



LIBRARY COMMISSION MINUTES

Regular Meeting
October 9, 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 6:35 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

OTHERS PRESENT:

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

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Library Budget Update:
 - Some of the remaining funds from the 1990 Library Bond will be used this fiscal year in the following projects on the Public Works department schedule:
 - i. \$100,000 for an update to the children's area in the main library.
 - ii. \$150,000 for an update to the circulation area in the main library – this will include new carpeting and more reupholstering.
 - iii. A new, lighted library sign on Alma and Ravenswood.
 - The Project Read budget is stable due to work done by staff and a new advisory committee. It was noted that the Project Read advisory committee was formed nine months ago and was announced during the Project Read 25th anniversary event.
 - i. It was suggested that the commission or the advisory board make a brief presentation to the City Council to communicate the work being done by staff and the advisory board to raise funds for this program.

- ii. The Project Read advisory board is in communication with the Library Foundation and with the Friends so that fundraising efforts of the three groups doesn't overlap.
 - iii. Roberta and Alice, the Project Read staff, will be asked to attend a future Commission meeting to share information on their grant applications.
- 2. Belle Haven Library – continuation of Sept. 2006 discussion:
 - Mrs. Holmer asked for clarification on what information was being requested by the Commission from the Community Services department. Commissioners clarified that it would be useful to understand what parts of the neighborhood utilize the Community Services programs in helping to understand how the library can better serve the broader neighborhood.
 - Mrs. Wellner de Veer reported that the Ravenswood Family Health Clinic just opened an office in Belle Haven and suggested that they may also be a good source of information regarding neighborhood library needs.
- 3. Commissioner Reports:
 - Foundation:
 - i. Work on the donor recognition wall is continuing. It will be installed in early 2007
 - ii. The Gentry article planned for this fall has been postponed until January 2007
 - Friends:
 - i. The fall book fair sales raised approximately \$17,000 this amount was less than expected. The Friends are discussing possible reasons for this decrease.
 - PLS Advisory Board:
 - i. The Advisory Board had their introductory gathering in September.
 - General Commissioner Reports:
 - i. It was noted that the letter sent to the City Council on behalf of the Commission thanking the Council for additional funds for the Library was well received.
 - ii. Mr. Goyle reported on a conversation he and Mrs. Holmer had regarding email marketing of what the library has to offer. Mrs. Holmer will set up a meeting with the city attorney to understand the legal parameters for mailing list use. She will report back on her findings at the November Commission meeting. Along these lines, Mrs. Holmer noted that

MySpace.com may be in the PLS children's library in November.

C. BUSINESS ITEMS

1. Commission minutes:
 1. A motion to approve the August 14, 2006 minutes was duly made and seconded. The minutes were approved with Ms. Zara abstaining due to her absence from the meeting and all other commissioners voting aye
 2. A motion to approve the September 11, 2006 minutes was duly made, seconded and unanimously approved.
2. Staff communications:
 1. Mrs. Holmer reported that there is a new supervisor for custodial services and a new head of Facility Management.
 2. Mrs. Holmer reported that the PLS One Book One Community project is underway with events at all system libraries. There are 50 copies of the project book, *The Kite Runner*, in the collection and less than five of those books are on the shelves at any given time. Planning for next year's book and events will begin after the author speaks in San Mateo.

D. ADJOURNMENT

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

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

Respectfully submitted,
Anna Zara, Secretary to the Library Commission