



LIBRARY COMMISSION MINUTES

Regular Meeting

May 12, 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); Devine (A); McDonough (P); Nanfria (P); Tedrow (P); Wellner de Veer (P)

Staff Present: Holmer, Director of Library Services; Silvia Ponte, City Clerk, City of Menlo Park; Laura Fechete, Arts Commission, City of Menlo Park

A. PUBLIC COMMENTS: None

B. REPORTS AND ANNOUNCEMENTS

Announcement – Library Commissioner Frank Briski has submitted his resignation from the commission due to increased family commitments. His term of office expires in September and the vacancy will be announced at the May 20th City Council meeting. Library – Laura Fechete from the Arts Commission addressed the issue of art in the library. At some time in the past the Library Commission approached the Arts Commission to inquire about the possibility of adding more public art in the library. Ms. Fechete indicated that the Arts Commission is interested in knowing if the library might still have that interest. Discussion ensued. Ms. Fechete will take back to the Arts Commission that there is still interest in public art in the library but only if it could be provided at no cost to the library.

Friends of the Library-busy planning for the September BookFair which will take place on the weekend of September 20 & 21.

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 April 14th meeting were approved as written. All library commissioners agreed that they preferred to receive the agenda and minutes via e-mail.

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library

a. Library Strategic Plan sub-committee –Wellner de Veer reported that the second meeting of the strategic plan community planning group took place with eleven of the original community attendees present plus one library commissioner, Linda Nanfria. The notes from that meeting are anticipated

within the next few weeks. A suggestion was made that an evaluation be sent to each of the participants asking them for their opinions about the process, the diversity of the group, the facilities and their view of the outcomes. It was also suggested that a thank you letter be sent to the participants. Traum agreed to review a draft of the letter before it was mailed.

The library commission then reviewed the top choices of the focus group which were:

- Current topics and titles
- Commons
- Information Literacy
- General Information
- Basic Literacy

The commission will review the summary of the second planning meeting in June and set the final service responses. From that the library mission statement and goals and objectives will be developed.

- b. Library foundation subcommittee – Nanfria reported that her subcommittee had met on the first Monday of May. She is still looking for additional members since one of the subcommittee members has now resigned. A member of the community planning committee, Eric Kinney, has also agreed to work on the foundation sub-committee. They will be examining the forms necessary to apply for 501c3 status and are asking for sample by-laws from other library foundations. They have not yet set a timeline but will report progress at future meetings. The intention is to meet the first Monday of the month at 7:00 in the library.

2. Update on budget process for FY 03/04

Holmer reviewed the budget reduction plan that went to the city manager for the May 13th city council budget workshop. 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. Alternatives to the two-week furlough and times of closure were discussed.

3. Patriot Act

Traum reviewed the Patriot Act policy that was recently approved by the Peninsula Library System Administrative Council. Commission members discussed whether or not Menlo Park Public Library should post a notice informing patrons about the Act such as local libraries in Santa Cruz and Palo Alto are doing. An inquiry will be sent to the city attorney.

E. Adjournment – the meeting adjourned at 8:10 pm.

Next meeting will take place on Monday June 9, 2003 at 6:30 pm.