



LIBRARY COMMISSION MINUTES

Regular Meeting
February 13, 2006 6:30 pm
Menlo Park Library
800 Alma Street
Menlo Park, Ca. 94025

CALL TO ORDER:

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

ROLL CALL:

Friedman, Chair (P), Goyle (A), McDonough (P), Tedrow (A), Traum (P),
Wellner de Veer (P), Zara (P)

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Caroline Campbell, Library Intern and Menlo Park Library Foundation volunteer

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Discussion of the role of the Library Commission in the current City Environment:
 - It was noted that the commission needs a minimum amount of information to fulfill its advisory role. Sufficient notice was not given to allow for commission input into the budget process.
 - A motion was made, seconded and unanimously passed stating that it is the commission's opinion that it is inadvisable to close the library on Sundays as this presents a hardship to the community.
 - The commission will draft a letter to the City Council regarding the budget process and a commissioner will speak before the Council at the March 28 council meeting.
 - An investigation into using the City held Library endowment fund for staffing was discussed.
 - The impact of the Brown Act on information flow was discussed. Mrs. Holmer will get clarification from the city attorney regarding commission communication between commission meetings.
 - Mrs. Holmer was asked to prepare for next the next Commission meeting a detailed accounting of funds available -- including funds available from private donations and the Friends so that we can advise whether these funds should be spent in this calendar (vs. closing the Library).

2. Commission strategic goals for 2006
 - We will determine the status of the Redevelopment funds for the Belle Haven neighborhood to see if there are available funds, which can be used for the library Belle Haven Branch.
 - Assess the needs of the Belle Haven neighborhood with respect to library services.
 - Research area branch libraries that serve communities similar to that in Belle Haven. (e.g. EduPark branch of the San Jose Library)
 - It was discussed that there needs to be better promotion of the library and it's services across the Menlo Park neighborhoods.
3. Reports: Commissioners' Reports:
 - Friends
 - The Friends raised approximately \$115,000 in 2005. These funds were used for materials, literacy programs, story times and weekend programs.
 - Foundation:
 - Discussions on where to target fundraising are on going. Ideas include enhancing the library environment and updating the collection.
 - PLS Advisory Board
 - No report this month.

C. BUSINESS ITEMS

1. Use of endowed funds.
 - A second discussion on the request from the Library Foundation for use of \$14,900 from the City held Library endowment fund occurred.
 - Commissioners have all received copies of the covenants of the City held Library endowment fund.
 - In FY '95 the balance of the fund was \$45,000 in ten years that balance has grown to \$79,000.
 - The chair of the Library Foundation board of directors will be invited to the next Commission meeting to further discuss this question.
2. Formation of Commission sub-committees:
 - Potential sub-committee focus areas were discussed.
 - Further discussion on this topic will occur at the next Commission meeting.
3. Minutes – upon approval of corrections a motion to approve the minutes as corrected was duly made, seconded and unanimously adopted, the minutes of the January 9, 2006 meeting were approved.
4. Staff Communications:
 - OCLC will be doing a survey about library perceptions.
 - The annual Library Issues Breakfast will be on Saturday, March 25 from 8:30 to 11:00 at the Stanford Park Hotel. All commissioners were invited.

D. ADJOURNMENT

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

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

Respectfully submitted,
Anna Zara, Secretary to the Library Commission