



LIBRARY COMMISSION MINUTES

Regular Meeting
June 11, 2007 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:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Update on library remodel project.
 - Mrs. Holmer reported that library staff has had two meetings with the architectural firm for the reconfiguration of the children's department in the Main Library. Feedback on the design was also received from the Library Foundation board – this project will be the first library project funded in part by the Library Foundation.
 - The redesign of the circulation desk is also still in the design phase and is also progressing.
2. Quarterly Communications with City Council
 - It was reported that Mr. Traum spoke at the last City Council meeting during the commission reports portion of the agenda. He spoke about the Library's budget needs with respect to staffing and the impact being short staffed has on popular library programs such as children's story times.
 - Discussion ensued regarding when the next Commission report to the Council should be – Mr. McDonough volunteered to take a Commission report to the City Council in September. The report will include a note that patrons have been continuing to ask when library hours will be restored. There have also been consistent complaints from

library patrons regarding the lack of access to story times. There is currently a waiting list of more than 300 patrons for children's story times.

3. Commissioner Reports:
 - Foundation:
 - i. There is currently approximately \$85, 000 in the endowment fund.
 - ii. David Bohannon is the new Foundation president.
 - Friends:
 - i. Tim Goode sent a letter from the Friends to the City Council requesting that the Friends of the Library become a "formal partner" of the City of Menlo Park. This "partnership" would result in the Friends not being charged for public works items such as banners for book sales. As the sole purpose of the Friends is to raise funds for city library programs it is felt by the Friends that this partnership is logical.
 - PLS Advisory Board:
 - i. No report this month.
 - Library Outreach/Marketing
 - i. Mr. Goyle and Mrs. Holmer reported on a conversations they have had regarding use of email to market the library to residents of Menlo Park. Discussion ensued on goals for the project. More information will be gathered so that a plan may be developed.

C. BUSINESS ITEMS

1. Commission minutes:
 1. A motion to approve the May, 2007 minutes was duly made, seconded and unanimously approved. .
2. Staff communications:
 1. Mrs. Holmer reported that the City finance department is changing the accounting methods for how funds for workmen's compensation and post employment benefits (i.e. benefits for retirees) are allocated – the acronym for this is OPEB. Currently these funds are put into a general City account for all City employees and are accounted as general administrative costs.

In the '07-'08 City budget, however, the OPEB funds for will now be in the budgets of individual departments. So

while individual departmental budgets will look larger this year than they did last year the actual budget dollars will not have changed. In most cases this accounting change will not affect the real dollars available to a city department. However, in the library's case this accounting change is actually resulting in a budget short fall of \$8,000 - so for all intents and purposes this accounting change is resulting in a cut to budget for the library in the new fiscal year.

The \$8,000 Library budget shortfall is due to Project Read not being a general fund program – it is a state literacy program – so OPEB and workman's compensation funds for Project Read staff will not be coming from City budget funds as has been true in the past. In order to not cut library services, Mrs. Holmer approached the Friends to make up the library budget short fall created by this City accounting and employee benefit funding change. The Friends have agreed to help the Library make up this surprise budget shortfall by allocating \$8,000 that would have gone to children's programs and new materials towards OPEB and workman's compensation for the Project Read staff..

Members of the Library commission expressed the opinion that funding for OPEB and workman's compensation is a government responsibility and as such should be fully funded by the City even through a change in accounting methods.

D. ADJOURNMENT

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

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

Respectfully submitted,
Anna Zara, Secretary to the Library Commission