



LIBRARY COMMISSION MINUTES

Regular Meeting
August 11, 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 6:30 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services
Roberta Roth, Literacy Outreach Specialist, Project Read

OTHERS PRESENT:

Kathleen Bates, Project Read Advisory Board member and tutor
Kristi Breisch, Project Read Advisory Board member
Lucia Soto, Project Read Advisory Board member and adult learner

A. PUBLIC COMMENTS

There were no public comments.

B. INFORMATION ITEMS

1. Project Read Taste Desserts Fundraiser
 - Ms. Breisch speaking for Project Read Advisory announced that on Friday, September 6 Project Read will hold it's second annual TASTE DESSERTS! For Literacy fundraiser at the main library. Ms. Breisch issued an invitation to the event to all present. Council Member Heyward Robinson will be introducing the evening's speaker Enriquez Ramirez, a nationally known graduate and promoter of adult literacy programs. The text of the invitation can be seen here: http://service.govdelivery.com/docs/CAMENLO/CAMENLO_205/CAMENLO_205_20080906_070000_en.pdf
The long-term goal of Project Read's fundraising is to raise \$250,000 to pay for the salary of a Project Read director for two years.
 - Ms. Breisch also reported that several of Menlo Park's adult learners are participating in or have participated in the Adult Learner Leadership Institute in San Jose; all adult learners who are on the Project Read Advisory Board have attended this

program.

(http://libraryliteracy.org/resources/leadership/alli_alp.pdf).

- Ms. Breich noted that Project Read is on the agenda of the Friends of the Menlo Park Library's monthly meetings as the Friends are great supporters of Project Read. On behalf of the Advisory Board, Ms. Breich requested that the Project Read be on the Library Commission's agenda every six months to give a program update.
2. Priorities for Library Commission FY 08-09 - update
- Belle Haven demographic study
 - An RFP is being written. One of the three companies contacted by Mrs. Holmer last month are not interested in the project. However, Mrs. Holmer has two additional contacts at Stanford University that she will approach at the end of August.
 - "Green" collection for the library
 - Starting the collection with existing materials.
 - The collection will be located near the Small Business collection behind the reference desk.
 - Library staff will be using "Green" collections at other libraries as a guide for ordering new materials.
 - Library Website redesign
 - Library staff is researching websites. Currently Mrs. Holmer as a quote of \$8,000 for a custom website from a vendor that specializes in library websites and is looking into pricing for a quasi-custom website. Mr. McDonough noted that Benetech, a Palo Alto technology company, might be another possible resource.
3. Subcommittee updates.
- Quarterly report to City Council
 - Ms. Zara walked through an electronic version of a draft slide presentation highlighting recent Library accomplishments and continuing the Bay Area library services comparisons begun in the last Commission update to the City Council.
 - Discussion ensued regarding the presentation contents and flow. The slides will be updated and revisited at the next Commission meeting.
4. Digitization of library materials
- Mr. McDonough found this letter with a request for the increased use of electronic books by the library in the City Council Email Log: <http://ccin.menlopark.org:81/2398.html>
 - A discussion ensued regarding the current level of electronic media available through the library. Ms. Zara volunteered to write a response with information from Mrs.

Holmer on the electronic book and database services subscribed to by the Library.

5. Commissioner Reports

○ Foundation:

- i. No report this month.

○ Friends:

- i. The annual fall book sale is scheduled for the weekend of September 13.

○ PLS Advisory Board:

- i. No report this month.

- Mr. McDonough reported on visits he made to the main library in Minneapolis and to the New York City reference library. In Minneapolis, he met with the head of the Minneapolis Friends and Foundation - this is an elected position. Currently they are working on the merger of the city and county library systems and the merger of the respective Friends organizations. He shared printed material with information on this organization.

Mr. McDonough also brought back a "Library Action Figure" (Nancy Pearl) for Mrs. Holmer to share with the Library Staff

- Ms. Zara shared an article published on Public Agenda at <http://www.publicagenda.org/print/13398> titled "Americans Say Public Libraries Are Essential to 21st Century Communities". This is the executive summary to Public Agenda's 2006 public opinion study *Long Overdue: A Fresh Look At Public Attitudes About Libraries in the 21st Century* (the full report is available at <http://www.publicagenda.org/reports/long-overdue>)

C. BUSINESS ITEMS

1. Election of vice-chair to complete 2008 term.
 - i. This item was deferred to the September meeting.
2. Designation of the liaison to the Library Foundation Board
 - i. This item was deferred to the September meeting.
3. Revisions to the Brown Act.
 - i. Mrs. Holmer reported on a training meeting lead by the City Clerk, which all City department heads attended regarding changes to the 2003 Brown Act – Open Meeting for Local Legislative Bodies. Based on updates to this law, copies of all printed materials distributed Commission meetings will be kept on file in the Library in Mrs. Holmer's office along with print copies of meeting agendas and minutes. Circulation and

Reference Desk staff will be able to direct members of the public to this hardcopy meeting archive. Discussion ensued regarding the potential conversion of printed material to electronic form so that it could be made available on the Library Commission webpage along with the electronic version of the agendas and minutes. The current city software system does not seem to easily allow this to be done.

- ii. A new disclaimer will also be a coda to all Commission Agendas.

[Note: a summary of the Brown Act updates may be found here:

http://www.publiclawnews.com/public_law_news/2008/07/changes-to-the.html]

- 4. Approve the minutes of the June Commission meeting.
 - i. This item was deferred to the September Commission meeting.
- 5. Staff Communications
 - i. This year's San Mateo County Reads "One Book, One Community" selection has been announced and publicity has begun. This year's book is *What is the What* by David Eggers. Details for the program can be found at this website:
<http://www.onebookreads.com/>

This year Menlo Park Library, with support from the Friends, will host two events relating to this countywide program. There will be an African Drumming program on Monday, October 20, 7:00 PM and another on African insects on Saturday, October 18, 12 Noon.

- ii. The Library, as well as Project Read and the Library Foundation, has had a table at the Menlo Park downtown block parties. Response from those attending the events has been good.
- iii. The Library and the Friends have benefited this summer from the work of a Menlo College Work/Study student. For the Library, the student has repaired shelf dividers in the stacks and helped process new A/V materials. For the Friends, the student has helped with scanning of materials offered for sale through the Friends' new on-line bookstore.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:15 p.m.

Next regular meeting is scheduled to take place on Monday, September 8, 2008 at the Menlo Park Library main branch.

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