



LIBRARY COMMISSION MINUTES

Regular Meeting

January 12, 2004

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); Friedman (A); McDonough (P); Nanfria (P); Tedrow (P); Wellner de Veer (P)

Staff Present: Holmer, Director of Library Services

A. PUBLIC COMMENT - none

B. REPORTS AND ANNOUNCEMENTS

Wellner de Veer announced that she had tried to locate the results of the citizen survey on the Menlo Park website but they were not yet available. Library – Holmer reported that the grant application sent by the Friends of the Palo Alto Library, on behalf of nine libraries, to Cable Co-op was partially funded. The nine libraries will be receiving \$402,000 for increased Internet and public computing capability and for additional online database access. Menlo Park libraries will receive approximately \$90,000 for the Internet portion of the grant and access to several databases that the library currently does not subscribe to. Implementation details are still being resolved. Chair Traum indicated he would contact the President of the Friends of the Palo Alto Libraries to offer his thanks for work on the grant.

The Governor's January budget has retained funding for the Public Library Foundation and the Transaction Based Reimbursement program and for the California Literacy Campaign.

The Library has requested two new self-check circulation terminals and beginning on the 20th will have SAM Internet timing and print management software installed. The self-check terminals will help with the often lengthy lines at the circulation desk and SAM will help moderate Internet usage in all public Internet terminals in libraries in San Mateo County.

The City is developing a volunteer policy which will formalize the process of using volunteers in city departments. The Library is concerned about the

potential need to have all volunteers fingerprinted because the cost will be high given the large number of volunteers who work for the Library. With the reduced budget for materials, the Friends are being asked to buy more materials this year than they have in the past.

Friends of the Library- Tedrow reported that the Friends held general membership meeting and that an increase in membership dues was approved. The Friends Board is working on developing some perks, in addition to supporting the library, that will entice new folks to join. They have a new brochure and a website has been designed. The December mini-sale was successful and another is planned for the spring.

PLS Advisory Board – McDonough – no report

C. BUSINESS ITEMS:

1. Minutes of the November 3 meeting were approved as submitted.
2. Selection of Chair and Vice-Chair for 2004. Anne Wellner de Veer and Tom McDonough were nominated and subsequently elected for chair and vice chair for 2004. Wellner de Veer will begin as Chair at the February meeting.
2. Responses to Mayor Duboc's letter regarding service priorities for FY 04/05

Commission members reviewed the proposed list of facility improvements for the library that would be funded through the library bond fund if approved. The three questions from the Mayor were discussed at length. Ideas to include in response included: the library draws people downtown and then they shop downtown too; the city should maintain basic services which help people educate themselves, get jobs and maintain their skills; team up with the business development office to link the library card with discounts at local merchants; further reductions in library hours will make the library less viable; look at areas rather than personnel reductions when planning budget reductions; etc. Ideas for the city budget in general included: disengage from activities that are also provided by private businesses; streamline city processes to allow more money for services to the public; and, concentrate on the services that make Menlo Park a desirable community to live in.

Chair Traum will draft the letter to Mayor Duboc and send it out for comments from commission members before the deadline of January 23rd.

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library
 - a. Library strategic plan – discussion of third draftThe revised draft of the strategic plan for the library was distributed and discussed. Commission members determined that the draft was much

clearer in its approach. Some additional elements were suggested and will be brought back to the February meeting.

b. Formation of a library foundation –Holmer had contacted three consulting firms that work with libraries in the formation of library foundations. The firms suggested methods of approach to a fund raising body including a separate foundation and a fundraising committee with the Friends organization. The advantages and disadvantages of each were discussed. Due to the late hour further discussion was postponed until the February meeting.

E. Adjournment – the meeting adjourned at 8:50 pm.

Next regularly scheduled meeting will take place on Monday February 9, 2004 at 6:30 pm.