



Library Commission MEETING MINUTES

**Monday, March 12, 2012 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library**

CALL TO ORDER at approximately 6:40 p.m.

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

STAFF PRESENT: Susan Holmer, Director of Library Services

OTHERS PRESENT: Kirsten Keith, Menlo Park City Mayor – Library Commission Liaison
Tim Grow – Board Leader Literacy Partners

PUBLIC COMMENT #1 (Limited to 30 minutes)

Tim Grow of Literacy Partners spoke with the library commission about Literacy Partners as the fundraising arm of Menlo Park's Project Read. Literacy Partners' focus is on two main areas including Fundraising and Oversight (responsibility to their donors). Overall goal is to eradicate illiteracy. On the non fundraising side, goal is forming collaborations with other programs.

A. REGULAR BUSINESS

1. Approve minutes of February regular meeting
MSP to approve the February Minutes as amended.
2. Draft commission Work Plan update for the April 17 city council presentation
Goal to talk about goals for Belle Haven Library and Electronic Services.
MSP for Alaina to draft talking points for the Work Plan update and will bring next meeting for discussion. For Electronic Services, talk about benefits of services and cost savings (collection costs, enhanced use of money).
3. Discuss electronic services sub-committee draft report for mini update to City Council
For draft report, discuss current e-book services including usage, users, collection numbers, etc. Also plan to discuss the Library Commission potentially sponsoring an e-book education event to demonstrate and discuss using the e-book system.
MSP to have Sharma provide a short commission report to the City Council on the library's e-books and usage on March 27th.
4. Determine questions for next Library Commission library surveys
No survey this month as the regular library survey is currently on-going. Next survey should be in the computer area potentially on the computers. Will list it's an anonymous survey, only 2 questions: Is this your only internet connection? How often per week do you use the library computers?
MSP to do survey as soon as possible in April in the Main library and Belle Haven library after the general library survey is done including the 2 questions above.
5. Follow-up on planning for future Belle Haven Branch Library Services

- A. Results of library surveys as compiled by A. Hamilton
Defer

B. REPORTS AND ANNOUNCEMENTS

- 1. Commissioner reports
 - A. Update on commission CIP response to city
Defer
 - B. Parking memo
Per Alaina, parking study was planned for 6 months after new gym built. However, with the Recreation Center remodeling and new gymnastics center, it will be 2 years after the Arrillaga gym was built before parking study commences.
 - C. Library metrics research.
No update.
 - D. Finance sub-committee report
No update.
 - E. Friends report
15% of Menlo Park residents are functionally illiterate. March Book sale is noon-4:00 p.m. on March 18th at the Main library.
 - F. Foundation report
Survey to compare different Foundations. San Francisco combines Friends of the Library with their Foundation. National Library Week is April 8-14th.
 - G. Project Read report
No Update.
 - H. Individual Commissioners reports
Sloo reports that one commissioner's term ends in August. Need applications for a new commissioner.

C. INFORMATION ITEMS

- 1. Staff Communications
Holmer – Moving location of book drop to loop in front of library on driver's side. Also, will red-line curb in loop. Looking forward to getting Main Library work done including carpeting to begin work mid-May. Estimate for the work is up to four weeks. When re-open, will have total RFID, new carpeting, and new security gates.

D. PUBLIC COMMENT #2

None

ADJOURNMENT at approximately 8:45 p.m.

Respectfully Submitted,
Amy Hamilton, Secretary to the Library Commission