



## **LIBRARY COMMISSION MINUTES**

### **Regular Meeting**

February 10, 2003

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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**CALL TO ORDER** – Chair Traum called the meeting to order at 6:40 pm.

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

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

**A. PUBLIC COMMENTS:** None

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

Library – Holmer distributed a flyer regarding the March 1<sup>st</sup> program on Friends of the Library activities. It will take place at San Francisco Public Library and all Friends groups in the Bay Area are invited to attend. The Menlo Park Public Library Friends group has also received the flyer. The Menlo Park Public Library Commission is a CALTAC (California Association of Library Trustees and Commissioners) “Honor Board”. CALTAC is an organization dedicated to developing more effective library service and it offers members the opportunity to become more knowledgeable advocates for local libraries. They offer at least two workshops per year.

Briski and Devine offered to attend the City Council orientation meeting for city commissions in the absence of the Chair and Vice-chair who are unable to attend due to late notification of the meeting.

Friends of the Library-no report

PLS Advisory Board – no report

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

1. Minutes of the January 13<sup>th</sup> meeting were approved as written.

### **D. INFORMATION ITEMS**

1. Projects for the Menlo Park Library

- a. Library Strategic Plan sub-committee –Wellner de Veer distributed the most recent list of names to consider for the community focus groups. It was determined that there were twelve key stakeholder groups that need to be

represented. They are: Latino community member; Belle Haven neighborhood; school; business owner; business community member; city council; youth; mother/library user; writer; Friend of the Library; Homeowners Association; and neighborhood volunteer. Key individuals in each category were identified from the list that had been developed and commission members volunteered to invite these individuals.

The timeline for the planning process was reviewed and issues regarding the need to move very swiftly were addressed. Many schools will not be in session next week and potentially many of the key individuals will not be in town. It was agreed to go back to the consultant and see if March 22<sup>nd</sup> and May 10<sup>th</sup> were available on her calendar and then schedule the community focus groups for those dates. These dates will allow additional time for contacting the 12-15 individuals who can attend both dates.

Wellner de Veer reviewed the process that each commissioner would follow to recruit and will coordinate the development of the final list of participants.

- b. Library foundation subcommittee – Nanfria sent an email reporting that she would be unable to attend tonight but reported that she had attended a day long workshop on fundraising for library foundations and also attended an evening course on grant writing. She plans to call together an early March meeting of her sub-committee and share the information she gathered from these workshops.

2. Budget reductions and revenue enhancement

Holmer reviewed the areas of revenue enhancement and cost reduction that will be presented at tomorrow evenings City Council meeting.

**E. Adjournment** – the meeting adjourned at 8:35 pm.

Next meeting will take place on Monday March 10, 2002 at 6:30 pm.