



LIBRARY COMMISSION MINUTES

Regular Meeting
August 13, 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 6:30 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
Alice Bradshaw, Project Read Staff

OTHERS PRESENT:

Betty Meissner, PLS Advisory member and Menlo Park Library Foundation Board member
Lucia Soto, Project Read Advisory Board member and Adult Learner

A. PUBLIC COMMENTS

Ms. Soto, a resident of the Belle Haven neighborhood and a Project Read adult learner for just over a year, gave a presentation on Project Read's September 6 fundraiser **Taste Desserts! for Literacy**. Ms. Soto's role in helping to organize this event was to reach out to community businesses for sponsorships and donations of desserts.

Mrs. Meissner shared that there would be Saturday morning Project Read learner workshops which would help train the adult learners to spread the word through their communities about the opportunities offered by Project Read.

B. INFORMATION ITEMS

1. Quarterly communication with City Council.
 - Mr. McDonough shared a draft of the presentation that will be made to the City Council in September. Comments were given and the revised slide set will be reviewed at the September Commission meeting.
2. Project Read report.
 - Ms. Bradshaw described the current set of planned Project Read events – these are in addition to the fundraiser described earlier. She also described the current funding for

Project Read. Project Read's current budget is \$180,000 and there is currently a budget short fall due to an unexpected change in the city's accounting methodology.

3. Library remodeling projects update.
 - Mrs. Holmer shared copies of the plans for the reconfiguration of the children's section of the library. \$150,000 for this project will come from the Library budget and the Library Foundation will raise \$250,000. The project will begin in January.
4. Invitation to City Manager.
 - Mr. Traum will extend an invitation to attend our new City Manager for the September Commission meeting.
5. Belle Haven Demographic Study Update.
 - Mrs. Holmer reported that the demographer is on vacation so there is no news to report.
6. Commissioner Reports:
 - Ms. Zara shared an article from the Aug. 12, 2007 edition of the S.F. Chronicle titled "San Francisco libraries have become neighborhood best-sellers" - <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2007/08/12/BAM4RGUC8.DTL&hw=library&sn=003&sc=453>.
 - Mr. McDonough shared that some libraries are using YouTube to advertise their events inexpensively to a wider audience.
 - Mr. McDonough also noted that the latest Commission minutes are not yet available on the Commission webpage. Mrs. Holmer took an action item to check on the status of the webpage updates.
 - Foundation:
 - i. There is currently approximately \$91, 000 in the endowment fund.
 - ii. The donor recognition wall is being planned.
 - Friends:
 - i. The annual book sale will be on the weekend of Sept. 15 and 16. Volunteers will be appreciated.
 - ii. There has been no word from the City Council regarding the waving of fees to raise the book sale banner on Santa Cruz Ave. Last year this fee was waived and the Friends have made a formal request to

have the fee permanently waived as the Friends raise funds to support the city Library.

- PLS Advisory Board:
 - i. No report this month.

C. BUSINESS ITEMS

1. Commission minutes:
 1. A motion to approve the June, 2007 minutes was duly made, seconded and unanimously approved.
2. Staff communications:
 1. Mrs. Holmer reported that the City Clerk had asked for feedback regarding the city's handbook for commissioners. Commissioners requested that a "cheat sheet" for the Brown Act be added to the handbook and that the handbook be available on the City website.
 2. Mrs. Holmer noted that Mrs. Friedman's term on the Library Commission would expire in September. She also communicated that Mrs. Friedman has decided to not seek re-appointment to the Commission.
 3. There will be a Beta test of a new on-line library catalog beginning in mid August. The goal of the new catalog is to be more user friendly. The Beta test is being funded by OCLC – the company who supplies the catalog. The trial will begin on Aug. 20 and will continue for two months.
 4. Mrs. Holmer reported that she had requested funds from the Friends for a temporary librarian who would staff two additional story times per week, as there is currently a wait list of over 150 for the current story times.

Commissioners felt that the City should be asked for a budget extension of \$5,000 to handle this need. A motion was made, approved and a resolution was drafted to make the request to the City Council for this extension. Mr. Tedrow volunteered to transcribe the resolution and Ms. Zara volunteered to send it via email to the City Council on behalf of the Library Commission.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:25 p.m.

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

Respectfully submitted,
Anna Zara, Secretary to the Library Commission