



# LIBRARY COMMISSION MINUTES

Regular Meeting  
September 14, 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 6:35p.m.

## **ROLL CALL:**

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

## **STAFF PRESENT:**

Susan Holmer, Director of Library Services

## **A. PUBLIC COMMENTS**

None.

## **B. INFORMATION ITEMS**

### 1. Preliminary library traffic figures

- Mrs. Holmer distributed a brief spreadsheet with the monthly totals thus far. May was the first month when traffic into and out of the library was monitored, however the data for May is not accurate as during that month it was necessary to reinstall the counter twice.
- Mrs. Holmer also described some of the features of the traffic counting device. It is not able to capture individuals when groups of people enter the library – this implies that the traffic counts just after the library opens (when there is a bunch of people waiting for the doors to open) will not be accurate. The device has been calibrated to be able to count strollers – which are great in number just before and after library story times.

### 2. Commissioner Reports

- New City Gym Project
  - Mr. McDonough reported that the project for the new gym was approved by the City Council and is moving forward. Next the planning details will be developed. The City Council did give direction to the City Planning to do traffic studies after the gym opens.
  - The chair of the Planning Commission, Henry Riggs, contacted Mr. McDonough; Mr. Riggs would like a joint letter from the Planning and Library Commissions to the City Council to discuss the gym drop-off area for the gym. Mr. McDonough will coordinate a meeting with Mr. Riggs for this purpose.

- Park & Rec Commissioner, Nick Naclerio would like to meet with the Library Commission to discuss communication with the public once construction of the gym begins.
- It was noted at this time, that construction for the remodel of the main Library's Children's Section will begin in October. Concern was expressed that there may be a construction staging area conflict with the gym construction.
- Project Read
  - Mr. McDonough reported that he met with Kristi Breisch, of the Project Read Advisory Board to discuss the upcoming Project Read fundraiser "Taste Desserts for Literacy." The event will be held on Sat., Sept. 26 at the Main Library.
- New Library Commissioners
  - There are currently three open seats on the Library Commission. Ms. Dawson resigned from the Commission when she and her family moved out of Menlo Park. Mr. Tedrow and Mr. Traum completed their second four-year term in August 2009 and are termed out. As there aren't new Commissioners yet, Mr. Tedrow and Mr. Traum's terms have been extended until new Commissioners are appointed by the City Council. Unfortunately, Mr. Traum did not anticipate this and now has a conflict with the Commission meetings as he is taking a class on Monday evenings.
  - Mrs. Holmer and Mr. McDonough reported on discussions with the City Clerk to have the Commissioner terms expire in January instead of in August as a January timeframe aligns with the election of new Commission leadership.
- Friends of the Menlo Park Library
  - Mr. Tedrow reported that the big annual book sale would be held over the weekend of Sept. 19-20.
  - Mr. McDonough pointed out a letter from Tom Goode, Director at Large of the Friends, in the latest Friends of the Menlo Park Library newsletter regarding the potential impact of the new gym on Library parking. Mr. McDonough requested that all Commissioners read this article and newsletter.
- Menlo Park Library Foundation
  - Mrs. Sloo reported that the Foundation is currently looking for additional board members and a new board chair.
- PLS Advisory Board:
  - Ms. Zara requested that there be a description and discussion of the new area libraries' joint powers authority – Pacific Library Partnership (PLP). This is the replacement of the PLS Cooperative Library System and its advisory board. Mrs. Holmer will have a presentation ready for a future Commission meeting.
- Other reports:
  - Mr. Tedrow made the request that the process for hanging art at the Circulation desk be re-evaluated as not all material hung by the Menlo Art League blends in with the Library's overall décor.

### 3. Staff Communications

- Mrs. Holmer reported that the Children's Section renovation project is going to bid and that on Sept. 22 interested contractors will do a walk through of the Library. The contract for the project will be awarded to a contractor at the first City Council meeting of October.
- Long time Librarian Beata Bartholomay retired at the end of August; she was the head of Circulation. Currently her position will not be filled as all vacant City positions are being evaluated. Librarian Nick Szegda will be the acting head of Circulation as the circulation staff configuration is being assessed (it was noted by Commissioners that Mr. Szegda wears many hats for the Library. Along with acting head of Circulation, Mr. Szegda ably heads Collection Development.)
- Mrs. Holmer noted that for a vacant City position to be filled at this time a full needs analysis of that position must be done to justify the need for the new City employee. The City is expecting budget issues in the '10-'11 budget and thusly, vacant positions are being filled only if they are deemed absolutely necessary. Given this departments will need to adjust their service levels accordingly.
- Mrs. Holmer reported on the status of discussions of the Ravenswood City School District's (RCSD) regarding their contribution for the operation of the Belle Haven Branch Library. In a meeting with the City Manager and Asst. City Manager, the RCSD representatives indicated that RCSD would not be paying its contractual fee for Library services for either last fiscal year ('08-'09) or for this fiscal year ('09-'10). The City Manager has yet to decide what impact this decrease in the Library's operating budget will have.
- In response to the report on the RCSD discussions, Commissioners asked what staff was added to the Library when the Belle Haven Branch was opened. Mrs. Holmer reported that a Librarian III, branch head, and eventually three part-time Library Assistants and a page were added when the Branch was opened. Currently the Library has 55 employees who work the hours equivalent to 19 full time employees. Only 6 Library staff are full time (40 hours per week) employees. Many of the part-time less than 20 hours per week positions) employees are filling non-benefited positions.

### **C. BUSINESS ITEMS**

#### 1. Future pursuit of additional funding sources for library

- Mr. McDonough distributed a spreadsheet he developed with the assistance of City Finance Director, Carol Augustine, which outlines background for a potential parcel tax for Library future Library projects.
- As preparation for future discussion, Mr. McDonough asked Mrs. Holmer to share her dream budget for Library Services. Mrs. Holmer shared a dream

budget she developed in 2002 when she was first hired as Director of Library Services. Much of what this sheet described is still in need of being filled. Most of what was needed then is still needed now.

2. Approve minutes – May 28<sup>th</sup> special meeting and June regular meeting
  - May 28 special meeting minutes were approved as corrected.
  - June regular meeting minutes were approved as corrected.

#### **D. ADJOURNMENT**

The meeting was adjourned at approximately 8:05 p.m.

Next regular meeting is scheduled to take place on Monday, October 12, 2009 at the Menlo Park Library main branch.

Respectfully submitted,  
Anna Zara, Secretary to the Library Commission