



LIBRARY COMMISSION MINUTES

Regular Meeting
May 11, 2009 6:30 pm
Belle Haven Branch Library
413 Ivy Drive
Menlo Park, Ca. 94025

CALL TO ORDER:

Chair McDonough called the meeting to order at approximately 7:10 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services
Judy Fagerholm, Belle Haven Branch Librarian
Alice Bradshaw, Project Read Staff
Roberta Roth, Project Read Staff

OTHERS PRESENT:

Kristi Breisch, Project Read Advisory Board
Mary Hower, Project Read Advisory Board
Andrea Herz, Project Read Advisory Board
Betty Meissner, PLS Advisory Board member for the city of Menlo Park

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Project Read Update.
 - Ms. Herz and Ms. Hower presented an update of Project Read's current status to the Library Commission.
 - It was shared that to date, the number of volunteer hours by Project Read tutors had increased over last year at this time. Many new Project Read volunteers have come through VolunteerMatch.org and the Mid-Peninsula chapter of the National Charity League (<http://nclmidpen.org/>).
 - Project Read's fundraising efforts are also going well. Forty local businesses have contributed towards Project Read fundraising events.
 - Project Read sends volunteer tutors to the Menlo Park Senior Center at Onetta Harris, the Main Library, Sequoia Adult School and to the Menlo Park Veterans Administration facility.
 - It was noted that Project Read is a program of the California State Library's Literacy Services (CLLS). CLLS has new public service announcements (PSAs) for Project Read featuring adult learner

stories. One of these PSAs was played for the commission. That PSA and the others may be viewed at <http://libraryliteracy.org/>

- The Project Read Advisory Board is in the process of creating a 501(c)(3) organization. Once this organization is created Project Read will be able to apply for more grants and potentially may receive more state level literacy program funds. It was noted that Project Read has used the Friends of the Menlo Park Library as a pass through organization for funds that Project Read has raised. This arrangement has caused Project Read to not be eligible for some grants as the grantors are uncomfortable with pass through arrangements as they cannot be sure where the funds actually go.
 - Discussion ensued on the categories of learners served by Project Read. Currently most adult learners are native Spanish speakers.
2. Peninsula Library System (PLS) Advisory Board Update
- Mrs. Meissner was congratulated by the Commission for serving two terms as Menlo Park's representative to the advisory board.
 - There will not be another appointment from Menlo Park to this body as the PLS Advisory Board is dissolving due to the planned library system consolidation. This consolidation will begin on May 15, 2009 with the signing of a joint powers agreement creating the Pacific Library Partnership. This new organization will combine all libraries from the following library systems:
 - i. Bay Area Library and Information System (BALIS) <http://www.baylibraries.org/>.
 - ii. Monterey Bay Area Cooperative Library System (MOBAC) <http://www.mobac.org/>
 - iii. Silicon Valley Library System (SVLS) <http://www.svls.lib.ca.us/>
 - iv. Peninsula Library System (PLS) <http://plsinfo.org>
 - Planning for the library system consolidation began in 2006 and in early 2008 each of the four systems approved the consultation plan. The first meeting of the PLS Advisory Board of 2009 approved the consolidation plan on behalf of PLS.
 - The transition to the Pacific Library Partnership will begin on July 1, 2009 and it is expected to be complete in two years.
 - This consolidation effort was undertaken based on a desire on the part of the State Librarian to merge library systems that work together.
 - Because PLS libraries have a shared catalog, shared circulation and a shared building to house those services, PLS will remain as an entity even after the completion of the library system consolidation. BALIS, MOBAC and SVLS will continue to exist as JPAs but all their activities will be done under the Pacific Library Partnership.
3. Preliminary library budget.
- On May 12, 2009 there will be a City Council budget workshop to

discuss the '09-'10 project budget short fall of \$125,000. In addition to the short fall there is also a concern that the state will grab 8% of city property tax through a provision of the 2004 proposition 1A which allows the state to "borrow" funds from cities and counties in times of budget stress.

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4. PLS Library Issues Breakfast report

- As PLS will not have a budget for this event after the consolidation into the Pacific Library Partnership, this was likely to be the last Library Issues Breakfast.
- This year's speakers were State Senator Joe Simitian and his wife and political consultant Mary Hughes.
- In speaking with Ms. Hughes, Mr. McDonough learned that she has worked on library bond measures in the past (she was involved with the San Jose and San Mateo measures). She may be invited to come and share with the Commission her experiences on raising funds for new libraries.

5. Library usage statistics update

- Mrs. Holmer shared that the people counter at the entrance of the main library has been installed and is currently in a shake down period. Data should be available on library usage by day and time range within the month.
- Internet session statistics are also available. It was requested that it be determined if Internet session statistics can also be subdivided into day and time range. Mrs. Holmer will look into this.

6. Commissioner Reports

- Menlo Park Library Foundation: Mrs. Sloo reported that the Foundation is \$15,000 short of their goal for the children's remodel and services. They are currently planning on kick off events for the fall.
There is currently an issue with the construction schedule of the remodel; construction will not begin in May as hoped. The Foundation board will not meet again until September 2009.

Mr. McDonough met with Bill Critzer, Foundation board president, to share what he learned about the White Plains, NY library Foundation during a visit to that city.

- Friends of the Menlo Park Library: Mr. Tedrow reported that the Friends have sold many books through Amazon.com. Many of these books would not have been sold in the Friends Bookstore. Sales in the Friends Bookstore have not declined. Currently on-line sales have grossed \$60,000.

7. Staff Communications.

- Mrs. Holmer attended a Redevelopment Agency meeting where their

five-year plan was discussed. This was one in a series of public meetings on this topic. A new building for a library in the Redevelopment District is not on the city's list for fund use. However community members who attended the meeting suggested enhancing and expanding library services as being a good use of Agency funds. (Information on the Redevelopment Agency may be found here <http://www.menlopark.org/departments/hsg/cda.htm>.)

- The latest Teen Night at the main library was attended by 39 teens, all of who pre-registered for the event. (Some people were turned away because they had not pre-registered.) Those who attended and attended other Teen Nights preferred the smaller size.
- Teen Night in Belle Haven would be run jointly with Community Services.
- Mrs. Holmer described the delay in the projected start to the main library's children section remodel. City regulations require that there be an open public bid process for contracts to be awarded. Currently the time line indicates a December 2009 completion date.
- Mrs. Holmer indicated that there plans for the annual volunteer appreciation event. Details to follow.

C. BUSINESS ITEMS

1. Future pursuit of additional funding sources for library
 - i. Mr. McDonough gave a history of plans for potential sources of funding for new library services.
 - ii. For the June Commission meeting Mrs. Holmer was asked to have an outline of a "dream budget" to start discussion. Ms. Zara will check with the county tax assessor for the number of households and businesses in Menlo Park as a whole and in the Redevelopment Agency Area. All commissioners were asked to read the budget information before the next commission meeting.
 - iii. At this point in the discussion, Mr. Tedrow excused himself due to the lateness of the hour.
2. Library website and possible Spanish translation
 - i. Discussion ensued on the possibility of adding translation capabilities to the Library's website. Ms. Zara noted that the City of Boulder, Co has a Google translation service available at the bottom of city webpages - <http://ci.boulder.co.us/>.
 - ii. Any changes to the Library's website would need to go through city MIS. Funding for this activity is crucial – but it was thought to be helpful to do some preliminary investigation
 - iii. A motion was made, seconded and carried unanimously to begin an investigation on a multi-lingual website. Mrs. Sloo volunteered to begin the investigation.

3. Proposal for a special meeting of current and past Library Commissioners and representatives of other library support groups.
 - i. A motion was made, seconded and voted upon to hold this special meeting.
 - ii. The motion carried 4:1 (Nay – Traum).
4. Next commission report to City Council.
 - i. It is hoped that a report can be made to the City Council at their May 19, 2009 meeting.
 - ii. Mr. McDonough reviewed possible topics:
 1. Comparative report on library features in White Plains, NY and San Francisco.
 2. Summary of the Library Issues Breakfast points.
 3. \$5,300 donation to the teen and main section of Graphic Novels.
 4. Teen Nights
 5. Busy day counter
 6. Nancy the singing librarian
5. Cancellation of a Library Commission meeting in summer 2009
 - i. A motion was made, seconded and unanimously carried to cancel the July and August Commission meetings.
6. Approve minutes April 2009 meeting
 - i. This item was deferred to the next Commission meeting.

D. ADJOURNMENT

The meeting was adjourned at approximately 9:07 p.m.

Next regular meeting is scheduled to take place on Monday, June 8, 2009 at the Menlo Park Library main branch.

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