



LIBRARY COMMISSION MINUTES

Regular Meeting

February 7, 2005

6:30 pm

Menlo Park Library – Belle Haven Branch
413 Ivy Dr., Menlo Park, CA 94025

CALL TO ORDER: Chair McDonough called the meeting to order at approximately 6:30 p.m.

ROLL CALL:

McDonough, Chair (P); Friedman (P), Nanfria (P), Tedrow (P), Traum (P), Wellner de Veer (P), Zara (P)

Staff Present:

Susan Holmer, Director of Library Services,
Judith Fagerholm, Belle Haven Branch Librarian

A. PUBLIC COMMENT:

None

B. BUSINESS ITEMS:

- a. Minutes – Upon motion duly made, seconded and unanimously adopted, the minutes for the January 10, 2005 meeting were approved.

C. INFORMATION ITEMS:

- a. Preparation for a presentation to the City Council of the commission goals and priorities for 2005-06.
 - Mr. McDonough advised the Commission that the Library Commission would make a presentation regarding its 2005 goals to the City Council on February 15, 2005. It was agreed that Dr. Traum would appear on behalf of the Commission.
- b. Library commission 2005 Goals and Milestones.
 - Next, the Commission discussed specific milestones it would seek to achieve in 2005 in order to meet its goals for the year. Among the topics discussed were the Belle Haven branch of the Library and its unique population of users, interior and exterior enhancements to the Main Library and Library programs for members of the community. The Commission also discussed the need for more effective dissemination of information regarding Library programs and services, as well as ways for Commission members to become more accessible to the public. The Commission agreed that it would discuss specific milestones at the next regular Commission meeting.

c. Library Budget - mid-year update.

- Ms. Holmer gave a report on the Library's current fiscal year spending compared to the budget, noting that spending is within the currently approved budget. With respect to the 2006 fiscal year budget, Ms. Holmer reported that the city budget proposal is to keep the same budget formula for next year. This would result in an \$800,000 short fall for the City, which would be made up from the city's reserves. Ms. Holmer also noted that the increases in staff Library salaries and benefits and the increases in utilities would be handled by the general fund. So those increases will not impact the funds (6%) allocated to the library.
- Ms. Holmer then gave an update on the use of funds from the previous library bond measure to make capital improvements at the Main Library for interior lighting, improved shelving, re-upholstery of furniture and new carpeting in heavy traffic areas.

D. Reports and Announcements.

- Ms. Holmer reported that a library staff meeting is scheduled for March 1 from 9:00 to 11:45 a.m. and invited the members of the Commission to attend for a staff appreciation presentation.
- Friends: Mr. Tedrow gave a report of the most recent meeting of the Friends of the Library.
- Foundation: Ms. Nanfria gave an update to the Commission on the status of incorporation of the Library Foundation. Also, Ms. Wellner de Veer gave a report on the last meeting of the Board of the Library Foundation from the approved board minutes.
- Ms. Zara reported that she met with council member Kelly Fergusson in January in order to discuss the Library and the role of the Library Commission.

Tour of Belle Haven Library.

Judy Fagerholm, the Belle Haven Librarian, gave the Commissioners an introduction to the Belle Haven branch of the Public Library and provided information regarding the collections and programs offered at the branch. The Commissioners discussed with Ms. Fagerholm their desire to understand the library-related needs of the Belle Haven community and what the Library is doing to meet those needs. It was decided that the Commission would hold its April 2005 regular meeting at the Belle Haven Library.

E. Adjournment: The meeting was adjourned at approximately 8:40 p.m.

Next regular meeting is scheduled to take place on Monday March 14, 2005.

Respectfully submitted,

Ms. Zara, acting secretary to the Library Commission