



## LIBRARY COMMISSION MINUTES

Regular Meeting  
January 14, 2008 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), Goyle (P), McDonough (P), Tedrow (A), Sloo (P),  
Wellner de Veer (P), Zara (P)

### **STAFF PRESENT:**

Susan Holmer, Director of Library Services  
Kent Stephens, Director of Public Works

### **OTHERS PRESENT:**

Adina Levin, Green Ribbon Citizen's Committee (GRCC)

### **A. PUBLIC COMMENTS**

None.

### **B. INFORMATION ITEMS**

1. Project Priorities for the City Council
  - Ms. Holmer reported that the deadline for the Library's Project Priorities is January 25, 2008.
  - Discussion followed on potential project priorities. Mrs. Sloo and Ms. Zara will work with Mrs. Holmer to create a draft write up. The write up will be discussed in a special meeting of the Commission on January 22, 2008 at 1:30 p.m.
2. Request from GRCC for Library Commission Participation.
  - Mr. Stephens is a City staff liaison to the GRCC and he also coordinates project priorities for the new City budget.
  - Ms. Levin provided some background for the GRCC proposal matrix. The GRCC recommendations were presented to the City Council November 1, 2007. The City Council then requested that the GRCC work with the City commissions for project ideas to be included in next year's budget.

- There are two items in the GRCC proposal matrix geared to the Library Commission.
    - i. Provide education about energy reduction
    - ii. Hold town hall meetings to engage public about GHG reduction recommendations.
  - Discussion followed on how the library might include GRCC items in the project priorities for next year.
- 3. Draft agreement with Ravenswood City School District (RCSD) for library services for FY 2007-2008.
  - Mrs. Holmer distributed copies of the new agreement with RCSD. The old agreement between the City and RCSD was revised to reflect actual usage and staffing of the Belle Haven branch library. The document now needs approval from the City Council and the RCSD governing body.
  - This is a good accomplishment for the Library staff and for RCSD as everyone's roles and responsibilities are accurately communicated.
- 4. Plan for updating the library strategic plan.
  - The last library strategic plan was developed in 2003 to span four years. Library staff last reviewed the strategic plan during the summer of 2007.
  - The previous strategic plan needs to be reviewed to see what was accomplished and what has changed since the plan was put in place.
  - Mrs. Holmer will send copies of the plan to the Commissioners.
- 5. Library email Project – subcommittee report
  - PLS has given Mrs. Holmer the email addresses of MPL patrons.
  - The subcommittee is currently looking into email technology vendors.
- 6. Commissioner Reports.
  - Foundation:
    - i. There is currently \$81,000 in the Foundation's endowment.
    - ii. A decision was made to defer the campaign for the renovation of the children's section to the fall of 2008. The foundation must raise 1/2 of the cost of the project before the Library can get bids on the work.
  - Friends:
    - i. Considering on-line book sales as are done by Friends groups of other peninsula libraries.
  - PLS Advisory Board:

- i. No report this month.

**C. BUSINESS ITEMS**

- 1. Selection of officers for 2008
  - i. A motion to approve the following officers for the year was duly made, seconded and unanimously approved:
    - 1. Chair: Ms. Zara
    - 2. Vice Chair: Mrs. Wellner de Veer
    - 3. Secretary: Mrs. Sloo
- 2. Approve minutes of the December meeting.
  - 1. A motion to approve the corrected December, 2007 minutes was duly made, seconded and unanimously approved.
- 3. Staff Communications
  - 1. A Menlo Park Youth Speaker's Series event with Libba Bray and Shannon Hale will occur on January 22, 2008. This author event is co-sponsored by Kepler's. It is expected that this event will attract 300 people.
  - 2. In the interest of time further staff communication was deferred.

**D. ADJOURNMENT**

The meeting was adjourned at approximately 8:50 p.m.

Next regular meeting is scheduled to take place on Monday, February 11, 2008 at the Menlo Park Library main branch.

Respectfully submitted,  
Anna Zara, Secretary to the Library Commission