



LIBRARY COMMISSION MINUTES

Regular Meeting

March 14, 2005

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

CALL TO ORDER:

Chair McDonough called the meeting to order at approximately 6:35 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

A. PUBLIC COMMENT:

None

B. INFORMATION ITEMS:

a. Discussion of Commission Goals and Milestones for 2005.

- i. The list of ideas from a Library staff meeting discussing the goals from the Library strategic plan were distributed and reviewed. The staff did a good job of consolidating their thoughts and proposing ideas for service improvement.
- ii. A discussion on how the commission can help with the goal of raising the visibility of the Library within the community followed. These ideas included:
 1. Mr. McDonough showed an initial draft of an informational slide show for the Library. The goal of the slide show is to highlight the attributes of the Library.
 2. Meet the Library Commissioners on a Saturday. Two Library Commissioners will staff a table at the entrance of the library on one Saturday of the month beginning in April.

iii. Discussion on the top issues that the Library needs to address this year.

1. How to expand the users of the Belle Haven library to include more adults. Ms. Friedman will contact the head of Community Services to get the notes from a meeting with the Redevelopment Agency on Belle Haven community life as this meeting may have discussed the Library's role in the community.
2. Optimal Library staffing.
3. Community access to all the Library has to offer.

- iv. Mr. McDonough will make a report on the Library goals to the City Council during April.
- b. Director's Report.
 - i. The timetable for changing the Library software from Dynix to III was discussed. By July 2005, the Library will have moved to the new III system.
 - ii. The Library statistical report was distributed and briefly reviewed.
 - iii. The Library budget updates for 2004-2005 were distributed and reviewed.
- c. Commissioner's Reports.
 - i. Friends:
 - 1. Tim Goode, a long time Friend, is ill and the commissioners wish him a speedy recovery.
 - ii. Library Foundation:
 - 1. The Library Foundation now has office space within the Library.
 - 2. Currently the foundation board is working on obtaining startup funding.
 - iii. PLS Advisory Board.
 - 1. The annual Library Issues Breakfast sponsored by the PLS and SVLS will feature the California State Librarian as keynote speaker. The breakfast will be held at the Stanford Park Hotel in Menlo Park on Saturday, April 23. All commissioners were invited to attend. Invitations to the breakfast will also be given to the members of the City Council, the City Manager, the Assistant City Manager, the board members of the Friends and of the Foundation, and the City Chamber of Commerce.
- iv. Meeting with Council Member Andy Cohen:
 - Ms. Friedman and Mr. Tedrow met with Council Member Andy Cohen in order to discuss the Library and the role of the Library Commission.

C. BUSINESS ITEMS:

- a. Minutes – Upon motion duly made, seconded and unanimously adopted, the minutes for the February 7, 2005 meeting were approved.
- b. Upon motion duly made, seconded and unanimously adopted, Ms. Zara was appointed Commission Secretary.

D. ADJOURNMENT:

The meeting was adjourned at approximately 8:10 p.m.

Next regular meeting is scheduled to take place on Monday April 11, 2005 at the Belle Haven Branch of the Menlo Park Library.

Respectfully submitted,
Anna Zara, secretary to the Library Commission