



LIBRARY COMMISSION MINUTES

Regular Meeting
March 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 (A), Tedrow (A), Traum (P), Zara (P)

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Kathleen Bales, Project Read tutor

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Mid-year budget review & deferral of Library Website project priority
 - Mrs. Holmer reported that at the annual mid-year budget review with the City Manager, each city department was asked to come up with some savings for this budget year. To that end Mrs. Holmer deferred the Library website redesign project priority from the 2008-2009 budget year – a savings of \$6,500. The Library website redesign project has been approved as a project priority for the 2009-2010 budget year.
 - Mr. McDonough asked that the Commission be given prior notice of these types of events. Mrs. Holmer agreed to pass information of this type of City level meeting to the Commission Chair for distribution to the full Commission.
2. Brief review of City Commission policies and Commission Chair established discussion guidelines
 - Mr. McDonough recommended that each Commissioner review the City handbook for commissioners. The information and guidelines in that handbook will be in use at all Commission meetings.
 - Mr. McDonough then presented policies for meeting structure to work towards on topic discussions without digressions or side conversations.
 - Parameters of the Brown Act were also discussed and reviewed.

3. State of the City Address 3/10/09
 - Mr. McDonough noted that all Commissioners are invited to attend. The mayor will speak for 30 to 45 minutes.
4. Library Issues Breakfast 4/25/09
 - This year's breakfast will again be at the Stanford Park Hotel. The speakers will be State Senator Joe Simitian and Mary Hughes, a Bay Area political consultant. Invitations will be available later this month, all are encouraged to attend
5. Commissioner Reports
 - Mrs. Soto, Mrs. Sloo & Ms. Dawson met with Judy Fagerholm, Librarian for the Belle Haven branch library, for an overview of the operation and use of the branch library.
 - The branch has received computers from the Gates Foundation as well as software upgrades. There are now 8-10 computers available for patron use.
 - More teens and adults are using the library than when Mrs. Fagerholm last reported to the Commission in 2004. Most of their library use, however, is of the computers.
 - Mrs. Fagerholm also noted that the safety and discipline issues that were discussed several years ago have decreased. She feels that this is a direct result of the older children having learned how to use libraries during their elementary school years.
 - Discussion ensued about the possibility of joining with the Recreation Dept. to offer programs for teens at the branch library.
 - A request for an update on the PLS System Advisory board was made by Mrs. Zara. The city's PLS System Advisory Board representative will be invited to the May or June Commission meeting.
 - Mr. McDonough distributed a packet of articles to provide some history on the impact of the budget on Library Services.
6. Staff Communications
 - Mrs. Holmer reported on the status of the 2009-2010 budget process. On 3/17/09 the City Council will discuss the project priorities they received from the city Commissions. The City Council will also give direction to the City Manager on the budget process.

C. BUSINESS ITEMS

1. Discussion and planning for the library Commission priorities for FY '09-'10.
 - i. Discussion ensued on the possibility of working towards a tax or bond measure for the Library which would fully fund operations

in both library locations. The last Library bond measure was in 1989. A new bond measure's goal may include a freestanding branch library in the Belle Haven neighborhood.

- ii. Discussion ensued on the possibility of a freestanding branch library. It was noted that the relationship with the school district has been difficult and that the current branch library is almost solely a children's library that serves only a small part of the neighborhood area.
 - iii. The return of Meet Your Commissioners was also discussed. The potential of using video to illustrate community opinions about library service.
 - iv. A motion was made seconded and unanimously approved to adopt the above list as the priorities for the Library Commission during 2009.
2. Appointment of sub-committee to review Belle Haven Demographic study RFP responses
 - i. Mr. Traum and Ms. Zara volunteered to assist in the RFP review.
 3. Appointment of 2 commissioners to the El Camino Real/Downtown Specific Plan Committee
 - i. Mr. McDonough will be one of the Commission's liaisons to the committee. With Mr. Tedrow or Ms. Zara being the other – which will be determined at the next Commission meeting.
 - ii. The goal of the Committee is to increase the City's tax base.
 4. Discussion and appointment of commissioner to deliver next report to the City Council
 - i. Mr. McDonough will deliver the next Commission report to the City Council. The report will happen after the Council has set the budget priorities for the coming fiscal year.
 5. Approve minutes of December, January & February meetings.
 - i. The December 2008 minutes were reviewed, corrected and approved as corrected by a unanimous vote of the Commission. Mrs. Sloo will send a corrected version of the minutes to Mrs. Holmer for posting to the Commission webpage.
 - ii. The January 2009 minutes were reviewed, corrected and approved as corrected by a unanimous vote of the Commission. Mrs. Zara will send a corrected version of the minutes to Mrs. Holmer for posting to the Commission webpage
 - iii. The February 2009 minutes were reviewed, corrected and approved as corrected by a unanimous vote of the Commission. Mrs. Zara will send a corrected version of the minutes to Mrs. Holmer for posting to the Commission webpage

D. ADJOURNMENT

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

Next regular meeting is scheduled to take place on Monday, April 13, 2009 at the Menlo Park Library main branch.

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