



Library Commission
REGULAR MEETING MINUTES
Monday, January 10, 2011 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 Sloo (P), Hamilton (P), McDonough (A), Soto (A), Vasudeva (P), Wangberg (P), Zara (P)

STAFF PRESENT: Susan Holmer, Director of Library Services

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

Kirsten Keith, Menlo Park City Council Member – Library Commission Liaison

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

Reporting on a question asked at the December Library Commission meeting, Linda Field, the Friends of the Menlo Park Library has 183 paying members.

B. REGULAR BUSINESS

1. Approve minutes of December meeting
MSP approval of December Minutes with changes.
2. Change date (to 2/15 or 2/16) and location (to Belle Haven Branch) of February meeting
MSP – Cancellation of the February Regular Meeting in favor of a February Special meeting at Belle Haven Branch Library on 2/15/11.
3. Review of potential topics for meeting at the Belle Haven Branch
Sloo suggested that we speak about what we will recommend as a result of the demographic study to get their feedback. Please send suggested agenda items to Sloo.

Zara suggested that we hear a report from Judy Fagerholm, the Belle Haven Librarian, on the impact of the new hours on branch library usage. Holmer noted that the change has not been in affect long enough for a trend in library usage to be accurately determined.

4. Review of 5 year Capital Improvement Program (CIP)
Reviewed items in 5 Year Capital Improvement Plan (CIP) pertaining to the Library Commission including Main Library Carpet Replacement for 2011 and Main Library Interior Wall Fabric Replacement (with non fabric) for 2014, and Library RFID conversion 2011-13.
 - MSP – approval for the Library Commission to write a CIP request letter to Starla Jerome-Robinson, Assistant City Manager, to include an updated estimate for the

Library Website Access Improvement. Zara, Sloo, and Wangberg will draft a letter.

- MSP – Approval to mention concern for the City of Menlo Park to look at remediating traffic at the intersection of Alma and Ravenswood in the draft CIP request letter to Starla Jerome-Robinson.
5. Review of draft presentation of next Library Commission update to City Council
Focus on Demographic study. Vasudeva provided draft with 8 slides and a summary outline; discussion ensued on the format and content of the presentation. Vasudeva and Sloo will revise and return next month with an updated draft for further discussion. The commission agreed that the short term goal for this report is to let the City Council know the results of the demographic study as this was a prior budget year's project priority and funds for the study were allocated by the City Council. The longer term goal for this report is to begin to make a case for a standalone branch library in the Belle Haven neighborhood. Based on data available at this point, it seems that more neighborhood residents would be served by a standalone library than are currently served by a library shared with Belle Haven Elementary School. An example of a free standing library in a neighborhood with similar socio-economic demographics as the Belle Haven neighborhood, is the Portola Branch of the San Francisco public library, which took \$4.6 million to build. See: <http://sfpl.info/pdf/blip/portolafaq.pdf>, <http://www.sfdpw.org/index.aspx?page=121>.
 6. Review of Library Commission timeline and work plan for 2011
Zara presented an updated version of the Commission Timeline – discussion ensued with additions and clarifications to the draft.

MSP – approval of the Library Commission Timeline dated January 2011 with changes.
Additionally, the Commission asked Holmer to place the current version of the Commission Timeline on the Commission website. Zara to supply a PDF version to Holmer for this purpose.
 7. Results of communications with outgoing City Council members
Zara received a reply from Hayward Robinson. John Boyle did not yet respond.

Zara met with Robinson and shared her notes from that discussion. Robinson noted that the City Council can become overwhelmed with competing priorities, and noted that it seems that the squeaky wheel gets the grease. This implies that the Library Commission could be more vocal, meet more often with its City Council liaison, and choose a couple of important priorities and focus on them. Effective reports to the City Council include presenting a trend to the City Council vs. one-off issues, so that the City Council hears multiple times about the same issue. Robinson advises that tracking goals helps to keep your perspective and improves your strategic plan.
 8. Appointments of liaisons to Friends and Foundation(s) groups
 - MSP – appointed Wangberg as the Library Commission liaison to Friends of the Menlo Park Library (meeting the first Monday of the month at 1:00 p.m.)
 - MSP – re-appointed Sloo as the Library Commission Liaison to the Library Foundation
 - Postponed appointment of liaison to Project Read Foundation

Wangberg to present to the Friends of the Menlo Park Library about Belle Haven including the following information: response to requests of the Belle Haven

community library hours have been changed to allow more residents who aren't students of Belle Haven school to use library services, hours of operation have not been reduced. Also, the Demographic study is completed and will soon be presented to City Council (Holmer was asked to post the Demographic study on the Library Commission website).

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports
Vasudeva reported on the last meeting of Friends of the Menlo Park Library.
2. Outreach sub-committee report
 - deferred

D. INFORMATION ITEMS

1. Staff Communications
 - *Web 2.0 policy
 - a. Holmer provided a copy of the Social Media Policy for the City of Menlo Park to Library Commissioners.
 - b. Holmer discussed the potential impact of CA State budget. Gov. Brown has proposed multiple state level library budget cuts. The proposed budget cuts include \$11,000/year discretionary funds (budgeted but not part of general funds), \$76,000/year for loaning materials to other PLS libraries (TBR funding), and \$44,000/year for literacy programs (this is 1/3 of the funds for Project Read).

E. PUBLIC COMMENT #2

None

ADJOURNMENT at approximately 8:45 p.m.

Respectfully Submitted,
Amy Hamilton, Secretary to the Library Commission