



LIBRARY COMMISSION MINUTES

Regular Meeting
June 9, 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 (P),
Wellner de Veer (P)

STAFF PRESENT:

Susan Holmer, Director of Library Services

A. PUBLIC COMMENTS

None

B. INFORMATION ITEMS

1. Priorities for Library Commission FY 08-09

a. Report on the Commission's Request to the City on June 3 to Increase Library Funding – Sloo

i. Ms. Sloo presented the Commission's request to the Council to increase library funding marginally to support 2 additional library hours per week in the coming year. Ms. Sloo presented the results of patron surveys the Commission undertook in front of the library, and also described to the Council the confusion patrons have over the library's Tuesday hours.

ii. Council members expressed a desire to see the library open more hours, but no decision was made to move ahead. Several Council members preferred to postpone the matter to the mid-year budget review in the fall, when the health of the city budget would be clearer.

iii. Ms. Zara and Mrs. Holmer were also in attendance.

b. Belle Haven Demographic Study Update – Holmer

i. Mrs. Holmer reported that the survey is moving forward again and library has identified a couple of good candidates to perform the study, but is still trying to identify a third. The library expects to send out Requests for Quotations in June and July.

2. Subcommittee Updates

a. Library Commission Quarterly Presentation to the Council

i. The Commission's quarterly presentation to the Council will be postponed until August or September in order to make room for the Commission's funding request that was presented to the

Council in June, and to accommodate the limited meeting schedule of the Council in July and August. Ms. Zara and Mr. McDonough will give the presentation to the Council.

b. Library Email Project – McDonough

i. The Email Subcommittee met after the Commission's May meeting and identified action items to move forward with a Library email list to promote library programs.

ii. The Subcommittee, in conjunction with Mrs. Holmer, has decided to put the email project on hold until the new Library Web portal is up and running.

iii. In the meantime, the Subcommittee will investigate the best ways to create a Library email list and document guidelines for its development and use.

3. Commissioner Reports.

a. Friends:

i. The Friends passed a resolution at their last meeting allocating \$100,000 to the Children's Room renovation project.

ii. The Friends will hold their annual summer book fair and the city has agreed to provide services for the fair.

iii. The Friends have begun selling books online through Amazon. They are currently selling approximately 2 books per day.

b. Foundation:

i. The Foundation had no meetings in June or July.

ii. The Commission expressed a desire to build stronger ties to the foundation in the future.

c. PLS Advisory Board:

i. None.

C. BUSINESS ITEMS

1. Approve of Meeting Minutes

a. A motion to approve the minutes of the March meeting was duly made, seconded and unanimously approved.

b. A motion to approve the minutes of the May meeting as corrected was duly made, seconded and unanimously approved.

2. The Library Commission will not meet in July.

3. Outgoing Commission Member

a. The Commission bid farewell to longtime member Anne Wellner de Veer. A new vice-chair and Foundation liaison will be appointed at the Commission's August meeting to replace Ms. Wellner de Veer.

4. Staff Communications

a. Mrs. Holmer updated the Commission on the progress of the Belle Haven Demographic Study. Reported in Information Items.

b. Mrs. Holmer informed the Commission that there have been changes to the Brown Act. The changes will be explained to the Commission at the August meeting.

c. Mrs. Holmer informed the Commission that the Library's summer program kicks off shortly. The sign will go up on Ravenswood promoting the Summer Reading program. The library is using online

registration for the program, which will allow parents and children to register from home. Menlo Park is the only library on the Peninsula to have online registration for Summer Reading.

- d. There has been no news about further cuts to the California State Transaction Based Reimbursement program, but until the state budget is passed, the fate of TBR – and therefore interlibrary loan programs – is unknown.

D. ADJOURNMENT

The meeting was adjourned at approximately 7:35 p.m.

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

Respectfully submitted,
Alaina Sloo, Secretary to the Library Commission