



Library Commission
REGULAR MEETING MINUTES
Monday, December 13, 2010 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library

CALL TO ORDER at approximately 6:35 p.m.

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

STAFF PRESENT: Susan Holmer, Director of Library Services

OTHERS PRESENT: Linda Field, Friends of the Menlo Park Library

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

Linda Field, Friends of the Menlo Park Library – reported on the December 5th Mini Sale – it was the most successful to date as it raised \$3,400 plus. The Friends selected special gift books for this sale, and believe it's one of the reasons for its success. Linda provided an update on volunteers – they are recruiting for additional volunteers via Volunteer Match. The Friends hope to have pamphlets in January regarding volunteering opportunities. The friends also hope to gradually build the number of volunteers to have time to train small groups of volunteers.

B. REGULAR BUSINESS

1. Approve minutes of October and November meetings
 - a. MSP approval of October Minutes with changes
 - b. MSP approval of November Minutes
2. Discussion of topic for next Library Commission update to City Council
 - a. The Library Commission agreed at the November meeting to present information about the Belle Haven Demographic study. The Library Commission has the slide set from the demographer, but it's long and contains too much information for the Library Commission's update to City Council. The Library Commission needs a volunteer to review the slides to determine the exact information to present. Sloo will work with Vasudeva (presenter) to create a draft presentation. The goal is to use 3 slides for the Library Commission's 5 minute presentation. Need to provide presentation to City Clerk by 3 days before the City Council meeting after approval by Holmer. An action item will be created for January to review the presentation Sloo and Vasudeva draft.
3. Outreach Committee Activity
 - a. Parking survey results – 3 Commissioners did polling, 30% of the people who drove reported trouble parking. Most people reported trouble parking in the afternoons and early evenings. Most of the people still parked in the library lots, but some had to wait a few minutes to park. Sloo would like to poll during after school hours possibly in January, 2011 to coincide with the basketball tournaments beginning then at the new gym. Public Works plans to look at parking issues after the gym has been open 9 months. The Library Commission plans to provide results of the parking poll to Public Works earlier than 9 months to hopefully get any parking solutions for issues found during the parking poll. One person Wangberg polled said

- they dropped off their child at the new gym then came to the library, which is positive for the library.
- b. Library Commission Facebook page – there is a draft policy already, but the City's Social Network Committee and czar of Web 2.0 (Cherise Brandell) need to approve it.
 - c. Invite two members of Transportation Commission to Parking sub-committee (currently includes 2 members of Library Commission and 2 members of Parks & Recreation). The Transportation Commission will review the proposal to add them to the Parking sub-committee in January.
4. Library Orientation for new City Council Members (Kirsten Keith and Peter Ohtaki)
 - a. Meet with the new City Council members in January for 1 hour each telling them about the Library Commission – including hours, staff, collection, budget, and Belle Haven. McDonough and Sloo will meet with Peter Ohtaki. Zara and Soto will meet with Kirsten Keith.
 - b. Zara will send an email message to Hayward Robinson and John Boyle thanking them for their service and asking them what they thought of the Library Commission and asking them if they have any suggestions.
 5. Commission response to Bookmark editorial RE: Belle Haven Branch Library

Zara suggests that the Library Commission write a letter to the President of the Board of Directors of the Friends of the Library to clarify what the Library Commission is trying to do with respect to planned library services at Belle Haven. The Library Commission will ask Vasudeva as the current Library Commission representative to the Friends to speak with the Friends. MSP – to ask Vasudeva to speak at a Friends meeting (possibly February, 2011) about what the Library is currently doing in support of Belle Haven.
 6. Election of 2011 officers
 - a. MSP for Sloo as Chair for 2011
 - MSP for Vasudeva as Vice Chair for 2011
 - MSP for Hamilton as Secretary for 2011

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports
 - a. McDonough provided a pointer to a complimentary letter regarding the Library's Supervisor of Youth Services, Michelle Barrese.
 - b. Zara attended the Menlo Park Library Foundation board meeting in December; they elected officers for 2011 – Jill Parker as President, Peter Weck as Vice President, Nancy Flowers as Secretary, and Jane Wyman as Treasurer. Also, the Foundation has two new Directors, Anna Chow (of Cheeky Monkey Toys) and Wendy Shindler. The Foundation is planning another event (like the Carol Dweck event) for exposure to what they do. One project the Foundation is discussing is a larger teen section and/or a children's restroom. Zara also discussed changing the date of the Library Commission's February 2011 meeting as it falls on February 14th. Zara suggests cancelling the February 14th meeting and adding a special meeting on a day other than Monday to be able to have the meeting at Belle Haven. The Library Commission will put this on the January agenda.

D. INFORMATION ITEMS

1. Review of 5 Year CIP
Defer as material is not ready – data is incomplete.
2. Staff Communications
 - a. Holmer tested signing up a Library Commissioner for automatic distribution of the Library Commission Agenda and Minutes. As the test worked, Holmer will ensure all Library Commissioners are on the list to receive the automatic distribution of these documents. Holmer will no longer need to send the separate email messages including the Agenda and Minutes.
 - b. Holmer reported that the Burgess Recreation Center will not be able to hold classes there during the remodeling that begins in January. This includes the toddler storytime that was taking place there. It is believed that the renovations will take approximately 3 months.

E. PUBLIC COMMENT #2 (*This item is optional*)

- a. Linda Field, Secretary to the Friends of the Menlo Park Library asked about the Library Commissioners' dates listed to confirm they are expiry dates for commission terms.

ADJOURNMENT at approximately 8:20 p.m.

Respectfully submitted,

Amy Hamilton, Secretary to the Library Commission