentation about his work as an author. Friends of the Library – Tedrow discussed the new procedures that the Friends are initiating for book donations in an effort to reduce the number of books that have to be discarded at the end of the Book Fair. He also commented on their work on a written donation policy. A mailing received from the Friends and Foundation of San Francisco Public Library was circulated and discussed. PLS Advisory Board – Tim Goode sent a report indicating that the SAB was busy planning the Spring Legislative Breakfast.

C. BUSINESS ITEMS:

1. Minutes of the October 14 meeting were approved as written.

D. D. INFORMATION ITEMS

1. Projects for the Menlo Park Library
Library Strategic Plan sub-committee – Briski and Wellner de Veer have met three times to look at examples of strategic plans and to develop the steps for instituting a strategic plan for Menlo Park Public Library. Whether to use a consultant to do the entire plan or parts of the planning process was discussed. Use of a consultant is expensive but could make the planning process easier and quicker. Since funds for a consultant would have to be found in the current library budget it was determined that a library which had recently completed a plan without the use of a consultant should be contacted to gain information about their experiences. Holmer will contact the director

of the Redwood City Library and ask her to come to the next sub-committee meeting so she can give the group more information about the consultant use and how the process went for Redwood City when they did not use a consultant.

Comment was made that Kepler's used the services of the Graduate School of Business to do a recent marketing survey. They might be asked to help in the Menlo Park Public Library plan too. Another potential source for persons who could help with the strategic plan might be SCORE, and Cisco was also mentioned.

An important part of the community input into the strategic plan is the identification will be the identification of key community leaders. All commission members were encouraged to begin the process of identifying those individuals.

b. Library foundation subcommittee – Nanfria reported that she had begun the process of looking for potential candidates who would have interest in a foundation for the library. She has already contacted an individual who was on the Menlo Park Planning Commission when the library addition was constructed and who is still very interested in the library. She's looking for more candidates with fund raising experience. Her subcommittee will be determining what the foundation should accomplish for the library and then will move forward once the strategic plan is complete.

c. Library Organization Chart – Holmer distributed a proposed staff organization chart for the library, which shows several new positions and some re-organization of current positions. The chart was done to show where the library needs to grow to meet current community needs and to begin the process of building for the future of the library.

E. Adjournment – the meeting adjourned at 8:45 pm.

Next meeting will take place on Monday December 9, 2002 at 6:30 pm.