



LIBRARY COMMISSION MINUTES

Regular Meeting
November 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 6:31 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Linda Field, Friends of the Menlo Park Library
Austin Walsh, Menlo Park Patch

A. PUBLIC COMMENTS

Linda Field on the BookFair held by the Friends of the Library and the need for additional volunteers to assist the Friends efforts.

B. BUSINESS ITEMS

1. Approve minutes of October meeting
 - tabled
2. Determine if Library Commission will cancel December meeting
 - Agreed not to cancel December meeting
3. Development of Library Commission Work Plan including completion of goals, projects and priorities
 - Reviewed draft mission statement and updated some language
 - Priority list reviewed and agreed to priorities 1, 2 and 3. Discussed priorities 4 and 5 and removed priority 4 and moved priority 5 to Step 5.
 - MSP that commission work on the Work Plan has been complete.
 - Zara will make all changes and send our revised and approved final version.
4. Determine topic for next Library Commission update to City Council
 - Agreed to present City Council information about the Belle Haven Demographic Study
 - Later presentations will include: library materials budget; parking lot issues; technology uses and evolution

5. Plan next Meet Your Library Commission Event

- MSP to change MYC sub-committee to the Outreach sub-committee
- Considered using SurveyMonkey and voter registration lists to create an email survey tool
- MSP to develop an online survey procedure
- Will explore possibility of a Library Commission Facebook page
- MSP to develop a Facebook page once the city's Web 2.0 policy is completed
- MSP that two member of the Transportation Commission should be invited to join the parking sub-committee

6. Appoint nominating committee for election of 2011 officer

- MSP to appoint Ms. Zara as the nominating committee

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports

- Ms. Vasudeva reported the meeting of the Friends of the Library
- Ms. Sloo reported she would be surveying about parking on 11/13 and 11/21

2. Menlo Park Election Results

- Agreed to schedule visits with the two new City Council members to provide orientation to the work of the Library Commission

D. INFORMATION ITEMS

1. Staff Communications

Ms. Holmer reported on the progress of the RFID project and the work being done for a new exterior sign for the library.

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, December 13 at the Menlo Park Library Main Branch.

Respectfully submitted,

Susan Holmer, acting Secretary to the Library Commission