



LIBRARY COMMISSION MINUTES

Regular Meeting
April 14, 2008 6:30 pm
Menlo Park Library
800 Alma Street
Menlo Park, Ca. 94025

CALL TO ORDER:

Chair Zara called the meeting to order at approximately 6:35 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Alice Kaufman, Menlo Park Library Foundation (MPLF) board member
Floyd Yearout, Menlo Park Library Foundation board member
Aldora Lee, Menlo Park Library Foundation board member
Bill Critzer, Menlo Park Library Foundation board chair
Jane Wyman, Menlo Park Library Foundation board member
Nancy Flowers, Menlo Park Library Foundation board member
Betty Meissner, PLS Advisory member and Menlo Park Library Foundation Board member
Vickie Richoux, Project Read Advisory Board member

A. PUBLIC COMMENTS

Ms. Richoux, of the Project Read Advisory Board, invited all present to a Project Read learner and tutor event on May 4, 2008 at the Onetta Harris Community Center. Project Read volunteers will be honored by the City of Menlo Park through a City Council proclamation to be given at the April 22 City Council meeting. Mrs. Meissner, also a member of the Project Read advisory board, shared that there are four Menlo Park adult learners who are participating in a six-month leadership and community involvement training institute in San Jose.

Mrs. Meissner, Menlo Park PLS Advisory Board member, wished to thank all who attended the PLS sponsored Library Issues Breakfast. The speaker, Silicon Valley Community Foundation CEO Emmett D. Carson, Ph.D., was informative. At this year's breakfast, Menlo Park was represented by four City Council members, four Library Commissioners, several members of the Friends of the Library and of the Library Foundation.

Mrs. Meissner, a Friend of the Library, commented that the last mini book sale held by the Friends netted between \$800-\$1,000 in sales. On a sad note, Mrs. Messiner shared that long time active Friend Winnie Lusted died recently. A

memorial for Ms. Lusted will be planned.

B. INFORMATION ITEMS

1. Project Priorities request form library to City Council
 - Mrs. Holmer reported that the two project priority requests from the Library Commission to the City Council have been approved. Each project will have a separate account in the City budget. Once the budget has been approved in July, Mrs. Holmer will create a Request for Quote (RFQ) for the web site portion of the projects.
2. Planning for an update for the FY 2004-07 library strategic plan.
 - The methodology for the creation of the current strategic plan was reviewed with particular attention to the role of the Library Commission in that process.
 - Mrs. Holmer shared the budget results measures used by the City to track the Library Department's progress and performance.
 - Discussion followed on how the next iteration of the Library's strategic plan might be a combination of the result measures for the library and an update of the goals in the 2004-07 plan.
3. Planning for next quarterly report to the City Council.
 - Possibilities for what to share in the next report were discussed. These options were discussed:
 - i. Cross promotion with other City departments by making available lists of library materials that relate to work done by other departments. For example, ESL lists at Onetta Harris for use by the Community Services staff, Children's program banner displays with Public Works.
 - ii. Partnerships with local businesses (Kepler's).
 - iii. An update of the last presentation with more details of library usage. Present arguments for increasing Library hours to better serve the community.
4. Commissioner Reports.
 - Foundation:
 - i. There is currently \$93,877 in the Foundation's endowment.
 - ii. The new fundraising brochure has been completed and will be distributed.
 - Friends:
 - i. Reported during Public Comments.
 - PLS Advisory Board:
 - i. Reported during Public Comments.

- Mr. Traum reported that he represented the Library Commission at the City Council meeting where the proclamation for Library Week was made by the City Council.
- Ms. Zara reported on her meeting with Council Member Robinson, the City Council liaison to the Library Commission.

C. BUSINESS ITEMS

1. Request from the Library Foundation to budget funds from the Library Endowment Fund for the children's area renovation project, 3rd discussion and decision.
 - i. A motion to approve the allocation of Library Endowment Fund to the children's room renovation project was duly made, seconded and unanimously approved.
 - ii. Mr. Critzer, chair of the MPLF board, passed out copies of the new MPLF fundraising brochure.
2. Approve minutes of the January special meeting and the March meeting.
 1. A motion to approve the minutes of the January special meeting was duly made, seconded and unanimously approved.
 2. Approval of the March meeting minutes was deferred to the May Commission meeting.
3. Staff Communications
 1. Mrs. Holmer reported on the Friends of the Library funded positive discipline forum held at the City Council chambers. Both the Thursday and Friday evening sessions were fully subscribed with very few no-shows. Comments from participants were very positive. Thank you to the Friends of the Library for funding event that had such positive community impact.
 2. A special story time was held recently at which parental permission was requested to photograph participants. These photos will be used by MPLF for their fundraising materials.
 3. A wireless battery powered people counter will be ordered for installation at the entrance of the main library. This will allow for accurate usage statistics.
 4. There will be a writer's workshop for children at the end of April. This event is co-sponsored with Kepler's and features author Kerry Madden.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:05 p.m.

Next regular meeting is scheduled to take place on Monday, May 12, 2008 at the

Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, acting Secretary to the Library Commission