



LIBRARY COMMISSION MINUTES

Regular Meeting
January 11, 2010 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), Hamilton (P), Sloo (P), Soto (A), Vasudeva (P), Wangberg (P), Zara (P)

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

No one.

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. 2010 and Beyond City Planning Process

- Ms. Holmer shared that City Manager Rojas has reorganized the management staff and has consolidated several management positions. With the re-organization Ms. Holmer is no longer the Interim Director of Community Services. Cherise Brandell is now the Director of Community Services as well as the Community Engagement Manager and the Housing Agency manager.
- In this re-organization, the Library Services, Community Services, Personnel and Information Technology departments now report to the Assistant City Manager Starla Jerome-Robinson.

2. Recognition of retiring commission members.

- In August 2009 Commissioners Arthur Traum and Jim Tedrow each completed their second terms and retired from the Commission. Mr. McDonough distributed letters of thanks for Mr. Traum and Mr. Tedrow for current Commissioners to sign. Ms. Holmer will mail the signed letters.

3. Annual meeting of commission chairs & vice-chairs on 1/13/10

- This coming Wednesday will be the annual meeting for city Commission Chairs & Vice-Chairs. The meeting will be held in the City Council chambers and given the short notice if the new Chair and Vice-Chair are not able to attend, Mr. McDonough volunteered to represent the Library Commission.

- The main purpose of this year's meeting is to discuss the new Capital Improvement Program that will take the place of the Project Priorities Program as the mechanism for Commissions to influence City projects.

Discussion ensued giving an overview of previous Library Commission Project Priorities.

4. Commissioner Reports

- Friends of the Menlo Park Library – Mr. McDonough
 - Mr. McDonough attended the December 2009 and the January, 2010 meetings. It was announced at the January meeting that the on-line book sales grossed \$97,000 in 2009.
 - The Friends, and Commissioners, were invited to the ground for the new gym. At that ground breaking the Library Commission with thanked. The City Council wants to be informed immediately if there are parking and/or traffic problems.
 - The Friends have started a new fundraising drive with the goal to build a new main library.
- Menlo Park Library Foundation – Ms. Zara
 - Ms. Zara attended the December, 2009 Foundation meeting on behalf of Ms. Sloo as Ms. Sloo was out of town.
 - There was a discussion of Foundation board members. The nominating committee presented their candidates for board openings. Bill Critzer was re-elected as president of the board for 2010. Jack Jorgenson has resigned from the board, and Alice Kaufman will be resigning as recently moved to Marin County.
 - The Foundation will be creating a display for the Library entry display case for the month of February. The focus will be on the Children's section. There will also be a celebration for the re-opening of the Children's section.
 - There will be a celebration of the Children's area renovation in February. The Foundation has given \$75,000 to the City for its contribution to the Children's area renovation.
 - Their next meeting will be on Tuesday, January 12, 2010.

5. Staff Communications

- Main Library Renovation news
 - Ms. Holmer reported that there is a Children's room now in the main Library's downstairs Community Room; there is also a teen section on the main floor near the stairs. Materials in both areas are a browsing collection as Menlo Park's children's collection is no longer visible through the PLS catalog. This will affect the Library's circulation numbers.
 - As part of the creation of a young adult/teen area in the main wing of the building, the Free Bin has lost its spot. This is disappointing to patrons. Also, the Library has stopped accepting donations of magazines as these were put into the Free Bin.
- PLS has applied for a Federal Stimulus grant. The purpose of the grant would be to purchase the technology to use Radio Frequency Identification (RFID) for all library materials. This would allow for more use of self-check

stations there by freeing staff for more customer service. The grant is for the hardware associated with RFID but not for the tagging of all library materials. That would be an additional cost.

- The city of Mountain View libraries converted to RFID six months ago, their system includes a mechanical sorter of returned library materials. San Mateo City Library also opened their new library with RFID and a mechanical sorting system two years ago.
- Ms. Holmer will be meeting with the demographers that were awarded the Belle Haven demographic study in February 2010.

C. BUSINESS ITEMS

1. Nomination of Chair, Vice-Chair and Secretary for 2010
 - Discussion ensued regarding the roles and responsibilities of Commission officers. It was noted during this discussion that Commissioner Soto has attended very few Commission meetings in 2009. The new Chair will contact Ms. Soto to determine her status with respect to Commission membership.
 - The motion was made, duly seconded and unanimously agreed to the following leadership slate for 2010:
 - Chair: Ms. Zara will be Commission Chair until the completion of her second Commission term in August 2010. At that point a new Chair will be elected.
 - Vice-Chair: Mr. McDonough will be Commission Vice-Chair
 - Secretary: Ms. Holmer will take the Commission meeting minutes until a new secretary is appointed. During that time the format of the Commission minutes will change from summary minutes to action minutes.
2. Future pursuit of additional funding sources for library
 - The sub-committee did not meet, so Mr. McDonough had no new information.
 - Ms. Sloo will set up a sub-committee meeting for later this month.
3. Commission communications with City Council
 - The presentation is complete except for the insertion of the 2008-2009 circulation data.
 - A motion was made and duly seconded for the presentation as reviewed to be presented by Mr. McDonough to the City Council. The motion carried unanimously.
4. Approve minutes – November regular meeting, November Special meeting, and December regular meeting.
 - The November regular meeting minutes were approved as corrected.
 - The November special meeting minutes were approved as corrected
 - The December regular meeting minutes were approved.
5. Belle Haven Library master plan
 - Work towards including the Belle Haven neighborhood association in the discussions regarding a freestanding branch library.
 - Further conversations with the Ravenswood City School District and the Belle Haven administration have occurred. The school administration has stated that the current level of school library support isn't necessary. So work will begin on planning new hours for the library that will make the branch more of a community library. Toddler and pre-school storytimes are Library programs and those will be maintained at the current levels but the times may change.

PUBLIC COMMENT #2 (Limited to 30 minutes)

None.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:30 p.m.

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

Respectfully submitted,
Anna Zara, Secretary to the Library Commission