



LIBRARY COMMISSION MINUTES

Regular Meeting
February 9, 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
Glen Rojas, City Manager

OTHERS PRESENT:

Heyward Robinson, Mayor

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Visit from Mayor Robinson
 - Mayor Robinson. City Manager Rojas and the Council Member Commission liaisons are attending one meeting of each of the city commissions. As Mr. Robinson is also the City Council liaison to the Library Commission, no other City Council member attended.
 - Mr. Robinson thanked the Commissioners for their support.
 - Mr. Robinson noted the libraries have been in the forefront of the changes that have occurred in information technologies over the past ten years. In that time libraries have had to reinvent themselves.
 - Mr. Robinson shared that the City Council will be moving from summary minutes of their meetings to action minutes. This change was facilitated by the fact that the video recordings of the City Council meetings are available to the public at the library. The video recordings enable the essence and tone of the meeting to be captured better than is possible by summary minutes.
 - The City Council set the goals for this coming fiscal year on Monday, February 2, 2009. A press release with those goals is available that this webpage on the City website:
http://service.govdelivery.com/docs/CAMENLO/CAMENLO_1/CAM

- i. Menlo Park has a difficult year ahead and it is possible that the city will run a deficit this year. But there are healthy reserves that have been set-aside for times such as these.
2. Presentation of Commission Satisfaction Survey
 - Mrs. Holmer distributed to each Commissioner this year's Commissioner Satisfaction Survey from the City Clerk's office.
 - The City Clerk needs a 100% response from all Commissions by Friday, February 13, 2009.
 - The survey may be mailed, Faxed or dropped off.
 - After reading the survey several Commissioners had questions regarding to whom the word "staff" referred – the staff liaison (Mrs. Holmer) or the City Clerk. Mrs. Holmer will get clarification from the City Clerk and will report back to the Commissioners via email this week.
3. Commissioner Reports:
 - Ms. Zara passed on requests from a Menlo Park resident, Noria Zaslow regarding library services with respect to children and adults with special educational needs. Mrs. Zaslow's email to Mrs. Zara was distributed and discussed.
 - Mrs. Sloo reported on the Commission report she made to the City Council at the meeting prior to the mid-year '08-'09 budget review. The data for the restoration of two hours of library service was again presented. The City Council decided not to restore those hours of library service at this time. The possibility of adding the restoration of two library hours to the '09-'10 Library budget was discussed.
 - Mrs. Dawson, Mr. McDonough & Mrs. Sloo all attended the 3rd Teen Night at the main Library – that evening's theme was Graphic Novels. Attendance was very good and Library staff has received good feedback from parents whose children have attended.
4. Staff Communications.
 - This agenda item was deferred.

C. BUSINESS ITEMS

1. Discuss and approve the Library Commission Project Priorities for the '09-'10 City Budget.
 - i. Ms. Zara sent an email summary to Mrs. Dawson and Mr. Traum – the members of the sub-committee formed to work through the proposal brainstormed during the January Commission meeting. Unfortunately, the email was sent out late and just Ms. Zara and Mrs. Dawson were able to meet briefly to create the draft proposal. The items discussed were:

1. Staffing and materials for water usage & conservation information and events.
2. School outreach by Library staff with up to date information on school project assignments on the Library's school webpage
<http://www.menloparklibrary.org/school.html>
3. Local business outreach to local chambers of commerce (Menlo Park City chapter and the Belle Haven/EPA chapter).
4. Targeted staff training for Belle Haven on software available for literacy. A local startup, Benetech
<http://www.benetech.org/literacy/>, has some products that may benefit the community.

Discussion ensued on what these potential project priorities would look like and which should be put forward to the City Council. After the discussion it was decided that item number one on water conservation and usage would be beneficial to the community as a whole and would be good to put forward in these tight budgetary times. Mrs. Sloo and Mr. McDonough will write the memo to the City Council on behalf of the Library Commission proposing the project priority.

2. Appointment of Sub-committee to review Belle Haven Demographic Study RFP responses.
 - i. This item was deferred.
3. Approve minutes of October, December & January meetings.
 - i. The October 2008 minutes were reviewed, corrected and approved as corrected by a unanimous vote of the Commission.
 - ii. The approval of the December '08 and January '09 were deferred.
4. Appointment of two Commissioners to the El Camino Real/Downtown Specific Plan Committee.
 - i. This item was deferred.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:40 p.m.

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

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