



LIBRARY COMMISSION MINUTES

Regular Meeting

April 14, 2003

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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

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

Staff Present: Holmer, Director of Library Services

A. PUBLIC COMMENTS: None

B. REPORTS AND ANNOUNCEMENTS

Library – Library budget action team has been working on developing revenues and reducing expenses for next fiscal year.

Friends of the Library-no report

PLS Advisory Board – Tom McDonough has agreed to serve on the PLS Advisory Board when they start their new year of meetings in the fall. Library commission will send a recommendation to the city council asking for his appointment to the SAB.

C. BUSINESS ITEMS:

1. Minutes of the March 10th meeting were approved as written.

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library

- a. Library Strategic Plan sub-committee –Wellner de Veer attended the first meeting of the Strategic Planning Community Focus Group which took place on March 22, 2003. Fourteen attended the meeting at which they were asked to complete a needs assessment for the city as a whole and then define where the library could help fulfill the needs. From that point the group looked at thirteen different service priorities and voted upon the ones they thought most desirable.

The library commission then reviewed the top choices of the focus group and discussed some of the confusion that could result from the ill definition of the topics. Further discussion about broadening or combining topics

ensued. Holmer reviewed the types of services which could take place in each of the service categories according to the Planning For Results manual. Commission members agreed to review the thirteen service priorities and select their top six. Votes are due to Holmer by the end of the week.

- b. Library foundation subcommittee – Nanfria reported that her subcommittee has not met yet but that Briski has agreed to join the group. She plans a meeting for the first Monday of May.

2. Budget reductions and revenue enhancement

Holmer reviewed the work that the library budget action team and the plan that will be sent to the city manager. It involves a combination of revenue from increase fees and fines and charging rent to building tenant. Cost reductions come from positions not filled through staff attrition, reduction in staff and temporary staff hours, and reductions in the library materials budget. Because fewer staff mean less people to cover the public desks the plan also includes a reduction in open hours and a complete closure of the library for two weeks. Possible hours and days of closure were discussed. The first citywide discussion will take place at the May 13th city council budget workshop.

3. The Peninsula Library System Administrative Council voted to increase book fines and fees. The hold fee will increase to \$.75 and fines for adult overdue materials will increase to \$.25 and children's overdue materials to \$.15. Commission members agreed that those increases sounded reasonable but suggested that hold fees should have increased to \$1 instead of \$.75. The new fees will go into effect in July.

4. Holmer reported that the library community is actively working to keep the funds which support reimbursement for resource sharing in the state budget. The governor has proposed their elimination and a substitution of direct patron fees for loans of materials to non-residents. The current reimbursement to Menlo Park Public Library is approximately \$140,000 per year. State funding for the Public Library Foundation is also in jeopardy in the proposed state budget.

5. The annual Legislative Day when library supports rally in Sacramento to visit legislators and inform them of key library issues will take place on April 30th.

E. Adjournment – the meeting adjourned at 8:12 pm.

Next meeting will take place on Monday May 12, 2003 at 6:30 pm.