



Library Commission MINUTES

Monday, October 10, 2011 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library

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

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

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

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

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

None

B. REGULAR BUSINESS

1. Approval of September minutes
MSP to approve September Minutes as presented.
2. Vote on Commission meeting schedule for the rest of 2011
MSP to keep Dec. 12, 2011 commission meeting.
3. Schedule the Commission's next meeting at the Belle Haven Branch
MSP to cancel Library Commission meeting on Nov. 14th, 2011 and call a Special Meeting at the Belle Haven Library on Wednesday, November 9th, 2011
4. Deferral of discussion of electronic services and commission priorities to future meeting
MSP to defer to next month
5. Approval of memo to Transportation Department regarding Parking Lot 6 issues
MSP to approve memo with changes. Sloo to send it out to agreed upon recipients.
6. Evaluating the Library's services and public satisfaction
 - 6.1 Suggestion cards and boxes
Vasudeva - Make minor revisions to suggestion cards and print corrected copies for Belle Haven library (done)
 - Put suggestion box out in Main Library (done)
 - Find suggestion box for Belle Haven Library and put it out there
 - Collect responses and keep suggestion box full of cards for the first couple of weeks (we can take turns later)

Kirsten Keith offered to contact the Almanac and see if the library commission could get some free ad space in which to publicize the suggestion cards.

Holmer thought the Friends might get free ad space from the Almanac and offered to check on that for us.

We agreed that someone on the commission should go to an upcoming City Council meeting and speak during the first Public Comment part of the agenda. Let the council know we are soliciting library user feedback in both libraries via these cards.

6.2 Talking with other libraries about how they evaluate their library services

Sloo asked if the Menlo Park Library Commission would like to go out to other library commissions to ask how they measure how their libraries are doing in terms of meeting the needs of their community. How do you determine the needs of your community and how often? Are there questions you wished you asked of your patrons? How do you ask the public to respond? (Holmer mentioned HALPR reports for metrics. Sloo to find a link to the report or report summary if possible.

MSP to contact Commissions or Boards of other libraries to inquire about the methods they use to evaluate the health of their libraries. Each commissioner volunteered to contact one library.

7. Plan Commission's next presentation to the City Council

We agreed that for our next Council presentation, we would do a general update on the library, with highlights of library services and conditions, as well as highlights about what the commission is doing. We have not yet set a date for our next presentation, but we tentatively are targeting the council meeting right after our January commission meeting.

Wangberg, Cebrian and Sloo: Presentation draft

8. Discussion of the citizen proposal made at the September Commission meeting for the Belle Haven Branch Library

Sloo: Notify Vin of meeting date and location change

Sloo: Call Dave Johnson and get an update on the city discussions with Facebook

Holmer: Check on the proposal we've heard hints about for Hamilton Ave as a possible site for the library (housing dept?) (done)

Holmer: Check on the current status of the police station site

Sloo and Vasudeva: come up with meeting agenda for Belle Haven meeting

Vasudeva or Cebrian: Post on Hamilton Park email list about the meeting at Belle Haven library

Vasudeva or Cebrian: Attend Belle Haven Neighborhood Association meeting on Nov 2 and let them know about the commission meeting in the library on Nov 9. Also, bring library suggestion cards for meeting participants to fill out.

Vasudeva or Cebrian: Notify Beechwood School about the meeting

Sloo: Notify the Friends and the Foundation about the meeting date, location, and agenda

Holmer: Create an official city notice of the meeting to post on the door of the Belle Haven library (or elsewhere in the library, subject to Judy's approval)

Sloo: Create a more appealing sign advertising the meeting to put on the Belle Haven door (or elsewhere visible in the library, subject to Judy's approval)

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports (including Friends and Foundation liaison reports)

- Wangberg reported on the Friends. Next book sale is Dec 4. It will be a sale of gift quality books. Friends are expecting book donations to decrease over time, as more e-books replace physical book sales. Friends also report they need more volunteers.

- Sloo attended a breakfast meeting between Kirsten Keith and leaders of the Friends of the Menlo Park Library, the Menlo Park Library Foundation, and Literacy Partners. Purpose of the meeting was to introduce the city council's library liaison to the library's three non-profit support groups.

D. INFORMATION ITEMS

1. Staff Communications

- The library is ready to move into construction of the circulation area. Construction may begin in February. The duration of the construction is unknown: estimates vary from 2 weeks to 6 weeks.

- RFID tagging continues, thanks to staff and volunteers. Staff will complete tagging during construction.

- Still no news from the state on all state funding.

- Teen Advisory group may be cancelled because the staff person who was running it has left. Library hopes to continue it if a new qualified staff member is found.

E. PUBLIC COMMENT #2

None

F. ADJOURNMENT

Meeting adjourned at approximately 8:50 p.m.

Respectfully submitted,
Amy Hamilton, Secretary to the Library Commission