



LIBRARY COMMISSION MINUTES

Regular Meeting

July 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); Devine (P); McDonough (P); Nanfria (P); Tedrow (A); Wellner de Veer (P)

Staff Present: Holmer, Director of Library Services

A. PUBLIC COMMENTS: None

B. REPORTS AND ANNOUNCEMENTS

Library – Signs and bookmarks advertising the new reduced hours are on the door and being distributed in the library. July 21st will be the first week of the schedule. Due to theft and several basement wanderers access to the lower level is being restricted. The elevator now turns off at noon and the stairway is locked.

Friends of the Library- Holmer reported that the Book Fair dates are September 20 thru 21.

PLS Advisory Board – On summer recess.

C. BUSINESS ITEMS:

1. Minutes of the June 9 meeting were approved with the correction to Section D item b., third line add “ ...and donations can be given to the library already.”

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library

a. Library Strategic Plan sub-committee –Holmer reviewed the results of the second community planning committee meeting and their selection of the five top service priorities of: current topics and titles; commons; information literacy;

general information; and, basic literacy. The results from each of the three breakout teams were also reviewed to see if there were additional service responses which needed to be included or substituted in the list of the top five. The commission agreed that the service priorities selected were the best ones for the library and heartily endorsed the recommendations of the community planning committee.

Next steps will be the development of goals and objectives to meet the service priorities. Holmer reviewed several examples of goals and objectives for the service priorities that came from the strategic plans of other libraries. Commission members suggested additional objectives for meeting specific service priorities including the installation in the library of a terminal with a scrolling list of the events and services of the library.

b. Library foundation subcommittee – Nanfria reported that she had been talking with members of other library foundations and gathering samples of by-laws. She is developing an overview of the next steps in the development of a foundation and a list of the types of projects and needs that a foundation can fulfill. It was agreed that a special meeting on the topic of the foundation was needed. Commission members agreed to cancel the regular August meeting since two commission members would be away and instead schedule a special meeting for the foundation discussion. Holmer will send out a list of possible meeting dates. Members of Board of the Friends of the Library will also be invited to the meeting.

2. Update on budget process for FY 03/04

As the city proceeds in FY 03/04 the City Council will continue to look at the city revenues and may make further spending reductions. The first look will occur in October.

E. Adjournment – the meeting adjourned at 8:16 pm.

Next regularly scheduled meeting will take place on Monday September 8, 2003 at 6:30 pm.