



## **LIBRARY COMMISSION MINUTES**

### **Regular Meeting**

February 9, 2004

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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

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

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

**A. PUBLIC COMMENT** - none

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

Library – Holmer reported that SAM Internet software is installed and working well most of the time. There will be an all staff meeting on February 24<sup>th</sup> from 10-11:45 am and library commission members are welcome to attend. Library will be requesting that money from the Library Bond Fund be used this fiscal year to purchase two self-check circulation units at a discount price being arranged by Peninsula Library System. This will be an item on the 2/24 City Council meeting agenda.

Friends of the Library- Tedrow reported that the Friends are planning to schedule some meetings either in the evening or on Saturday so that members who are unable to come to the weekday meetings can have an opportunity to attend.

PLS Advisory Board – McDonough – distributed information about the grass roots advocacy program taking place in February and encouraged all commission members to attend.

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

1. Minutes of the January 12 meeting were approved as submitted. Traum commented that he had spoken with the President of the Friends of the Palo Alto Library and thanked him for all the work done on the Cable Co-op Nine Libraries Grant.

## **D. INFORMATION ITEMS**

### **1. Projects for the Menlo Park Library**

- a. Library strategic plan – Holmer has contacted Kathy Stershic, the consultant who worked on the strategic plan focus groups, and will be working with her on preparations for the final plan. Holmer reviewed the top three priorities for the library and the resources the library will require in order to meet those needs. Commission members discussed the items at length and asked for further refinement and explanation of several. Commission members resolved to support the list of resources needed by the library to accomplish the strategic plan and would like to have this information presented as an action item so they can make a formal motion of support.
- b. Development of FY 04/05 budget – Holmer reviewed the key dates in the development of the budget of the library for the next fiscal year and the need to prepare reductions of 4% and 8%. Commission members expressed their concern about the impact such reductions will have on library service. McDonough suggested following a program of teaming up with a city council members to keep them informed about the library and to become informed about council member concerns for city services.
- c. Need for a legal entity to raise funds for the library – Wellner de Veer pointed out that the items on the “resources for the library” list all have a price attached and that they illustrate the need for fundraising entity for the library. Discussion ensued regarding the long-term commitment that the Friends of the Library have had for funding services for the library and the need to involve them in the discussion about fundraising. Building upon the good will that the Friends have in the community could be a key starting point for the larger fund raising effort. It was agreed that this issue would involve more time than could be allotted at this meeting and that a special meeting be devoted to the topic. In that meeting the commission will develop the specific topics for the discussion with the Friends so that the whole issue of collaboration or a separate foundation can be discussed. The special meeting will take place on March 18<sup>th</sup>. Holmer will approach the Moles on Wednesday morning and ask if they have any areas of specific concern so the commission representatives can be prepared to provide the answers.
- d. Feedback from community meetings and proposed collaboration among commissions – McDonough related his conversation with a member of the Parks and Recreation Commission regarding collaboration among the commissions for the purpose of sharing information and building alliances. He requested that this topic be explored in detail at a future meeting.

### **E. Adjournment** – the meeting adjourned at 8:30 pm.

A special meeting will take place on Monday, February 18<sup>th</sup> at 6:30.

Next regularly meeting is scheduled to take place on Monday March 8, 2004 at 6:30 pm. Some commission members indicated unavailability for that date. All members will be surveyed before the March meeting date is set.

