



LIBRARY COMMISSION MINUTES

Regular Meeting
March 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 6:30 p.m.

ROLL CALL:

Zara Chair (P), Hamilton (P), McDonough (P), Sloo (A), Soto (P), Vasudeva (P) (arr.: 6:40), Wangberg (P)

STAFF PRESENT:

None. Library Director Holmer was ill.

OTHERS PRESENT:

No one.

A. PUBLIC COMMENTS

None.

B. INFORMATION ITEMS

1. Five year Capital Improvement Plan (CIP) update - Zara
 - Ms. Zara shared that the CIP requests from the Library Commission discussed at the February meeting were sent to the Assistant City Manager (all Commissioners were cc'd on the memo). Thus far no feed back has been received regarding that memo with the exception of a question to Ms. Holmer regarding the increase in the projected cost of the Library website renovation.
 - Discussion ensued reviewing the new CIP format.
2. Annual budget process, questions and clarifications - Holmer
 - Item deferred as Ms. Holmer was ill this day.
3. Meet your Library Commissioner (MYLC) - Sloo
 - The main portion of this item was deferred, as Ms. Sloo was unable to attend due to an illness.
 - Ms. Vasudeva shared dates that the sub-committee had thought would be good for MYLC:
 - April 3, 2010 annual Egg Hunt at Burgess Park & Onetta Harris
 - April 25, 2010 Kite Day at Bayfront Park
 - May 14, 2010 Multi-Cultural Day at Onetta Harris
 - September 2010 Friends fall book sale
 - Summer City Block Parties

Due to the timing of the next Commission meeting, it was decided to not have MYLC at the egg hunts, as the Commission would not be able to prepare. All other dates were felt to be good opportunities to reach out to the community.

4. National Library Week Proclamation – Zara

- This year National Library Week is from April 11-17. There is usually a City Council proclamation at the first City Council meeting of April. [This year's theme is "Communities thrive @ your library"
<http://www.ala.org/ala/aboutala/offices/pio/natlibraryweek/nlw.cfm>]
- All Commissioners felt that it would be appropriate for all who could attend the April 6 City Council meeting to do so. We will have a photo taken with the proclamation and the Commissioners who attend with the hope that the Almanac will publish the photo and story of National Library Week. Ms. Zara will contact the Almanac after the City Council meeting.

5. Approve minutes – February Meeting.

- MSP – minutes approved as corrected.

C. BUSINESS ITEMS

1. Finance sub-committee report - McDonough

- Deferred, as the committee was not able to meet since the Feb. Commission meeting.

2. Parking sub-committee report - McDonough

- The sub-committee met the previous Monday and there have been no issues that require attention with respect to parking during this construction phase of the gym project.
- The next sub-committee meeting will be scheduled for some time in August after the opening of the gym. However, if issues arise before then, the sub-committee will meet as needed.
- Currently focused on parking and traffic issues – have requested that the parking regulations be enforced on the Burgess Campus.

3. Children's Room renovation update - Holmer

- Ms. Zara noted that there will be a celebration for the reopening of the Children's section on Saturday, March 27 from 10:00-2:00. Commissioners are requested to attend.

4. Commissioner Reports

- Friends of the Menlo Park Library – McDonough.
 - The Friends are beginning to explore an "adopt a book" program (similar to that used by area schools) to augment the Library's material budget.
 - On-line books sales continue to go well – the highlight recently was a \$228 book sale to someone in Germany. Mr. McDonough shared that he had learned of an emerging issue for the on-line book sales. It appears that Amazon had suspended its affiliates program (this is what Friends organizations use for on-line book sales) in the state of Colorado when that state passed a tax on Internet based sales. The state of California is currently

also exploring an Internet sales tax that could affect the Amazon affiliates program in our state as well.

- As Mr. McDonough will be termed out in August he requested that another Commissioner begin shadowing him as Friends liaison from the Commission. The Friends meet on the first Monday of the month at 10:00 in the Library. Ms. Vasudeva indicated that she would be interested in possibly taking on this role as her office is in downtown making it possible for her to attend their meetings.
- Menlo Park Library Foundation
 - There will be a proclamation thanking the Foundation for its work on raising funds for the renovation of the Children's section at the March 23 City Council meeting. Commissioners
- Commissioners requested that on the next agenda Ms. Homer's meeting with the demographers be reviewed and discussed.

5. Staff Communications.

- None.

PUBLIC COMMENT #2 (*Limited to 30 minutes*)

None.

D. ADJOURNMENT

The meeting was adjourned at approximately 7:15 p.m.

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

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