



## LIBRARY COMMISSION MINUTES

### Regular Meeting

April 11, 2005

6:30 p.m.

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

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#### CALL TO ORDER:

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

#### ROLL CALL:

McDonough, Chair (P); Friedman (P); Nanfria (A); 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. INFORMATION ITEMS:

- a. Further Discussion of Commission Goals and Milestones for 2005.
  - i. Staffing needs and possible funding sources were discussed. Ms. Holmer reported on a discussion that occurred during an Ill Library Director's symposium regarding funding sources used by other libraries.
    - o Mr. McDonough and Ms. Holmer will look at how library foundations in other communities have used the funds raised and report back at the June Commission meeting.
  - ii. Increasing the visibility of the library and its services to the community was discussed. This included a brief discussion on developing a theme for talking about the exciting things at the library. Also discussed was a mechanism for making the contents of the library's strategic plan more accessible to the community.
- b. Preparation of Library Commission Report to the City Council.
  - i. Discussion ensued on what to present during the Commission's time before the City Council. Information to be discussed will include a subset of the following:
    - 1. The library budget.
    - 2. The status of the Library Foundation – the Foundation now has office space within the Library.

3. Community Outreach: "Meet your Commissioners", Commission meetings occurring at the main and branch libraries, "What We Are Reading" notes posted throughout the library.
  4. Business Outreach: Thomson Learning is doing a book drive during Library Week to gather books to donate to the Library. Mr. McDonough will coordinate delivery of the donations.
- c. Director's Report.
- i. As a follow up to a question that arose during the February Commission meeting, Ms. Friedman researched the minutes of the Belle Haven Community Alliance meeting. The most mentioned item from that meeting regarding library services was that the Belle Haven Branch would better serve the community if it were open during the evening and on weekends.
  - ii. What could be done to make the Belle Haven Library more attractive to adults was also discussed.
  - iii. Discussion ensued on Project Read! The commission would like to better understand the structure and funding sources of Project Read! and how the Menlo Park literacy efforts could work in conjunction with those efforts in East Palo Alto and Redwood City. This would be a model similar to that used by South San Francisco, San Bruno and Daly City library based literacy projects.
  - iv. Discussion on the Library statistics was deferred to a future meeting.
- d. Update on Implementation of "What We Are Reading" feature.
- i. Send any new book reports/reviews (25 words or less) to Ms. Friedman via email. She will then consolidate them and send them on to Ms. Holmer. The library staff will then place the reports on the shelves where the books are (or would be if not currently checked out) much as is done in bookstores.
- e. Commissioner's Reports.
- i. Friends:
    1. Tim Goode is home and is doing well.
    2. The spring book sale will be on April 24 during the time that the library is open and will be located in the downstairs meeting room.
  - ii. Library Foundation:
    1. IRS registration is expected to be completed by mid April. The Library will loan the Foundation \$500 for this filing.
    2. The Foundation mission statement has been approved.
  - iii. PLS Advisory Board.
    1. The Menlo Park System Advisory Board (SAB) member will be Betty Meissner who is also on the Library Foundation board. Mr. McDonough will step down from this body.
  - iv. Meet Your Commissioners:

Ms. Friedman and Mr. McDonough inaugurated the "Meet Your Commissioners" forum on the first Saturday in April. They received much positive feedback from the community. Mr. Traum and Ms. Wellner de Veer will host the next "Meet Your Commissioners" in May.

**C. BUSINESS ITEMS:**

- a. Minutes – After corrections and upon motion duly made, seconded and unanimously adopted, the minutes for the March 14, 2005 meeting were approved.

**D. ADJOURNMENT:**

The meeting was adjourned at approximately 8:30 p.m.

Next regular meeting is scheduled to take place on Monday May 9, 2005 at the Menlo Park Library.

Respectfully submitted,  
Anna Zara, secretary to the Library Commission