



LIBRARY COMMISSION MINUTES

Special Meeting
February 15, 2011 at 6:30 pm
Belle Haven Branch Library
413 Ivy Drive
Menlo Park, Ca. 94025

CALL TO ORDER:

Chair Sloo called the meeting to order at approximately 6:35 p.m.

ROLL CALL:

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

STAFF PRESENT:

Susan Holmer, Director of Library Services
Judy Fagerholm, Branch Library Manager
Blanca Madriz, Library Assistant

OTHERS PRESENT:

Aldora Lee, Menlo Park resident
Betty Meissner, Menlo Park resident
Linda Fields, Secretary Friends of the Menlo Park Library

A. PUBLIC COMMENTS

Ms. Lee spoke about the potential negative impact to the Menlo Park libraries due the proposed state level library budget cuts. She recommended that we all contact our state representatives to give a voice to library patrons at the state level. She also stated that she hoped to see some action from the Library Commission regarding the potential budget cuts. Ms. Lee also stated that she feels that the public takes the library for granted, so publicity of the impacts of budget cuts needs to be communicated clearly. Ms. Lee also distributed copies of the California Library Association's (CLA - <http://www.cla-net.org/>) "Tips for Lobbying your Legislator" and "2011 Legislative Talking Points".

Ms. Lee also shared that there will be a local workshop of the California Association of Library Trustees and Commissioners (CALTAC - <http://caltac.org/>) in Milpitas on Saturday, February 26, 2011. She invited all Commissioners to attend, as this meeting topic is "Strong Library Communities -- Making it work in Your Hometown".

Ms. Meissner spoke about her advocacy efforts to our local legislators and to the legislators on the state budget committee. She is especially concerned regarding the impact to libraries if the funding for PLS intra-library loans is removed. She feels that library services will be much less effective without this service.

B REGULAR BUSINESS

1. Approve minutes of the January meeting.
 - MSP to defer this item due to the absence of the Commission Secretary.
2. Review of library services at the Belle Haven Branch.
 - Ms. Fagerholm reported the following:
 - This is the second year of the Belle Haven Service Analysis Task Force -- which is made up of city staff whose departments focus on services to the Belle Haven neighborhood (i.e. Public Works, Community Services, Library Services) and city administration. Ms. Fagerholm shared her most recent report to this committee – her report followed the results based budgeting format (Library Services being the only dept to use this format in reporting to the task force).
 - Since the school has decided not to have library visits be a part of their school week planning (as is the case for MPCSD and LLESD schools) attendance numbers are lower than they were last year. However, the children who participate in the Belle Haven Children's Center and Boys and Girls Club programs do visit the library weekly.

In response to the school's dropping class library visits, branch library hours were changed to allow more members of the community who aren't affiliated with the RCSD Belle Haven School. Librarians have noted that high school students are coming in to use the library computers during those times. However, it is too soon to say what the ultimate impact of the shifting of branch library hours will be as these sorts of changes take time before their full effect is known.

Ms. Fagerholm also noted that as the seasons change and there are more daylight hours, evening library visits may increase as the street lights out in front of the library are not on at night making it unclear that the library is open. Those lights are paid for by RCSD and they do not have budget for turning them on regularly – when there are evening programs at the school more lighting is available.

Ms. Soto volunteered to work with Ms. Fagerholm on parent engagement with the branch library.

- There has been little request for an increase to the adult collection from the current patrons. 85% of the patrons are still school-aged children.
- Commissioners suggested that library staff include a bi-lingual flyer with the new branch library hours in the free Menlo Park mailer that will be distributed to residents soon as this will help with outreach.
- The [Families for Literacy](#) program has a temporary library staff member (.25 FTE) through a grant from the state library. This program is popular and is drawing families into the library two Saturdays per month.
- Ms. Fagerholm also noted that most patrons who use the branch library require the assistance of a librarian; this means that library staff isn't available to help monitor boisterous behavior of some younger patrons. She noted that the help of a behavior monitor would be helpful in allowing

the library staff to efficiently help patrons and monitor computer usage (clever students have discovered how to circumvent the [SAM](#) computer sharing program).

3. Update on the Library Commission response to the 5 year Capital Improvement Program (CIP)
 - Ms. Sloo shared the response letter that was written by sub-committee per Commission instructions and sent to Starla Jerome-Robins. There has yet to be a reply to that letter from city administration.
4. Review of the draft presentation of next Library Commission update to City Council
 - Ms. Vasudeva presented a new draft of the presentation. Discussion ensued. A new draft will be discussed at the March Commission meeting with the goal of that draft being the final version.
 - MSP – Request time during the Commission Report part of a City Council meeting at the end of March or beginning of April as suits the Council calendar.
5. Library Commissioner recruitment process
 - Margaret Roberts, the City Clerk, has written a memo with notification of the two April openings on the Library Commission. Ms. Zara and Mr. McDonough will have both completed their second terms in April.
6. Results of communications with in-coming City Council members
 - Commissioners have yet to meet with Ms. Keith, but are working on scheduling a mutually convenient time.
 - Mr. Ohtaki has yet to reply to the request for a meeting with Library Commissioners.
7. Appointments of liaison to Project Read Literacy Partners
 - Discussion deferred due to the lateness of the evening.

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner Reports
 - Ms. Wangberg reported on what she learned at the last meeting of the Friends of the Menlo Park Library. In 2010 sales of books on-line through Amazon, at the library bookstore and at the four book fairs were strong.

The Friends need more volunteers, especially “Moles” who work in the library basement sorting books for sales.

There is a very involved group of Friends who, though their work, raise funds to supplement the library materials and children’s programming budget.

- Ms. Sloo reported on what she learned at the last meeting of the Menlo Park Library Foundation board. The board will begin meeting once per month instead of five times per year. The board is currently investigating a new project to give their endowment fund visibility to the community.

2. Outreach sub-committee report
 - Deferred due to lateness of the evening.

D. INFORMATION ITEMS

1. Staff Report

- Ms. Holmer reported that she has received three complaints this month about the library parking lot and one patron has written a [letter](#) to the City Council regarding difficulty of parking for library patrons when there is activity at the new gym.
- Library staff has had the first meeting with the architect chosen to design the new foyer for circulation desk workflow improvements and an increased number of self-check terminals.
- Department heads have been asked by city administration to work on a plan to deal with the expected budget short fall for this fiscal year and next. If the Redevelopment Agency funds are cut by the state the city will have a \$2.4M deficit.
- The impact to library services from state level budget cuts currently looks to have the biggest impact to funding for literacy programs and funding for intra-library loan. The current proposed state library cuts would mean a reduction of \$76,000 in state level funding for Menlo Park library services.

E. PUBLIC COMMENT #2

Ms. Fields shared that the Bookmark, the Friends of the Library newsletter, has a new edition and should be received by all Commissioners. Commissioners are to let the Friends know if they are not currently receiving the newsletter and would like to do so.

F. ADJOURNMENT

Meeting adjourned at approximately 9:10 p.m.

Next regular meeting is scheduled to take place on Monday, March 14, 2011 at the Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, acting Secretary to the Library Commission