



LIBRARY COMMISSION MINUTES

Regular Meeting

June 14, 2010

6:30 pm

Menlo Park Library

800 Alma Street

Menlo Park, Ca. 94025

CALL TO ORDER

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

STAFF PRESENT:

Susan Holmer, Director of Library Services
Starla Jerome-Robinson, Asst. City Manager
Margaret Roberts, City Clerk

A. PUBLIC COMMENT #1 (*Limited to 30 minutes*)

None

B. BUSINESS ITEMS

1. Development of Commission Work Plan – Zara/Jerome-Robinson/ Roberts
 - The Library Commission needs to develop a Mission Statement and Priorities per the Commission Work Plan Guidelines by December per the Asst. City Manager.
 - Commissioners should submit bullet points for the Mission Statement at July meeting (if we can't be at that meeting, send only to Chair Zara) – each Commissioner should speak with 5 members of the public for input prior to developing the Mission Statement. Each Commissioner should each ask the 5 people if they think the Library Commissioners are doing their jobs.
 - McDonough to review Mission Statements/Priorities of other Library Commissions for ideas.
2. Meet your library commissioner – Sloo
 - Subcommittee Sloo, Vasudeva, and McDonough to develop list of questions for Meet your Library Commissioner events.
 - Motion approved to have Meet your Commissioner events during Block Parties on June 23 and August 11 from 6:00 – 8:00 p.m.
 - We will have a Meet your Commissioner event also during a Farmer's Market in July. Vasudeva will create a flyer about library books including cookbooks and those about using local foods.

3. Approve minutes – April & May meetings
 - No corrections for April Minutes
 - Zara and Vasudeva submitted changes for May minutes.
 - MSP - April minutes as written and May minutes as corrected.
 - We will add Staff Appreciation – ways to appreciate them – to our agenda for next month.
4. Allocation of funds from Library Endowment for upgrading library circulation system, 3rd discussion and vote– Holmer
 - Motion approved to use remaining Library Endowment funds for the RFID program prior to CIP funds approval for FY2011/12. Total Endowment Fund is approximately \$12,000.

C. INFORMATION ITEMS

- D. FY 2010-11 Proposed Budget – Holmer
 - Library eliminating a Librarian III position at 30 hours (currently vacant) – no staff eliminations at Belle Haven. Reduction in temporary staff hours (no layoffs of people) at the main library by \$10,000 beginning July 1, 2010 – will close 9 additional days in 2010/11 around Monday holidays, and will reduce adult services desk hours on Wednesdays to close after 6 p.m.
1. Finance sub-committee report – McDonough
Defer
2. Review of library strategic plan – Zara/Holmer
 - Commissioners received a copy of the Strategic Plan and background report to City Council which accompanies the Strategic Plan for discussion at the Sept. meeting.
3. Commissioner reports
 - Sloo presented to City Council on May 25, 2010 comments from Belle Haven library users. The feedback about the importance of the Belle Haven library was well received by the Council.
 - Vasudeva provided an update from the Friends meeting – average book sales have been \$6,000/month from July 1 – May 31. The Friends Book Fair will be big in Sept. We should consider a Meet your Library Commissioner event.
4. Staff Communications
Defer

PUBLIC COMMENT #2 (Limited to 30 minutes)

None

D. ADJOURNMENT at approximately 8:30 p.m.