



LIBRARY COMMISSION MINUTES

Regular Meeting
April 12, 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 6:36 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

None

A. PUBLIC COMMENTS

None.

B. BUSINESS ITEMS

1. Approval of May meeting location at Belle Haven Branch Library
 - MSP to hold the May 10, 2010 meeting at the Belle Haven Branch Library
2. Annual budget process, questions and clarifications
 - Holmer reviewed the process to develop the annual city budget and the new Five Year Capital Improvement Plan. Further details about the non-selected proposed Library Commission Priorities will be requested.
 - MSP to write to the Deputy City Manager asking for clarification and project status
 - Possible reductions to library and other city services were briefly discussed.
3. Five year capital improvement program memo
 - Chair Zara questioned the timing of carpet replacement for the main library
 - MSP to write to the Deputy City Manager asking for explanation of the carpet replacement timelines for city buildings
4. Meet your library commissioner

Sloo reported for the subcommittee and related possible locations where the Meet Your Library Commission table would appear. Duties were assigned.

MSP to attend the Multicultural Event taking place at the Onetta Harris Community Center on May 14, 2010.

5. Approve minutes – March 2010 meeting
 - MSP approve the minutes as corrected

C. INFORMATION ITEMS

1. Belle Haven Demographic Study -
 - Holmer reported that the demographers have been in contact with her and that the study is nearly complete.
2. Finance sub-committee report
 - McDonough reported for the sub-committee which is looking at options including a parcel tax for library services and a bond measure for infrastructure improvements.
3. Allocation of funds from the Library Endowment for upgrading library circulation system
 - Holmer reviewed the process for spending funds from the Library Endowment; funds are being sought to jumpstart the tagging of library items for the countywide RFID (radio frequency identification) project. Commission will discuss this again at the May meeting before voting at the June meeting.
4. Commissioner reports
 - Vasudeva attended the Friends of the Library Board meeting in April and gave a report
 - Commissioners attended the Grand Opening of the renovated children's room and gave their impressions of the day
5. Staff Communications
 - Main Library Renovation news
 - Holmer reported that Engineering is working with the building contractor on the punchlist of problem areas still existing in the children's room renovation.

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

None.

D. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

Next regular meeting is scheduled to take place on Monday, May 10, 2010 at the Menlo Park Library Belle Haven Branch.

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