



LIBRARY COMMISSION MINUTES

Regular Meeting
April 10, 2006 6:30 pm
Menlo Park Library
800 Alma Street
Menlo Park, Ca. 94025

CALL TO ORDER:

Vice-Chair Zara called the meeting to order at approximately 6:30 p.m.

ROLL CALL:

Friedman, Chair (A), Goyle (A), McDonough (P), Tedrow (P), 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

Mr. McDonough read an email he received from Nancy Andrus, a resident of Menlo Park and a graduate student in a Library Sciences program. Ms. Andrus expressed her concern regarding the impact the proposed budget cuts to Library funding will have on students in the community.

A motion was made; seconded and unanimously approved to discuss commission reports after the first information item listed on the published meeting agenda.

B. INFORMATION ITEMS

1. Strategy for communication with City Council on Library Matters:
 - Mr. Traum and Mr. Goyle attended the City Council meeting on March 28 with the purpose of giving a council report. Due to a change in the City Council meeting start time, they were unable to do so.
 - It was noted that the April 5 edition of the Almanac included an article on the Memorandum sent to the City Council from the Library Commission. A procedural item was also discussed regarding the protocol for communication with the media in particular and the public in general regarding the

business of the commission. In general, communication to the public and the media should be done through the direction of the commission Chair.

- A review of previous discussions with the City Council, including the workshop held to review the Library strategic plan in June of 2004, followed. Mr. McDonough volunteered to research and bring for discussion in May a follow-up on the bond discussion and the results from the city hired consultant.

2. Commissioner Reports:

- Foundation:

- i. Mrs. Wellner de Veer reported on a letter from the treasurer of the Menlo Park Library Foundation (MPLF). MPLF currently has \$18,500 in donations. They will be holding a donor recognition event at the Library on May 18.
- ii. December 2006 will be the end of MPLF's donor year. They will have a campaign targeted towards larger firms in the community.

- Friends:

- i. The mini-book sale held in April raised more than \$1,000.

- PLS Advisory Board:

- i. Betty Meissner, our Library's PLS board member will be asked to report to the commission on a regular basis.
- ii. Mr. Tedrow and Ms. Zara reported that they attended the PLS Advisory Library Issues breakfast. The speakers this year were the state level lobbyists for Library issues. Also in attendance from Menlo Park were several members of the Friends as well as City Council members Jellins and Winkler.

- Meet Your Library Commissioners (MYLC) Summary:

- i. Ms. Zara distributed a draft compilation of the reports written after MYLC sessions. Feedback was solicited. It was noted that some MYLC reports were missing. Commissioners with those reports will send them to Ms. Zara for inclusion in the final version of the summary.

3. Brown Act Rules:

- Mrs. Holmer distributed a "user's guide to the Brown Act".
- In particular it was noted that if the Commission staff liaison has information that should be discussed by the commission before a regular meeting, that information could be distributed to the commission members. The commission chair can then decide to call a special meeting of the commission with 24 hours public notice – an agenda is

required as part of the public notice for a special commission meeting.

C. BUSINESS ITEMS

1. Formation of sub-committee to identify revenue sources for Library
 - Research into additional sources of public funding for the library was discussed – the commission would like a clear picture of what sources of funding are available to the library
 - A motion was made, seconded and unanimously approved that a sub-committee of Mr. Tedrow, Mr. Traum and Mr. McDonough be formed to do this research and then report back to the full commission.
2. Commission minutes:
 1. Upon approval of corrections a motion to approve the February 13, 2006 minutes as corrected was duly made, seconded and unanimously approved. .
 2. With no corrections requested, a motion to approve the March 13, 2006 minutes was duly made, seconded and unanimously approved.
 3. Mr. McDonough noted that the Library Commission page on the City of Menlo Park website did not have links to all approved commission meeting minutes. The last minutes available on the website are those for November 2005. Mrs. Holmer indicated that she would follow up on this.
3. Staff communications:
 - Mrs. Holmer reported that there has yet to be a budget discussion regarding the Library to date. The current budget discussions have been on how the deficit projections were made.
 - Last week was National Library week. At the City Council meeting of the previous week, Tim Goode of the Friends received a proclamation for National Library week from the City Council on behalf of the Library.
 - The library staff will host a volunteer appreciation event in mid June.

D. ADJOURNMENT

The meeting was adjourned at approximately 7:55 p.m.

Next regular meeting is scheduled to take place on Monday, May 8, 2006 at the Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, Secretary to the Library Commission