



## Library Commission MEETING MINUTES

Monday, May 14, 2012 at 6:30 p.m.  
800 Alma Street, Menlo Park, CA 94025  
Menlo Park Library

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

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

**STAFF PRESENT:**

Nick Szegda - Librarian

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

None

**B. REGULAR BUSINESS**

1. Approve minutes of April regular meeting  
MSP to approve the Minutes as revised.
2. Review proposed library services budget  
MSP that we speak informally to 2 City Council members and the City Manager to say that we support the restoration of holiday days the library closed last year and the increase in potential budget for materials.
3. Determine summer meeting schedule  
MSP to schedule a special meeting on May 29<sup>th</sup> from 5 – 7 p.m. location TBD.  
MSP to cancel meeting in July.
4. Follow-up on planning for future Belle Haven Branch Library Services  
Results of library surveys as compiled by A. Hamilton  
MSP that the commission is putting the data study on the backburner and will instead work on a Roadmap to expand services for the existing Belle Haven branch and work toward a study to evaluate the need for a free standing library in the future.
5. Prepare for Library Commission e-Book event  
Defer
6. Discussion of computer area survey  
Survey has not happened yet.  
MSP to postpone survey until the library reopens. Goal is to have the survey at the same time at the Main library and the Belle Haven branch.
7. Appointment of commission Chair and Vice-Chair  
MSP to nominate Cebrian as Chair.  
MSP to nominate Wangberg as Vice-Chair.

## **C. REPORTS AND ANNOUNCEMENTS**

- A. Commissioner reports
  - A. Library metrics research.  
No report.
  - B. E-Services Mini Update  
No report.
  - C. Parking Lot 6  
Sloo and Hamilton met with Chip Taylor (Transportation Division) about parking lot studies. Taylor said they would be happy to change one of the dates to address the Library Commission's concerns.
  - D. Finance sub-committee report  
No report.
  - E. Friends report  
No free books during the library closure. New Paypal button on their website. Friends will have a table at the next MP city Block party. Need help with the June 17<sup>th</sup> mini sale from noon-4:00 in the Oak room. Use Volgistics as site to track volunteer hours. The Friends' new fiscal year is beginning. If people buy books at Keplers, 6% of pretax revenue can go to Friends, Project Read, or the Belle Haven branch if the person buying the books requests it.
  - F. Foundation report  
In process of speaking with other Foundations about how they raise money and the kinds of projects they support. They haven't identified their next campaign.
  - G. Project Read report  
No report.
  - H. Individual Commissioners reports  
None

## **D. INFORMATION ITEMS**

- A. Staff Communications  
Szegda looking forward to the remodel and working around the contractors' schedules. He believes we can meet the time frame, and is excited for the RFID tags. Planning to have RFID self check-in machine funded by the Friends within the next couple of months. Szegda will check on whether they can put a sign leading people to Belle Haven at the Main Library while it is closed. Belle Haven hours will be the same with the exception of the addition of Sunday hours.

## **E. PUBLIC COMMENT #2**

None

**ADJOURNMENT at approximately 8:50 p.m.**

Respectfully Submitted,  
Amy Hamilton, Secretary to the Library Commission