



## LIBRARY COMMISSION MINUTES

Regular Meeting  
January 9, 2006 6:30 pm  
Menlo Park Library  
800 Alma Street  
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 (A), Goyle (P), Tedrow (P), Traum (P),  
Wellner de Veer (P), Zara (P)

### **STAFF PRESENT:**

Susan Holmer, Director of Library Services

### **OTHERS PRESENT:**

Silvia Vonderlinden, Menlo Park City Clerk

### **A. PUBLIC COMMENTS**

None.

### **B. INFORMATION ITEMS**

#### **1. Commission Meeting Date & Time Discussion:**

- The possibility of moving the Library Commission meeting from the second Monday of the month to another day of the week was discussed.
- It was noted that will be necessary to have any meeting date or time changed approved by the City Council.
- The discussion was tabled until next month.

#### **2. Staff Liaison Update – Priority Driven Budget Results Phase 1**

- The following was reported by Mrs. Holmer:
  - Based on the results of the survey each City department was given an amount for budget reduction – some departments were weighted heavier than others. All departments were asked to give several options to the City Council on what might be reduced.
  - Mrs. Holmer will email a copy of her department's budget reduction proposal to the Commissioners – this proposal has already been sent to the City Manager.
  - Six items are on the Library's list – which the City Council will see the scenarios on January 10:
    - i. Combine the Directorship of the Community Services department with that of the Library Services

department. This would most likely not have an effect noticeable by the public.

- ii. Increase the self-serve options – however this has a big up front cost for equipment.
- iii. Reduce operating hours – thereby reducing staff hours.
- iv. Ask the Ravenswood School District to increase their contribution to run the Belle Haven Branch.
- v. Search for increased grant based funding – this is not a good option for day-to-day operations.
- vi. Combine the position of the head of Children's services and the head Branch services. This was done when the Children's Librarian retired in August.

- Questions were raised on the role of the Commission in this budget process.
- There will be citizen review meetings held in February; all were encouraged to attend at least one of these meetings.

### 3. 2006 Projects.

- Mrs. Holmer was asked by the City Manager for a project list for City Council consideration. This is due to the City Manager by 1/23/06.
- The Library Commission working with Mrs. Holmer developed such a list in 2005 as part of the strategic plan for the library. However, given that this information will not be used by the City Council until March the Commission will be asking that this deadline be moved to February to allow for preparation.

### 4. Reports: Commissioners' Reports:

- Friends
  - No report at this time.
- Foundation:
  - A fundraising mailing has been done.
  - They have moved into their office at the main Library.
  - Talks have begun with Gentry Magazine for publicity of the Foundation and its goals.
- PLS Advisory Board
  - No report this month.
- Meet your Library Commissioners (MYLC):
  - Ms. Zara reported on discussions with library patrons on December 10, when she and Ms. Friedman were in the Library to gather comments and feedback.
  - Two-dozen or so people stopped by.
  - Many of the people who stopped by felt that the library should be open more hours and that funding should not be cut for library services.
  - There were comments requesting physical improvements to the library (e.g. new carpeting in the entry area), increasing the timeliness of the collection (especially the travel section)

as well as comments about the good study area the library provides and the advantages of the wireless Internet access.

- Both Ms. Friedman and Ms. Zara felt after the 12/10 MYLC that the next opportunity to get direct feedback from the community should be held at a venue other than the Library to allow for a broader community view.

### **C. BUSINESS ITEMS**

1. Proposal to use \$14,900 from the Library Endowment Fund.
  - The Library Foundation has made a request for start-up from the Library Endowment Fund. This fund is held in the City's general funds and currently doesn't earn as much income as it would in a stand-alone endowment fund. The covenants of the Library Endowment Fund state that the fund can be used to raise more funds for the library and that the Library Commission can request allocation from the Fund.
  - Ms. Holmer will distribute the covenants of the Library Endowment Fund as well as a formal request from the Library Foundation to the Commission members.
  - The president of the Library Foundation board of directors will be invited to the next Commission meeting to further discuss this question.
2. 2006 Commission Chair and Vice-Chair.
  - On the motion of Mr. McDonough, Ms. Friedman was nominated to the position of Chair for 2006. The motion was seconded and a vote taken. The motion carried with five votes yea and one abstention.
  - On the motion of Mr. Traum, Ms. Zara was nominated to the position of Vice-Chair for 2006. The motion was seconded and a vote taken. The motion carried with four votes yea and one abstention.
3. Minutes – upon motion duly made, seconded and unanimously adopted, the minutes of the November 14, 2005 meeting were approved.
4. Mrs. Holmer distributed information regarding CalTac – a statewide organization whose goal it is to educate library trustees and commissioners.

### **D. ADJOURNMENT**

The meeting was adjourned at approximately 8:00 p.m.

Next regular meeting is scheduled to take place on Monday, February 13, 2006 at the Menlo Park Library main branch.

Respectfully submitted,  
Anna Zara, Secretary to the Library Commission