



**Library Commission
Meeting Minutes**
Monday, December 12, 2011 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library

CALL TO ORDER at 6:40 p.m.

ROLL CALL — Sloo - Chair (P), Cebrian (P), Hamilton (P), Sharma (P), Soto (P – arrived at 6:50 p.m.), Vasudeva (P), Wangberg (P – departed at 8:45)

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

None

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

None

B. REGULAR BUSINESS

1. Approve minutes of November meeting
defer
2. Follow-up on planning for future Belle Haven Branch Library Services
 - a. Plan for analysis of needs
 - b. Plan for analysis of resources
Will there be an opportunity for funds – for example, would a bond measure possibly pass?
 - c. Development of timeline

We will be gathering information to make a recommendation to City Council on whether the city should begin a formal study/plan of the library services at Belle Haven. Should Belle Haven continue as a library in a school vs. a free-standing library?

Action for all - Before the next meeting, commissioners should survey a library comparable to Belle Haven for which they signed up. Commissioners to send responses to Hamilton, who will compile responses.

3. Review of draft CIP (Capital Improvement Plan) for 2012-17
Defer until January meeting
4. Report on library suggestion boxes and discussion of next steps
Positive feedback on the Belle Haven library from library users. Positive comments on main library also. Next step is to ask more specific questions or use the same questions but move the surveys to another area to receive more specific feedback.

-MSP to respond to those who already provided feedback via email.

-MSP to put survey box in the Teen area at the Main library. The question for December/January is "What do you think of the new Teen area?" Survey will include asking their school name and grade (but not their name or email address). Sloo will take care of the survey for December.

5. Commissioner reports on discussions with neighboring libraries about evaluation metrics.
Action for all - Send benchmarking and evaluation metrics responses to Sloo to compile.
6. Discuss electronic services and commission priorities, and appoint new members of electronic services subcommittee
As library funding gets increasingly difficult, how can we compensate at least partially for this by using electronic services?
-MSP for electronic services subcommittee to benchmark with other libraries about their electronic services
-MSP to add Sharma to the electronic services subcommittee

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports –
-Wangberg – reported to the City Council on November 15th, 2011 about the library suggestion boxes and Belle Haven
- per Wangberg, Friends of the Library had a great book sale, but their donations of high quality items are down
-Vasudeva and Cebrian attended the recent Facebook meeting – talked about improving the bike route on Willow Road over 101 to the Facebook campus. The City of Menlo Park sent out an RFP for the development of city land on Hamilton near Facebook. This could provide an opportunity for a new library location.
-Sloo reports that the Foundation is exploring their next funding opportunities.

D. INFORMATION ITEMS

1. Staff Communications
-Holmer reports the library will get new carpet to replace all current carpet.
-Holmer reports that we have no construction dates yet.
-Main and Belle Haven Libraries will be closed for 4 days at Christmastime and 3 days at New Years.

E. PUBLIC COMMENT #2 **None**

F. ADJOURNMENT

Meeting adjourned at approximately 8:55 p.m.

Respectfully submitted,
Amy Hamilton, Secretary to the Library Commission