



## LIBRARY COMMISSION MINUTES

Regular Meeting  
August 14, 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 6:35 p.m.

### **ROLL CALL:**

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

### **STAFF PRESENT:**

Susan Holmer, Director of Library Services

### **OTHERS PRESENT:**

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

### **A. PUBLIC COMMENTS**

None.

### **B. INFORMATION ITEMS**

1. Report on the approved Library Budget for FY 2006-07.
  - Ms. Wellner de Veer suggested that a note be sent to the City Council in appreciation of the approval of the additional funds (\$51,000+) for the library. Ms. Holmer reviewed the distribution of those funds in the library budget. The additional funds helped restore most of the collection development funds to pre-budget reduction levels. Some examples of specific enhancements are: 50% increase in books on tape/CD; 40% in DVDs; 26% in juvenile materials, and, 21% in adult books.
2. Review of the Library Strategic Plan.
  - Mrs. Holmer led the discussion of the library strategic plan which is designed to focus library activities from the year 2004 through 2007. She highlighted the areas where objectives had been met or were in progress as well as objectives that were still to be completed. Ms. Wellner de Veer suggested reconstituting the community focus group or calling together a new focus group to get community input

on goals yet to be achieved. In the course of almost 3 years since the initial group meetings community needs may have shifted and alternative service objectives might be more relevant.

- It was suggested that participation in “My Space” might be a way of reaching young readers that was not envisioned when the strategic plan was developed.
  - It was suggested that use of the lower level meeting room might be expanded to include for-profit groups. Ms. Holmer will research that possibility.
  - Mr. Goyle suggested using patron email addresses or developing a list of email addresses for patron’s interested in hearing more from the library might be developed. Ms. Holmer indicated that the Library did now have an online newsletter that anyone could subscribe to and than could be the model to follow.
3. Commissioner Reports: Mr. McDonough reported that both he and Ms. Zara have been reappointed to the Library Commission.
- Foundation:
    - i. The Foundation received a large donation from the Nardi Family in memory of Ruth Nardi who was an active member of the Friends of the Library.
    - ii. An article about the Foundation should appear in the October issue of Gentry magazine.
    - iii. The Foundation is working on designs for a donor recognition area.
  - Friends:
    - i. The annual bookfair is on schedule for the 3<sup>rd</sup> weekend of September
  - PLS Advisory Board:
    - i. No meeting since the last report to the commission.

### **C. BUSINESS ITEMS**

1. Commission minutes:
  1. A motion to approve the June 12,2006 minutes was duly made, seconded and unanimously approved.
2. Staff Communications

Ms. Holmer reminded the Library Commission that she would be on vacation at the time of the next regular meeting.

### **D. ADJOURNMENT**

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

Next regular meeting is scheduled to take place on Monday, October 9, 2006 at the Menlo Park Library main library.