



Library Commission
SPECIAL MEETING MINUTES
Wednesday, November 9, 2011 at 6:30 p.m.
413 Ivy Drive, Menlo Park, CA 94025
Belle Haven Branch
Menlo Park Library

CALL TO ORDER at 6:30 p.m.

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

Aldora Lee spoke about library service awards for Robert Roth and William Harris.
Matt Henry spoke regarding the future location of Belle Haven branch library.
Maria (no last name) spoke regarding the future location of Belle Haven branch library.
Bronwyn Alexander spoke regarding the future location of Belle Haven branch library.
Kalamu Chache spoke regarding the future location of Belle Haven branch library.
Tim Goode spoke regarding the future location of Belle Haven branch library.
Ana Adriano spoke regarding the future location of Belle Haven branch library.
Maggie Creighton spoke regarding the future location of Belle Haven branch library.
Sally Mahoney spoke regarding the future location of Belle Haven branch library.
Terri Epidendio spoke regarding the future location of Belle Haven branch library.
Wendy Schindler spoke regarding the future location of Belle Haven branch library.
Rose Bickerstaf spoke regarding the future location of Belle Haven branch library.
Heriberto Madrigal spoke regarding the future location of Belle Haven branch library.
Marie Barre spoke regarding the future location of Belle Haven branch library.
Florence Thompson spoke regarding the future location of Belle Haven branch library.

B. REGULAR BUSINESS

1. Approve minutes of October meeting
MSP to approve Minutes as amended.
2. Plan for exploration of future Belle Haven Branch Library Services
Holmer gave a brief background of the Belle Haven Branch Library. The Belle Haven Branch library has been in existence since 1999. It is an agreement between the school district and the City (Joint-use). The school never filled the school librarian staff position; so the city provided the librarian on contract. It began as a school library during school hours and a city library after school hours. The school provided the building, but the City of Menlo Park provided the books, staff, etc.

- a. Plan for analysis of needs
 Community needs – demographic study (done), what size library is appropriate, type of collection needed, what communities do we compare ourselves to?, why are the parents of the students at the Belle Haven school not coming here, how did the book collection evolve, would it be possible to add books to the existing library?
 MSP to look at similar communities identified below to compare their libraries to the Belle Haven Library including physical size, collection size, circulation number, gate numbers, % of unattended children, and % of children vs. adults, and demographics of the community who uses the library. Holmer suggested libraries to study and we agreed to each take one library: Fair Oaks in Redwood City (Wangberg), Redwood Shores in Redwood City (Hamilton), EPA (Soto), Portola branch in San Francisco (Vasudeva) which has about 6000 residents in the neighborhood, like Belle Haven at 6300), Marina in San Mateo (Cebrian).
- b. Plan for analysis of resources
 Finance subcommittee (Cebrian, Sloo, Wangberg) was created as an additional funding resources subcommittee. Resources include land, building, money for collections, staffing.
- c. Development of timeline
 In Workplan, we gave ourselves 1-3 years. Our goal is to find funding for further analysis – we need a compelling case to bring to the City Council.
 MSP to complete our Needs/Resource analyses to be ready to present it to the City Council by March, 2012.

3. Report on main library suggestion boxes and discussion of next steps
 Many people responded. There were a few comments regarding the homeless people in the library. Many people are happy about the staff in the library. There were requests for collection additions and improvements, a quiet place to do homework, and more library hours.
 MSP to continue suggestion boxes through November, 2011 – Vasudeva will change the graphics, color, and language (to we are Thankful for your opinion).
4. Plan presentation of next Library Commission update to City Council
 MSP - Wangberg to present on suggestion boxes/cards – she will tell them about range of comments, etc.

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports
 Wangberg – Friends report – sales have stayed the same but their book donations are down about 25%. Next sale is Dec. 3-4 and they need volunteers.
2. Outreach sub-committee report
 See 3. Above in section B.

D. INFORMATION ITEMS

1. Staff Communications
 Holmer – 60,000 items tagged for RFID in Main library

E. PUBLIC COMMENT #2

Bronwyn Alexander – commented on the main library.
Heriberto Madrigal – spoke about the Belle Haven Library.

F. ADJOURNMENT

Meeting adjourned at approximately 8:50 p.m.

Respectfully submitted,
Amy Hamilton, Secretary to the Library Commission