



LIBRARY COMMISSION MINUTES

Regular Meeting
February 11, 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 6:35 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Bill Critzer, Menlo Park Library Foundation

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Request from Library Foundation to budget funds from Library Endowment Fund for children's area renovation project
 - Ms. Holmer reviewed the covenants that govern the use of money in the endowment fund
 - Bill Critzer reviewed the budget for the renovation of the children's area and the Foundation's fund raising activities. The project cost has risen from the amount first projected so there are additional funds needed. He requested that the Library Commission request that money from the Library Endowment Fund be budgeted in FY 2008-09 for the renovation project.
 - Mr. Critzer distributed a draft of the brochure that will be part of the fund raising campaign and suggested that a statement of support from the Library Commission, together with statements from the Library Foundation and the Director of Library Services, would strengthen the message. A sub-committee of Ms. Zara and Mr. Traum will work on language for a statement to include in the brochure
 - This topic will be on the agenda for discussion at the March

meeting. A vote may be taken at the April meeting.

2. Review of Project Priorities sent to City Council.
 - Ms. Zara reported that the commission's memo had been forwarded to the Assistant City Manager and will be included in the City Council agenda in March when project priorities
3. Plan for updating the FY 2004-07 library strategic plan:
 - Ms. Wellner de Veer will bring in a sample of a strategic plan updating process to the next meeting.
 - Ms. Zara led the commission through a review of the objectives in the current strategic plan and Ms. Holmer gave details of activities that had been completed or partially completed.
 - Ms. Wellner de Veer suggested that information about the strategic plan and the updating process be shared with the City Council at the commission's next quarterly report to council. She suggested trying a report format called the "dashboard" as the reporting mechanism.
4. Fines and Fees schedule for FY 08-09.
 - Ms. Holmer reported that MPL currently charges a high fine for overdue videos and DVDs from the MPL collection. The fine, \$1 per day, is not charged by other PLS libraries that use the standard \$.25 per day for overdue media. Because of the high fine MPL DVDs are not borrowed by other PLS libraries and are not "holdable". She reported that she will ask that this high fine be reduced to \$.25 when fines and fees are set by the City Council for FY 08-09.
 - Ms. Holmer reported that the Friends of the Library will be asking to have the fee associated with set up and publicity for the annual BookFair waived permanently.
5. Commissioner Reports
 - Foundation:
 - i. No report
 - Friends:
 - i. No Report
 - PLS Advisory Board:
 - i. No report this month.

C. BUSINESS ITEMS

1. Approve minutes of the January meeting.
 1. tabled until March
2. Staff Communications

1. Mrs. Holmer reported that the City Council reviewed the commission attendance report and council liaisons will be contacting commissioners who did not attend at least two thirds of the scheduled meetings.
2. The library issues breakfast has been scheduled for Saturday April 5 at the Stanford Park Hotel. The speaker will be Emmet Carson, Executive Director of the Silicon Valley Community Foundation.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:20 p.m.

Next regular meeting is scheduled to take place on Monday, March 10, 2008 at the Menlo Park Library main branch.

Respectfully submitted,
Susan Holmer, acting Secretary to the Library Commission