



# LIBRARY COMMISSION MINUTES

Regular Meeting  
May 12, 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 (P), McDonough (P), Tedrow (P), Traum (P), Sloo (P),  
Wellner de Veer (A)

## **STAFF PRESENT:**

Susan Holmer, Director of Library Services

## **A. PUBLIC COMMENTS**

None

## **B. INFORMATION ITEMS**

1. Library Commission priorities for the coming year.
  - The Commission agreed upon three priorities for the coming year: the Belle Haven branch library, the restoration of some or all of the 6 hours of library hours at the main branch that were lost in 2003 due to budget reductions, and improvement of the library's ability to communicate with patrons through email.
2. Update on the Belle Haven Demographic Study.
  - The completion of the Belle Haven Demographic Study was identified as the first objective for the Belle Haven branch library.
  - Mrs. Holmer gave the Commission an update on the Belle Haven Demographic Study. The study is not yet under way, thanks to some difficulty with finding a demographer. The demographer that was expected to undertake the project is no longer available, so the Library is in the process of identifying another demography firm.
3. Restoration of Library hours.
  - Ms. Sloo and Ms. Zara shared the results to-date of a library patron survey Commission members have begun. The survey, done in written form and in-person interviews, asks patrons if they are happy with the current library hours. If not, they are asked which hours they would like the library to be open. Approximately 2/3 of respondents so far indicated that there are times of day they would like the library main

- branch to be open when it is currently closed.
- Mrs. Holmer expressed a desire to have the library open more hours on Tuesday morning if funds are available, in order to give patrons a consistent opening time during the week. According to Mrs. Holmer, there are regularly 40-50 people waiting outside the library when it opens on Tuesday mornings.
- A motion to appear before the Council on June 3 and ask the Council to fund two additional hours of operations at the main branch in 2008-2009 was made, seconded, and unanimously approved. The Commission will make no recommendation to Council about which specific hours the library should add, believing that decision should rest with the Library staff.
- 4. Project to improve the Library's patron communications with email.
  - Mr. Goyle, Mr. McDonough, and Ms. Sloo volunteered to form a subcommittee to move this Commission priority forward.
- 5. Quarterly Commission report to the City Council
  - Ms. Zara and Mr. McDonough will give the Commission's quarterly presentation to the Council in July.
- 6. Commissioner Reports.
  - Foundation:
    - i. None.
  - Friends:
    - i. None.
  - PLS Advisory Board:
    - i. None
  - Ms. Sloo and Ms. Zara described the results to date of the survey the Commission has begun to understand patron satisfaction with the current library hours. Reported in Information Items.

## **C. BUSINESS ITEMS**

- 1. Approve minutes of the April meeting.
  - 1. A motion to approve the minutes of the April was duly made, seconded and unanimously approved.
- 2. Staff Communications
  - 1. Mrs. Holmer updated the Commission on the progress of the Belle Haven Demographic Study. Reported in Information Items.

## **D. ADJOURNMENT**

The meeting was adjourned at approximately 8:02 p.m.

Next regular meeting is scheduled to take place on Monday, June 9, 2008 at the

Menlo Park Library main branch.

Respectfully submitted,  
Alaina Sloo, Secretary to the Library Commission