



LIBRARY COMMISSION MINUTES

Regular Meeting
December 10, 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 6:35 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Kristi Breich, Project Read Advisory Board
Lucia Soto, Project Read Advisory Board

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Project Priorities for the City Council
 - With the agenda, Mrs. Holmer also distributed the memo from Audrey Seymour, the Assistant City Manager, requesting input from the City's commissions regarding the 2008-2009 priority setting process.
 - Last year the Commission recommended that a demographic study be funded for the Belle Haven neighborhood to help determine the direction for library services at the City's branch library. That demographic study was funded and the City, with Mrs. Holmer's input is currently seeking demographers for the work.
 - Kent Stephens, Dept. of Public Works, also forwarded to Mrs. Holmer the reports with came out of the City's Green Ribbon Citizen's Committee (GRCC). The matrix of the GRCC's recommendation included some suggestions for the Library that was discussed for inclusion in the Commission's project priorities report.

- i. Mrs. Holmer will send the electronic versions of both the full report from the GRCC as well as the executive summary for the Commissioners to review prior to the January commission meeting.
 - Discussion then turned to the discussion of the potential benefit of improving the public face of the Library in the community and on the Web.
 - i. Mrs. Sloo distributed the results of an informal survey she did of PLS and Santa Clara country libraries and what their public presence looks like. Mrs. Sloo looked at the libraries websites, and spoke with staff or visited to see how these libraries integrated into the community through programs, coffee shops.
 - ii. A discussion followed on how the enhancement of the Library's web presence may improve the Library's public face and make it a more active venue for the community.
 - iii. Mrs. Sloo and Mr. McDonough will look into some options for the Library's web site.
- 2. Follow-up discussion on presentation to City Council.
 - Mr. McDonough and Mr. Traum met with Council Member Cohen as requested to follow-up on aspects of the Library update presentation Mr. McDonough gave to the City Council in October.
 - Mr. McDonough and Mr. Traum reported that Mr. Cohen is a library user and that he is concerned about the level of library service to the Belle Haven neighborhood. Mr. Cohen also expressed interested in understanding better how the Library Foundation is structured.
- 3. Commissioner Reports:
 - Foundation:
 - i. The Foundation will do a fundraising mailing to 6,000 homes.
 - ii. There is currently \$84,000 in the Foundation's endowment.
 - iii. Bill Critzer has returned as Board Chairperson, he has committed to the position for two years.
 - iv. The Foundation is recruiting for more members to their board. They are especially looking for members who have fund development experience.
 - Friends:
 - i. The Friends held a small book sale that raised \$1,400. This was a one-day sale that opened at 10:00 a.m. and closed at 2:00 p.m.
 - PLS Advisory Board:

i. No report this month.

- Mr. Goyle gave an update on the email effort. Mrs. Holmer has received the email addresses of library users from PLS. A discussion followed on how it could be used.
A subcommittee of Mr. Goyle, Mr. McDonough and Mrs. Sloo was formed to explore recommendations for list usage.
- Mrs. Wellner de Veer shared an invitation to a December party at the home of Beata for Library Staff and Commissioners.

C. BUSINESS ITEMS

1. Approve minutes of the November meeting.
 1. A motion to approve the corrected November, 2007 minutes was duly made, seconded and unanimously approved.
2. Staff Communications
 1. Mrs. Holmer distributed the current contact list for Library Commissioners and asked for corrections.
 2. Mrs. Holmer shared an alert from the California Library Association about potential funding cuts at the state level to the funds used by libraries to support interlibrary loans. There is a potential \$1.6M short fall if the state reduces the level of reimbursal for interlibrary loans. (These loans are very popular with patrons.) Mrs. Holmer will meet with the City Manager to discuss this and will report the outcomes of that meeting to the Commission.
 3. There will be a draft of the library services contract with the Ravenswood City School District for review at the January Commission meeting.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:15 p.m.

Next regular meeting is scheduled to take place on Monday, January 14, 2008 at the Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, Secretary to the Library Commission