



# LIBRARY COMMISSION MINUTES

Regular Meeting  
January 12, 2009 6:30 pm  
Menlo Park Library  
800 Alma Street  
Menlo Park, Ca. 94025

## **CALL TO ORDER:**

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

## **ROLL CALL:**

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

## **STAFF PRESENT:**

Susan Holmer, Director of Library Services

## **OTHERS PRESENT:**

No one.

## **A. PUBLIC COMMENTS**

None.

## **B. INFORMATION ITEMS**

1. Introduction of New Library Commissioner.
  - Mr. McDonough introduced. Beth Dawson who was recently appointed to the Library Commission. Ms. Dawson introduced herself and shared that she has been working with libraries for several years. While at the University of Texas, Austin she was a student Library Commissioner. She currently is a biology professor at SJSU and works with the SJSU library staff. She is interested in increasing teen involvement with the library and involving the community more with the library.
2. Library Commission Project Priorities for City Council.
  - The City Council goal setting meeting for the 2009-2010 budget year was held on 12/5/2008. On 1/6/2009, the City Council met to refine the summary of goals from their 12/5/2008 meeting. From the 12/5/2008 a list of 18 goals, which Mrs. Holmer distributed, were decided upon. The City Manager would like the list to be winnowed to 5 goals for the upcoming budget year. Most of the goals on the current City Council list are focused on community development and public works departments.
  - Project priorities from City Commissions need to be aligned with

the City Council's goals for the upcoming year and are due on Feb. 12, 2009.

- Mr. Traum, Ms. Dawson & Ms. Zara will meet to create an outline for proposed projects for the 2009-2010 budget.
3. Current outreach activities in the Library.
    - Mrs. Holmer distributed an updated version of the list of library events that were held at the Main Library and at the Belle Haven Branch in 2008.
  4. Commission report to City Council regarding the mid-year budget review
    - At the time of the approval of the 2008-2009 budget, the Library Commission went before the City Council to request that two hours of library service be restored to the Main Library. At that time the request was denied, but the Council indicated that the Commission could come before the Council at the time of the mid-year budget review to revisit the request.
    - The mid-year budget review is scheduled for 2/24/2009, so the Commission should report to the Council on 2/2/2009.
    - Mrs. Sloo and Ms. Zara will ask the City Clerk for time in the Commission Report section of the 2/2/2009 City Council meeting to make the request.
  5. Commission Activity timeline.
    - A second draft of the annual Commission timeline was distributed and discussed.
    - The draft was approved with corrections and will be distributed in its final form in February. An electronic version will also be available.
  6. Planning for Library Commission priorities for 2009-2010.
    - Discussion ensued about the purpose of project priorities and a description was given of projects proposed by the Library Commission, and approved by the City Council, for the 2007-2008 and 2008-2009 City budgets.
    - Discussion ensued on the background for the Belle Haven demographic study (a 2007-2008-project priority) and its role as a first step in the better understanding how a branch library could better serve the whole neighborhood. It has been noted that the current branch library serves the students of Belle Haven elementary school and their parents well, but that few others in the neighborhood use that branch library.
  7. Appointment of sub-committee to the El Camino Real/Downtown Specific Plan Committee
    - The City Council would like a representative from each City

Commission to take part in this citywide committee. The committee will work with the consultant hired by the City to complete Phase II of the El Camion Real/Downtown planning process. This sub-committee is projected to meet at least once per month.

- Mr. McDonough volunteered to be the first representative from the Library Commission to this sub-committee. After the first meeting he will report back on the scope of the committee's work and the time commitment needed.
8. Commissioner Reports.
- Mrs. Sloo shared information on [www.wowbrary.com](http://www.wowbrary.com), a service that was "created to make libraries more visible". This service sends email updates of new library materials available at PLS libraries .
9. Belle Haven Library payment.
- As yet the \$40,000 owed to the City of Menlo Park for Library services from the Ravenswood City School District (RCSD) for the 2008-2009 fiscal year has not been paid. Mrs. Holmer has spoken to the Belle Haven School principal and was told by the principal that the school does not have the funds to pay for library services. If RCSD does not pay for the year's services, there will be a \$40,000 shortfall in the 2008-2009 library budget.
  - It was noted that the overall budget for the Belle Haven branch library is \$290,000 for the 2008-2009 fiscal year.
10. Commission sub-committee reports.
- Email sub-committee
    - i. Mrs. Holmer and Mr. McDonough spoke about using the PLS email list for a small test. A possible topic for the email will be the renovation of the Library's website.
11. Priorities for Library Commission FY 08-09 update
- Belle Haven demographic study
    - i. Mrs. Holmer will send a Request for Proposal (RFP) to four companies within the week. The companies are in Palo Alto, San Mateo, San Francisco and Tallahassee, FL. The companies will have three weeks to respond to the request.
  - "Green" collection in the main Library
    - i. The collection is continuing to grow. A new sign above the collection will be available soon. The Green collection is located near the Small Business collection near the reference desk.
  - Library website redesign
    - i. The Library has received a donation of a copy of Adobe Dreamweaver from Adobe through a staff member's request. This is the software used by the City to create and maintain

- webpages.
- ii. The Library staff is learning how to use the software and will work with City MIS staff to get the need permissions to make changes to the Library webpages.
- iii. A web designer will be hired to create a template design that will be populated by Library staff.

#### **C. BUSINESS ITEMS**

1. Decision to schedule additional January meeting.
  - i. An addition Commission meeting will not be scheduled, as a sub-committee will discuss this.
2. Schedule two Commission meetings to be held at the Belle Haven Branch library.
  - i. Potentially the April 2009 and October, 2009 Library Commission meetings will be held at the Belle Haven branch. Mrs. Holmer will verify that these dates will work with staff schedules. (Mrs. Fagerholm, branch librarian, will attend.)
3. Approve minutes of September, October and December meetings.
  - i. This item was deferred to the February Commission meeting.
4. Staff Communications.
  1. Mrs. Holmer reported on recent teen night at the Main Library. The teen events have been well attended and well received.
  2. Mrs. Holmer met with the Public Works department to determine the costs associated with re-carpeting the entire main library. Depending on the response from Public Works, this would be incorporated into the 2009-2010 library budget.

#### **D. ADJOURNMENT**

The meeting was adjourned at approximately 8:08 p.m.

Next regular meeting is scheduled to take place on Monday, February 9, 2009 at the Menlo Park Library main branch.

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