



## **Library Commission REGULAR MEETING MINUTES**

**Monday, August 8, 2011 at 6:30 p.m.  
800 Alma Street, Menlo Park, CA 94025  
Menlo Park Library**

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### **CALL TO ORDER**

Chair Sloo called the meeting to order at 6:40 PM

**ROLL CALL** – Sloo Chair (P), Cebrian (P), Hamilton (P), Sharma (P), Soto (A), Vasudeva (A), Wangberg (P)

### **STAFF PRESENT:**

Susan Holmer, Director of Library Services

### **OTHERS PRESENT:**

Alice Bradshaw – Project Read liaison

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

None

### **B. REGULAR BUSINESS**

1. Approve minutes of the May and June regular meetings  
MSP to approve the May Minutes as edited.  
MSP to approve the June Minutes.
2. Parking Lot 6 findings and follow-up with Transportation Division  
Sloo will put together draft for commissioners' review at September meeting.  
Holmer will speak with the Recreation Dept. to see if they could add a parking reminder to their Fall class brochure.
3. Project Read update  
Bradshaw described recent changes at Project Read. Project Read is establishing a new system for performance metrics. Better metrics will allow Project Read to apply for larger grants of \$10-\$20,000. Project Read will also work with Vision Literacy in Santa Clara County to write a grant for offering boot camps that enable Project Read students to advance faster with their literacy studies. Writing grants together will allow both organizations to be more efficient. Literacy Partners (the Project Read fundraising nonprofit) is turning its attention to fundraising and is looking for a board member who is a grant writer. As always, Project Read needs tutors.
4. Exploration of opportunities for library volunteering by local employers  
Facebook is interested in having volunteers participate in the community and Project Read is a potential match. Volunteer opportunities at the Belle Haven library are limited, however, by the lack of quiet space in the library. Holmer to provide updates.
5. Library electronic services and presence

Discussed current electronic services and the fact that the Library has some services people don't use much compared to their costs including eBooks, Bookfinder, Mango, etc. Goal is to market these electronic services so that more people use them. Three areas of concern are: 1. Other libraries are better at promoting their services (electronic and other services). 2. Email notifications are heavily used by other libraries, but ours is not easy to use thanks to City procedures. 3. We need to promote electronic services because we are open fewer hours now. The library should improve its Web design to meet community needs. Discussed funding ideas - possibly having a website design contest for students to do the work for free but to get credit. See SOPAC (SM county library website) for an example of a more technologically advanced library Web site. Sloo to Investigate approvals for an independent website.

6. Library service in Belle Haven neighborhood

a. Follow-up on housing meeting suggested location

Belle Haven Neighborhood Association meeting – Cebrian and Vasudeva will attend the next meeting (on the 1<sup>st</sup> Wed. of the month). Could redevelopment money be used to build a branch library?

**C. REPORTS AND ANNOUNCEMENTS**

1. Commissioner reports (including Friends and Foundation liaison reports)  
Wangberg provided Friends report. Book fair is Sept. 17 and 18. They need volunteers. Commissioners are encouraged to volunteer.
2. Outreach sub-committee report  
a. Suggestion Box Project  
Outreach sub-committee hasn't met yet.
3. Brown Act Commissioner Training  
Waiting for video to do online training.

**D. INFORMATION ITEMS**

1. Staff Communications  
Per Holmer, already doing RFID tagging. New carpeting chosen for library. In the queue to install self-check units using RFID tagging – will place new carpeting concurrently.

**E. PUBLIC COMMENT #2**

None

**F. ADJOURNMENT**

Meeting adjourned at approximately 8:50 p.m.

Respectfully submitted,  
Amy Hamilton, Secretary to the Library Commission