



LIBRARY COMMISSION MINUTES

Regular Meeting

December 9, 2002

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

CALL TO ORDER – Chair Briski was unable to attend the meeting due to illness. This meeting was called to order by Arthur Traum at 6:40p.m.

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

Staff Present: Goode, PLS System Advisory Board; Holmer, Director of Library Services

A. PUBLIC COMMENTS: None

B. REPORTS AND ANNOUNCEMENTS

Library – Holmer reported that the City of Menlo Park would be on furlough during the week of December 23rd thru the 27th and that the library would be operating on a reduced schedule. Monday, Thursday and Friday the library will open from Noon until 5 PM and it will be closed on Tuesday and Wednesday. All city staff members have been asked to develop suggestions for revenue enhancement and cost cutting or efficiency measures. The suggestions will be used to address the revenue shortfall that the city faces this year. Commission members asked to see a list of the suggestions that come from the library at their January meeting. Holmer also reported that the library will be receiving less money from the state Public Library Foundation. It is currently reduced by 40% and the newest proposal is a reduction of 70%. Friends of the Library – Tedrow reported that Commission Chair Briski attended the most recent Friends meeting and reported on the commission's activity related to strategic planning and the planning for a library foundation.

PLS Advisory Board – Goode reported that the second annual Library Day in the District will take place on Friday, January 10, 2003. It's an opportunity to visit state legislators and congressional representatives in their legislative district offices.

Trustees, commissioners, board members, Friends, parents, students, and other supporters and colleagues are invited to attend.

The event is being sponsored by the California Library Association and Peninsula Library System is coordinating appointments to visit the local offices of government officials.

C. BUSINESS ITEMS:

1. Minutes of the November 18 meeting were approved as written with the correction
- item 2. D add Tom McDonough volunteered to be on the Foundation Sub-committee.

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library
 - a. Library Strategic Plan sub-committee –Wellner de Veer reported that the sub-committee met with two staff members from Redwood City and the process which Redwood City followed to conduct their strategic plan was discussed. They used a consultant to do the staff orientation and the community focus groups and thought that use of the consultant increased the quality of the results from the focus groups. The number of meetings, staff time and hours of work on the final plan were high. Their final document included a detail work plan with responsible staff and date due designated for each activity. It was the general consensus that the process followed by Redwood City, while valuable, would need to be modified so it could be accomplished by the much smaller staff at Menlo Park.

The sub-committee will have a timeline and a more detailed plan by the January meeting.
 - b. Library foundation subcommittee – Nanfria reported that she not yet heard from her initial contact that had interest in helping establish a foundation. She will attempt to have a more complete plan ready for discussion at the next meeting. Holmer will give her the contact information for Mary Jean Place who has been working single-handed at establishing a library foundation for Palo Alto. McDonough shared an article from the current Barron's, which discussed the current situation in philanthropic giving.

E. Adjournment – the meeting adjourned at 7:35 pm.

Next meeting will take place on Monday January 13, 2002 at 6:30 pm.