



LIBRARY COMMISSION MINUTES

Regular Meeting
February 8, 2010 6:30 pm
Menlo Park Library
800 Alma Street
Menlo Park, Ca. 94025

CALL TO ORDER:

Chair Zara called the meeting to order at approximately 6:35 p.m.

ROLL CALL:

Zara, Chair (P,) Hamilton (A), McDonough, Chair (P), Sloo (P), Soto (A), Vasudeva (P), Wangberg (P),

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Bobby English; Betty Meissner.

A. PUBLIC COMMENTS

None.

B. BUSINESS ITEMS

1. Appointment of commission liaison to the Library Foundation
 - Ms. Sloo's year as commission liaison has expired
 - MSP to reappoint Ms. Sloo as Library Commission liaison to the Library Foundation through 2012
2. Appointment of third commission to the Meet Your Library Commission subcommittee
 - MSP to appoint Ms. Vasudeva as third subcommittee member
3. Commission discussion of the new five year capital improvement program
 - Chair Zara explained the new 5 year CIP program which replaces the annual project priority process
 - Commission members discussed priorities that were presented earlier and confirmed the need for the website redesign originally approved, but unfunded, in FY 2008-09.
 - MSP to request that the library website redesign be added to the CIP for FY 2011-12 at an estimated \$26,000
 - Commission members discussed the need for a stand-alone branch library in the Belle Haven neighborhood and potential funding sources
 - MSP to request that funding for building a branch library be added to the CIP for FY 2012-13

4. Sources of revenue for library and library budget discussion
Ms Holmer reviewed the non-general fund money that is available for library expenditures and the amounts available for FY 2010-11.
Ms. Holmer reviewed the proposed reductions in library operations expenditures that are being presented in the mid-year budget review at the City Council meeting of 2/23 and the planning for reduced expenditures for presentation as the FY 2010-11 budget.
5. Commission work plan for 2010
 - Ms. Zara presented the commission work timeline for 2010 and revisions and updates were made to some dates and activities.

C. INFORMATION ITEMS

1. Library policies/procedures review
 - Ms. Holmer reviewed the Library Behavior Policy and explained library procedures for enforcement of the policy. Library Commissioners should refer all inquiries about the policy to the library director.
2. Approve minutes – January regular meeting
 - Minutes were approved as corrected
2. Commissioner reports
 - Mr. McDonough reported on his presentation to the City Council on 1/26/10.
 - Mr. McDonough stated that the funding sub-committee had met and would have a report at the March library commission meeting.
 - Friends of the Menlo Park Library – Mr. McDonough
 - Mr. McDonough attended the February 2010 meeting.
 - Menlo Park Library Foundation – Ms. Sloo
 - Ms. Sloo attended the February 2, 2010 Foundation meeting

Ms. Sloo attended the Project Read Fundraiser which was held at Café Zoe.

2. Staff Communications
 - Main Library Renovation news
 - Ms. Holmer reported that work on the Children's Room remodel had stopped as the contractor did not yet have the carpet that was the next step in the remodel.

PUBLIC COMMENT #2 (Limited to 30 minutes)

None.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:45 p.m.

Next regular meeting is scheduled to take place on Monday, March 8, 2010 at the Menlo Park Library main branch.

Respectfully submitted,
Susan Holmer, acting Secretary to the Library Commission