



LIBRARY COMMISSION MINUTES

Regular Meeting
July 9, 2007 6:30 pm
Menlo Park Library
800 Alma Street
Menlo Park, Ca. 94025

CALL TO ORDER:

Chair Traum called the meeting to order at approximately 6:40 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Betty Meissner, PLS Advisory member, Library Foundation Board & Project Read advisory board member

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Preparation for Belle Haven Demographic Study
 - Mrs. Holmer reported that there is \$25,000 in this year's city budget for a demographer to study and project the future population size and composition of the Belle Haven neighborhood. This study will be similar to the study that was commissioned by Menlo Park City School District (MPCSD) within the last year. (As the Belle Haven neighborhood is not within the MPCSD boundaries, it was not included in the MPCSD study.)
 - In the discussion that followed it was noted that the direction for the demographer's work was documented in Commission meeting minutes from earlier in the year.
2. Quarterly Communications with City Council
 - Mr. McDonough will give the next Library Commission update to the City council in September.
 - In the discussion that followed a consensus formed that the next Commission report should include comparative

information the operating budget of public libraries in nearby cities which similar demographics. Mr. Mc Donough will have a draft of this report for review at the August Commission meeting.

3. Commissioner Reports:
 - Mr. McDonough reported that he attended one of the City's Green Ribbon Task Force meetings. The meeting was well attended and was mostly focused on brainstorming ideas for greening the City. Mr. McDonough also noted that as the meetings are held in the community room of the Library, a display table of a few books from the collection on green topics would be useful.
 - Mr. McDonough also thanked Mrs. Meissner for working with Public Works to put information on the Library and on Project Read in the public information kiosk on Santa Cruz Avenue.
 - Foundation:
 - i. No report.
 - Friends:
 - i. The June mini book sale did well. There may be more mini sales through the year as they have been popular
 - PLS Advisory Board:
 - i. Mrs. Holmer announced that on the next City Council agenda would include a request to reappoint Mrs. Meissner for a second two year PLS Advisory Board Term.
 - Library Outreach/Marketing
 - i. No report.

C. BUSINESS ITEMS

1. Commission minutes:
 1. Corrections were needed to the draft of the June minutes; approval of the minutes was deferred. .
2. Cancellation of August meeting.
 1. A motion was made and seconded to cancel the August Commission meeting. The motion did not carry; the Commission will meet in August.
3. Staff communications:

1. Mrs. Holmer gave an update on the plans for the construction phase of the main library lobby and children's area remodel.
2. Mrs. Holmer reported that there was no access to the Library on-line catalog or to any part of the PLS system from July 4 through July 6. After many hours (days) of troubleshooting, AT&T technical staff discovered that the T1 line used by the Library was not connected correctly in one of their switch boxes. The problem was fixed and catalog access was verified restored by staff at 7:30 p.m. on Friday, July 6.

Not being able to access the library's catalog resulted in creative solutions on the part of the library staff to assist patrons during the two day network outage.

3. Mrs. Holmer reported that Mrs. Friedman's current term on the Library Commission would be ending on August 31, 2007.

D. ADJOURNMENT

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

Next regular meeting is scheduled to take place on Monday, August 13, 2007 at the Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, Secretary to the Library Commission