



## LIBRARY COMMISSION MINUTES

### Regular Meeting

August 8, 2005

6:30 p.m.

Menlo Park Library

800 Alma 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); Tedrow (P); Traum, (P);  
Wellner de Veer (P); Zara (A)

### STAFF PRESENT:

Susan Holmer, Director of Library Services

### A. PUBLIC COMMENT:

None.

### B. INFORMATION ITEMS:

#### a. Commission Tasks and Goals.

- The Commission reviewed its progress on its 2005 goals, as set forth in its letter to the City Council dated December 2004. Specifically, the Commission determined that it has met its goals pertaining to the start-up of the Library Foundation, including the securing of meeting space within the Library; also, the Commission determined that it has made progress on its goal of working with the Friends and Foundation to create avenues of communication with the public regarding Library services, including the Meet Your Commissioner and What We Are Reading programs. The Commission agreed that it would continue and expand its community outreach efforts.
- The Commission discussed the need for an assessment of library services in the Belle Haven area and agreed to continue to learn about the area's needs for library services.
- The Commission identified as a new goal for 2006 the preparation of a recommendation to the City Council regarding the enhancement of library services in the Belle Haven area.
- In addition to the discussion of goals, the Commission also discussed recommendations it made in its December 2004 letter to the City Council. It was agreed that Mr. McDonough would follow up with the City Council on the Commission's recommendation that the Council identify and work on new sources of funding to improve the infrastructure of the Library, as well as the Commission's suggestion that the Council create a task force to identify common goals and opportunities for city service to work together.

- b. Priority Driven Budget Discussion.
  - o Ms. Holmer explained to the Commission the process being followed by the Menlo Park Ad Hoc Budget Advisory Committee to solicit community input on budget priorities.
- c. Meet Your Commissioner.
  - o The Commission agreed to continue the Meet Your Commissioners program as a means of eliciting feedback from the public and spreading information within the community regarding Library services. The Commission agreed to hold future Meet Your Commissioners days at various locations throughout Menlo Park.
- d. What We Are Reading.
  - o The Commission discussed the What We Are Reading program, whereby the Commission, Foundation, Friends, Library Staff and others are encouraged to recommend books to the public. The Commission discussed the need for increased participation in the recommendation of books in order for the program to remain viable.
- d. Commissioner's Reports.
  - o Friends:
    - o Mr. Tedrow reported on a recent donation by the Friends to Project READ.
  - o Library Foundation:
    - o Ms. Wellner de Veer gave an update on the Foundation's fundraising activities.
  - o New PLS Catalog System:
    - o Ms. Holmer gave a report on the progress of implementation of a new on-line catalog system within the Peninsula Library System.

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

- a. Minutes – The Commission reviewed a draft of minutes for the Commission meeting held on June 13, 2005, as provided by Ms. Zara, the Commission Secretary. Questions were asked and full discussion ensued. Whereupon motion duly made, seconded and unanimously adopted, the minutes for the June 13, 2005 meeting were approved.
- b. In addition, in Ms. Zara's absence, the Commission designated Charlene Friedman as Acting Secretary for the present meeting.

#### **D. ADJOURNMENT:**

There being no further business, the meeting was adjourned at approximately 8:15 p.m.

Respectfully submitted,  
Charlene A. Friedman, Acting Secretary