



## **Library Commission MEETING MINUTES**

**Monday, September 10, 2012 at 6:30 p.m.  
800 Alma Street, Menlo Park, CA 94025  
Menlo Park Library**

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**CALL TO ORDER at approximately 6:35 p.m.**

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

**STAFF PRESENT:** Susan Holmer, Director of Library Services

**OTHERS PRESENT:** Atul Patel, Public Works Department, Transportation Division

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

None

**B. REGULAR BUSINESS**

1. Parking Occupancy Survey – Chip Taylor and Atul Patel – Public Works Dept.  
Atul Patel of the Public Works Department in the Transportation Division – Provided Parking Survey background on what was conducted and next steps. He reviewed a presentation and requested concurrence from the Library Commission that the next parking survey will take place in October, 2012.  
MSP to approve October, 2012 date for the parking survey.
2. Approve minutes of May special meeting  
MSP to approve the May, 2012 Special Meeting Minutes.
3. Prepare for Library Commission Digital Services event - sub-committee update  
MSP - Library Commissioners to learn how to use Ebooks on devices in their possession to practice downloading ebooks and audio ebooks and share that learning at the next Library Commission meeting.
4. Prepare quarterly report to City Council scheduled for October 23  
MSP to provide to City Council an update on: planning for our ebook event, library renovations including visuals, and computer area survey. Vasudeva volunteered to present to City Council. Sharma will draft relevant notes for the next Library Commission meeting.
5. Determine schedule for computer area survey  
Per Holmer, the Library could post the previously-decided questions on the library computers on Sept. 18, 2012 for two weeks.

**C. REPORTS AND ANNOUNCEMENTS**

- A. Commissioner reports
  - A. Library metrics research.

- No report, tabled until further notice.
- B. E-Services Mini Update  
No report.
- C. Parking Lot 6  
No further report.
- D. Finance sub-committee report  
New national Political Action Committee (PAC) to support libraries in elections.  
Organization called EveryLibrary.
- E. Friends report  
Book Fair this weekend. Discussed doing 6 smaller book fairs instead of a big event. Friends cannot fund library staff as it's a City function. Requested more lighting by the front door of the Library.
- F. Foundation report  
New Chair – Jill Parker. Fall fundraising mailing on building their endowment to do something big for the library on their 100 year anniversary. Looking at how other foundations function for their planning.
- G. Project Read report  
No report.
- H. Individual Commissioners reports  
Sloo participated in Keplers 2020 three day event with publishers, users, etc. about the future of Keplers. Will be a non-profit and for profit organization.

#### **D. INFORMATION ITEMS**

- A. Staff Communications  
Per Holmer, the Library plans to work with Keplers on on-demand printing. Library renovation a success. Some items were not tagged correctly, but fixed now. Belle Haven branch still tagging. Menlo Park is the Last library in San Mateo county to move to self-checkout. Materials handling system (3M) – bids higher than RFPs. Modular system, so can expand in future years.

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

Cebrian provided an email message to library commissioners from the public requesting a study session on downloading ebooks to devices in addition to the computer.

**ADJOURNMENT at approximately 8:25 p.m.**

Respectfully Submitted,  
Amy Hamilton, Secretary to the Library Commission