



LIBRARY COMMISSION MINUTES

Regular Meeting
October 8, 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), Goyle (A), McDonough (P), Tedrow (P), Sloo (P),
Wellner de Veer (P), Zara (P)

STAFF PRESENT:

Glen Rojas, City Manager
Susan Holmer, Director of Library Services
Michelle Barrese, Director Children's Services

OTHERS PRESENT:

Heyward Robinson, City Council Member, City of Menlo Park

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Welcome to new Library Commissioner Alaina Sloo.
 - Ms. Sloo introduced herself. She is currently the school librarian at the Peninsula School in Menlo Park and formerly a volunteer at the main library reference desk and in tech services.
2. Report from the Children's Services Dept.
 - Ms. Barrese gave an update on the children's story times at the main library. Thanks to extra funding for the services of a temporary librarian, there is no longer a wait list for story times (these funds were requested of the City Council by the Library Commission in August, 2007 and approved in September). Each story time session continues to have between 50 to 75 participants – which is a number within the capacity of the library's community room.

The remodel of the main library's Children's room is progressing. There are plans for new paint and carpeting as well as better space utilization for the stacks, reading and study areas.

Ms. Barrese noted that the library's remodel projects may result in the temporary move of story times to the main floor of the library as the community room may be needed to stage the relocation of the stacks.

- As part of the remodel, the teen collection will be moving into the main section of the library. This will allow for the expansion of the collection as well as for an area for teens outside of the Children's room.
- Ms. Barrese was asked to describe the type of outreach her department does with city schools. She noted that she has contacted local schools and she, or other staff, has given presentations of the homework support available at the library at school staff meetings. There is also a homeschooler outreach and pre-school early literacy efforts.
- Ms. Barrese noted that homeschoolers as well as children attending schools make use of the live homework help service. This is a live chat that uses the Internet dynamic whiteboard tool. This service is supported by the Friends and is accessible through the library website <http://www.menloparklibrary.org/>.

3. Contract with Ravenswood City School District (RCSD) for library services to Belle Haven School.

- The current contract with RCSD for the joint operation of the library at Belle Haven School has expired and has yet to be renewed.
- In the 2004-2005-budget year, the city gave notice to RCSD of the potential decrease in city services to the school. This served as a notice that the contract was terminated. The City Council must approve a new contract, as must the RCSD school board.
- Mrs. Holmer gave some background on the Belle Haven library at the start of the discussion. Originally, the Belle Haven library was to operate as a school library during the school day and then as a city library after school. RCSD staff was to operate the library during the school day and city staff after school. However, as the library was to open, the RCSD library specialist retired, so RCSD asked the city to staff the library during school hours as well.

The Belle Haven library has not ever had RCSD staff support and has been completely staffed by city librarians. City librarians lead weekly library visits for all classes at the K-8 school (it was noted by Ms. Zara that this service by city

staff brings Belle Haven school's library services into parity with the library services in the four Menlo Park City School District schools).

- RCSD pays for the maintenance and cleaning of the library and had been paying \$39,782 to the city for the services of city staff – a small fraction of the branch library's budget. Last year, the Belle Haven school principal withheld the district's payment of the service fee to the city because he felt that the city staff should be doing more for the school than they have been.
- Mrs. Holmer is to meet with the RCSD schools superintendent in October to discuss a new contract.
- Currently Belle Haven library has 2.5 FTE and is open for 32 hours per week – most of these hours are during the school day. Community use of the library has been heaviest for the Internet computers, material hold pick-up and preschool story times.

4. Commissioner Reports:

- Foundation:
 - i. No update this month as their meeting was postponed.
 - ii. The Foundation board is currently looking for a new director.
- Friends:
 - i. The September book sale was successful. The current estimate is that \$24,000 was raised.
 - ii. An investigation has begun into selling books on-line. Friends groups at libraries such as Santa Clara and Los Altos are successfully doing this.
- PLS Advisory Board:
 - i. No report this month.
- Mr. McDonough reviewed the final version of the Commission's update to the City Council. He will give the presentation at a City Council meeting in October.

C. BUSINESS ITEMS

1. Approve minutes of the September meeting.
 1. A motion to approve the corrected September, 2007 minutes was duly made, seconded and unanimously approved.
2. November meeting.
 1. Mrs. Holmer reported that as the second Monday in November is the Veteran's holiday, the library would be

closed. She proposed that the November Commission meeting be held on the first Monday of November. A motion to change the November Commission meeting to Monday, November 5 was duly made, seconded and unanimously approved.

3. Staff Communications

1. There will be two author events held at the main Library in October. Both are co-sponsored with Kepler's.
2. The PLS One book, One-community events are continuing. Events are being held at all system libraries with the keynote event at the San Mateo Performing Arts Center. The Friends are sponsoring program events at the Menlo Park main library. Details on the events for this program can be found at <http://www.plsinfo.org/oboc/events.htm>.
3. Mrs. Holmer noted that Commissioner Charlene Friedman has completed her term of service. A motion was duly made seconded and unanimously approved for the commission to write a note of thanks to Mrs. Friedman for her four years of service. During her time on the commission Mrs. Friedman served as Chair, Vice Chair and secured the pro bono legal services which enabled the smooth start up of the Menlo Park Library Foundation.

D. ADJOURNMENT

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

Next regular meeting is scheduled to take place on Monday, November 5, 2006 at the Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, Secretary to the Library Commission