



Library Commission
MEETING MINUTES
Monday, April 9, 2012 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library

CALL TO ORDER at 6:50 p.m.

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

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

None

B. REGULAR BUSINESS

1. Approve minutes of March regular meeting
MSP to approve the March Minutes as amended.
2. Approve draft commission Work Plan update for the April 17 City Council presentation
Update includes electronic services, internet access (installing anonymous survey), use of online databases to support small businesses and start-ups, and how to support underserved people with electronic resources.
MSP to approve the Work Plan update as amended.
3. Discuss electronic services sub-committee draft report for mini update to City Council
MSP to postpone mini update to City Council until May pending City Council and Commissioner availability.
4. Review proposed library services budget
Conversation deferred. Chair reported: Budget Public Hearing meeting is scheduled for May 22nd, budget scheduled to be passed on June 12th. Holmer doesn't expect budget cuts for next year. One time RDA related funds may help cover for next year. 2013-2014 budget may see substantial shortfall.
5. Follow-up on planning for future Belle Haven Branch Library Services
 - A. Results of library surveys as compiled by A. Hamilton
Need to collect additional data including population to extrapolate to circulation per capita. Need also adult vs. children's circulation data. Would like to get data on English literacy/proficiency, high school graduation rates, and income/poverty data. Library Commissioners should collect the additional data by April 30th and send to Hamilton before the next meeting in May.
6. Follow-up Parking Lot 6 discussions
The city's Transportation Division plans to do parking counts 3 months, 6 months, and 12 months after the Gymnastics Center is completed. These counts were required as part of the approval process for the Gym and Gymnastics Center. The commission would like the Transportation Division to consider moving one of the count dates or adding another count that looks at the parking situation during the Gym tournament season when the library commission has found parking to be most difficult in Lot 6.

The Transportation Division has said it will consider this. Commissioners Sloo and Vasudeva, and possibly one other Commissioner will meet to discuss the issue with Charles Taylor of the Transportation Division the week of April 23.

7. Review of Brown Act regulations and commissioner questions
There will be a Brown Act training by the City Clerk's office in the late summer or early fall. Members of the Commission felt it would be unnecessary for the City Clerk to come to the May commission meeting, but instead decided to contact the City Clerk directly and with any specific Brown Act questions. Some commissioners also asked that the City Clerk see if there are any other Brown Act training videos online that we might view.
8. Prepare for Library Commission e-Book event
Goal is to promote the use of e-Books and to ensure people know how easy it is to learn how to use devices. All library commissioners should download a book from the library onto a device before the next meeting. Would like to do an overview, a demo, and provide individual assistance for people who want to download their first book. Operating systems include Apple and Android. Devices include Smart phones, tablets, eReaders, computers. The application (e.g. Kindle) is important.
9. Discussion of computer area survey
No update.

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner reports
 - A. Library metrics research.
No update.
 - B. Finance sub-committee report
No report.
 - C. Friends report
No report.
 - D. Foundation report
No report.
 - E. Project Read report
No report.
 - F. Individual Commissioners reports
Sloo reports that Tim Goode (longtime Friends member) wrote to thank Library Commission for getting City to act on the parking problem.

D. INFORMATION ITEMS

1. Staff Communications
No update.

E. PUBLIC COMMENT #2

None

ADJOURNMENT at approximately 8:55

Respectfully Submitted,
Amy Hamilton, Secretary to the Library Commission