



## LIBRARY COMMISSION MINUTES

Regular Meeting  
September 13, 2010

6:30 pm  
Menlo Park Library  
800 Alma Street  
Menlo Park, Ca. 94025

**CALL TO ORDER at approximately 6:30 p.m.**

**ROLL CALL:** Chair Zara (P), Hamilton (P: dep. 7:45), McDonough (P), Sloo (P: arr. 6:40), Soto (A), Vasudeva (A), Wangberg (P)

**STAFF PRESENT:** Susan Holmer, Director of Library Services

**OTHERS PRESENT:** Kristi Breisch, Project Read Advisory Board  
Linda Field, Friends of the Menlo Park Library

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

Under "Public Comment #1, the public may address the Commission on any subject not listed on the agenda and within the jurisdiction of the Commission. When you do so, please state your name and city or political jurisdiction in which you live for the record. The Commission cannot respond to non-agendized items other than to receive testimony and/or provide general information.

### **B. BUSINESS ITEMS**

1. Meet your library commissioner – Sloo –
  - a. Decided not to have a Meet your Commissioner event at the Farmer's Market in September.
  - b. Subcommittee proposes that we have a Meet your Library Commissioner table at the Friends Book Sale on September 18-19. Talked about us getting feedback on the library collection (what is missing from the collection?) and having a sheet about what the Friends do at our Meet the Commissioner event.
  - c. Motion to have a table at Friends Book Sale – MSP.
2. Approve minutes – June and July meetings – Need corrections for June, Approved July minutes - MSP.
3. Communications to City Council – McDonough
  - a. Motion: Shall the Library Commission prepare and deliver a library update report to the City Council? – MSP.

### **C. INFORMATION ITEMS**

1. Project Read report – Kristi Breisch, Project Read
  - b. Project Read Menlo Park Foundation applying for 501c3 status.

- c. Told us about Taste Desserts for Literacy Fundraiser – including silent auction. Provided Flyer and information sheet. (Also working with Job Train in eastern Menlo Park – partnering with other non-profits in the area.)
- 2. Library Commission Workplan: results of interviews and development of mission statement – Zara
  - a. First step was to talk to people in the community about what the Library Commission is supposed to do, and are they doing their job. Varied responses. Sloo suggested that the Mission Statement should include as goal of library - Responsiveness of facilities and services to changing community needs (in Strategic Plan). The Library Commission's goal is Advisory – outreach and communication (but is part of City Government and those regulations). City Council has 2 direct reports - Police Chief and City Mgr. Sloo asked should we be promoting the library. – we think its ok for us to do. As we do the promoting on the side, should we make it more formal? Zara doesn't think it's appropriate. Per Zara, the Library Commission's goal is to make City Council understand what the library does and how it is valued by the community.
  - b. Goal is to have a draft Mission Statement - created a subcommittee (Zara, McDonough, Wangberg).
  - c. It was suggested that we post information on a Letter Board in the library that the Library Commission meets on the 2<sup>nd</sup> Mondays of the month. – Susan took this action.
  - d. Zara stated that this month we need to work on Step 2 of the Workplan – Developing the Library Commission Mission Statement.

(Minutes Continued by Chair Zara.)

- 3. Demographic Analysis of the Belle Haven Community for the Menlo Park Library, revised report – Zara
  - a. Ms. Holmer distributed a revised copy of the demographer's study commissioned for library usage in the Belle Haven neighborhood. Commissioners are to review the revised document and have any comments for the demographers as soon as possible. That will be the last comment cycle before the report is finalized.
    - Ms. Zara noted that the report, while mentioning the Beechwood School attendance of the Library's summer programs, did not note that those programs are held at the Onetta Harris Center and not at the Belle Haven Branch Library. Not mentioning this point gives a false impression that the Beechwood students travel across the neighborhood for the programs.
- 4. Feedback from the book clubs – Zara
  - a. Ms. Holmer was asked to describe the process by which funds raised
    - by the Friends of the Library are budgeted.
    - Because of the uncertain economic times, the Friends had asked that the request from the Library not exceed the dollar amount

that the Friends were able to raise this past year - there by not dipping into their reserve funds.

- There was also a suggestion made by some of the Friends that some funds be used to improve the Teen collection. (Mr. McDonough noted that the dollar amount in the city budget allocated for material acquisition has not increased in several years.)
- So the decision was made to cut funding to less popular items funded by the Friends to allow for the purchase of more materials. Among the funds cut were the stipends for the two professional book club moderators.
- It was acknowledged by all that it would have been better for all stakeholders in the budget process to have been given advanced warning that budget cuts might effect their programs.
- Ms. Holmer indicated that the mystery book group is continuing as the moderator has decided to volunteer her time.

**5. Commissioner reports**

- a. Foundation - Ms. Sloo gave the following report
  - the Foundation is working towards deciding on what their next fundraising campaign may be. Some on the Foundation board are looking into the possibility of working on raising funds for a new branch library in Belle Haven.
  - Two Foundation board members are terming out at the end of the year.
  - The mailers for the Foundation annual fundraising appeal will be mailed in October or November.

**6. Staff Communications**

- a. Ms. Holmer reminded the Commission of the City's Commissioner appreciation event to be held in the new gym on Oct. 12. Look for an invitation in the mail.
- b. The Library Commission/Parks & Recreation Commission parking sub-committee will be asked to reconvene this month or next. There are many new plans for the use of the gym which have the potential of impacting parking for Library patrons.
- c. There is new NO PARKING signage on the railroad side of Alma between Ravenswood and Burgess Dr.
- d. The traffic department and commission will be looking into the traffic flow at the intersection of Alma and Ravenswood.
- e. Ms. Holmer shared that Library staff member Chris Christenson's home has been affected by the San Bruno explosion and fire. As yet he does not know the status of his home as he's not been allowed access.

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

- Linda Fields, secretary for the Friends of the Library, requested that the Friends be invited to a future Commission meeting to share

their works.

Ms. Fields also noted that this weekend is the main fundraising book sale for the Friends. All Commissioners have been asked to help out as cashiers.

**D. ADJOURNMENT at approximately 8:15 p.m.**

Respectfully submitted,

Amy Hamilton, Secretary to the Library Commission