



LIBRARY COMMISSION MINUTES

Regular Meeting
June 12, 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 6:40 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services
Judy Fagerholm, Branch Librarian, Belle Haven

OTHERS PRESENT:

Betty Meissner, PLS Advisory member and Menlo Park Library Foundation Board member

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Belle Haven Library:
 - The commission would like to thank Ms. Fagerholm for taking time from her vacation to attend this commission meeting and for once again sharing her knowledge of the Belle Haven neighborhood, of the school and of the library's patrons.
 - Ms. Fagerholm summarized for the commission information that she has on the demographics of the school using sources from the Ravenswood City School District (RCSD) and from School Wise press.
 - The commission was also given additional background on other joint use libraries that were visited in preparation of the creation of the RCSD and city joint use of the Belle Haven branch.
 - Ms. Fagerholm and Mrs. Holmer also shared that there was a focus group held in 2004 to learn what services Belle Haven residents felt would benefit their neighborhood. Mrs. Holmer will get copies of the city's summary of the focus group for the commission to review.

- One big change to the Belle Haven School, which has come into play since Ms. Fagerholm last gave the commission information on the Belle Haven branch, is that the Bohannon Family is working with the Peninsula Community Foundation to make Belle Haven a Community School. As the city's Community Services department is involved in this project at Belle Haven, Mrs. Holmer will ask the Community Services department head for information on this project.
- 2. Report of revenue sub-committee.
 - Mr. Traum has contacted David Bosch, the city manager, regarding the status of the infrastructure bond measure that was discussed last year. At the time of the commission meeting, Mr. Traum had yet to speak directly with Mr. Bosch.
- 3. Library communications with the public.
 - Mrs. Holmer discussed with the city attorney what form of email communication with the public from the commission was possible.
 - A discussion followed on what form a library commission based email list might take.
- 4. Meet Your Library Commission – Connoisseurs Marketplace.
 - There will be a free zone at the Connoisseurs Marketplace in July. The Friends will have a table there. Sharing this table with the Friends to hold a Meet Your Library Commission session was discussed.
- 5. Commission recognition by the City of Menlo Park
 - Each year the city has some sort of recognition event for the members of the community who volunteer their time to work on city commissions. This year, \$250 has been allocated by the City Council to recognize the Library Commission.
 - A discussion ensued regarding the form this recognition might take.
- 6. Commissioner Reports:
 - Foundation:
 - i. The donor reception in May was well attended.
 - ii. The Foundation policy manual has been completed and is now in place.
 - iii. The next push is to target an audience for future projects.
 - Friends:
 - i. There was a good amount of book donations this month.

- ii. The April mini book sale had the highest sales of all previous mini sales.
- iii. This year's big book sale will not have an auction but will have fixed priced special books instead.
- PLS Advisory Board:
 - i. A usability study for the new catalog (III Millennium) has been completed. The study has resulted in improvements in the web interface to the catalog.

C. BUSINESS ITEMS

1. Commission minutes:
 1. A motion to approve the May 8, 2006 minutes was duly made, seconded and unanimously approved. .
2. Status of the July 2006 meeting:
 1. A motion to cancel the July 2006 Library Commission meeting was made, seconded and unanimously approved.
3. Staff communications:
 1. Mrs. Holmer reported that she and her staff are expecting over 100 people at the Library Volunteer appreciation event. Commissioners are invited to attend as well. The students at MeMi's Café, an OICW sponsored restaurant, will be catering the event.
 2. Mrs. Holmer reported that Mr. McDonough and Ms. Zara's commission terms are up this August. Both commissioners should have received notification of this from the Mayor. Both Mr. McDonough and Ms. Zara are eligible to reapply for a second commission term.
 3. There will be a City Council meeting to approve the 2006-2007 budget on June 20 at 6:00 p.m. This council meeting may be extended to Thursday, June 23 if needed.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:10 p.m.

Next regular meeting is scheduled to take place on Monday, August 10, 2006 at the Menlo Park Library main branch.

Respectfully submitted,

Anna Zara, Secretary to the Library Commission