



LIBRARY COMMISSION MINUTES

Regular Meeting
October 13, 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 6:40 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

A. PUBLIC COMMENTS

There were no public comments.

B. INFORMATION ITEMS

1. Resignation of library commissioner Sanjoy Goyle
 - Mr. Goyle has resigned from the Library Commission due to the demands of his schedule. He has offered to make himself available to the Commission from time to time when it needs assistance with technology-related issues. Mr. Goyle contributed many good ideas and the Commission regrets his departure.
 - An announcement of the open position on the Commission will be posted by the City Clerk. The Commission asked if the library is able to send out an announcement about the open position to any of its event email notification lists. Mrs. Holmer said she would investigate.
2. Status Review on Commission Priorities—update
 - a. Belle Haven demographic study

Mrs. Holmer now has three and possibly four potential suppliers for the demographic study. The Library needs three bidders on the project in order to move forward. Mrs. Holmer believes that the funding originally allocated for the study should be sufficient.
 - b. “Green” collection for library

The library has ordered the first set of materials for the collection. This will be the first “Green” collection in the

Peninsula Library System. The collection will be located in the same general area as other special collections such as the business collection, roughly between the entrance to the main reading room and the reference desk.

c. Library website redesign

Mrs. Holmer and her staff have been meeting with the city Information Technology department to understand what it can support. The library will be purchasing the Web design software recommended by the IT department. Mrs. Holmer also explored the city's capabilities for improving the library's email notifications. For the foreseeable future, the city intends to continue using the GovDocs system to manage email. This creates some limitations for the library. The library is making some interim improvements now to the design of its event notification emails. Within the next two months, we should see some improvements to email notification message format and presentation. The Commission asked if it would be possible to include images in the email messages, as the Redwood City Library does, and Mrs. Holmer said yes.

3. Subcommittee Updates

a. Quarterly report to City Council – review of draft – Zara/McDonough

- Ms. Zara walked through a revised 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.
- The Commission approved the presentation, which will be presented to the City Council on Tuesday, October 21.

b. Email Outreach

- The Commission resumed discussion of the ways in which the library could use email to reach out to the community. Mr. McDonough noted that the city has a new staff member responsible for community engagement. Mrs. Holmer offered to contact this new staff person and report back to the Commission about her goals and how the library might engage with her.
- The Subcommittee is working on a document outlining how the Commission might use the email list from PLS to build an all-library notification system.
- A discussion ensued about appropriate uses of this email list for the library, which the Subcommittee took note of.

4. Commission Procedures and Responsibilities

- a. The Commission had a brief discussion to clarify its roles and responsibilities. The Commission was reminded that that procedure for contacting any member of the city staff is to make

requests through Mrs. Holmer.

5. Commissioner Reports

a. Foundation:

- The first two events held by the Foundation – an author talk by Doreen Cronin and Betsy Lewin on Oct 4 and singer Nancy Cassidy on October 12 -- were very successful. The Foundation is sponsoring one more event on October 18, Fire Chief Harold Schapelhouman.
- The next Foundation meeting will be November 3.

b. Friends:

- The Friends Book Sale generated approximately \$24,000 for the library.
- The Friends have also had a good deal of success with online sales. Since they began in July, the Friends have made sales in excess of \$12,000.

c. PLS Advisory Board:

- A PLS Orientation will be held in October 13, 2008.

d. Commissioner McDonough

- Mr. McDonough reported that the Library Commission Web page needs to be updated by the city. Mr. McDonough noted that the secretary's name should be in bold, Mr. McDonough should be listed as Vice-Chair, and Mr. Goyle's name should be removed.

e. Commissioner Sloo

- Ms. Sloo reported that she will be observing the Redwood City Library teen program over the next several months and will report back to the Commission in several months.

f. Menlo Park Library Youth Services Department

- The Commission commended the Youth Department for doing an excellent job of providing new and better services.

C. BUSINESS ITEMS

1. November and December Meeting Schedule

- The Commission decided to cancel its November meeting, due the scheduling difficulties for several Commissioners. The Commission is only required to hold 10 meetings per year. The next Commission meeting will be December 8.

2. Discussion of the Foundation Liaison Rotation Process.

- The Commission reiterated that it would like the position of Foundation Liaison to rotate among Commissioners. It decided that each liaison would hold the position for three months. A new liaison will be appointed in December.

3. Approve the minutes of the September Commission meeting.

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

4. Staff Communications
 - a. The Library Foundation with Fire Chief Harold Schapelhouman is this Saturday, Oct 18. The Foundation event with Doreen Cronin was held in the Council Chambers, which were packed. The Foundation raised approximately \$1,200.
 - b. The Library has several events coming up connected with the One Book One Community Campaign. This year's book is *What is the What?* By Dave Eggers.
 - o African Insects children's program
 - o African Drumming children's program
 - o Author Event with Keplers: Lucy Spelman, author of *The Rhino with Glue-on Shoes*
 - c. The youth department will be holding a Teen Night After Hours event for children in grades 6-12 on Friday, October 24. Two Commissioners, Mr. McDonough and Ms. Sloo will attend.
 - d. The library will also be offering a program for parents and teens on the subject of how to prepare for choosing the right college.
 - e. The Council approved the architectural contract for the next stage of the design phase for the children's room.
 - f. The Foundation has stated that it is committed to raising \$500,000 for the children's room renovation. After that, it will work on building an endowment for the library.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:25 p.m.

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

Respectfully submitted,
Alaina Sloo, Secretary to the Library Commission