



Library Commission MEETING MINUTES

Monday, October 8, 2012 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library

CALL TO ORDER at approximately 6:30 p.m.

ROLL CALL – Cebrian – Chair (P), Figueras (P), Hamilton (P), Rich (P), Sharma (P), Sloo (A), Vasudeva (P)

STAFF PRESENT: Susan Holmer, Director of Library Services

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

None

B. REGULAR BUSINESS

1. Approve minutes of September regular meeting
MSP to approve September Meeting Minutes.
2. Prepare for Library Commission Digital Services event-sub-committee update
MSP for Cebrian to write newsletter blurb for local Menlo Park schools and send to MPCSD, MA, Ravenswood, and Nativity, Sacred Heart, Menlo School, Peninsula, Philips Brooks, Synapse, and the German American School advertising that the Menlo Park libraries have ebooks, audio books, etc. for loan free of charge.
Defer show and tell portion of this update until next meeting.
3. Prepare quarterly report to City Council scheduled for October 23
Cebrian drafted notes for quarterly report which we reviewed. Discussed adding that we are in the process of educating ourselves on the process of downloading ebooks onto various devices. Holmer to provide Overdrive report on numbers of ebook and related downloads. Change name to Update on E-Services available from the library. State that E-Services are very popular and we could use more books available. Mention that the Menlo Park libraries buy and use E-Services via the PLS system, so we share in the purchase and use with the other libraries in the PLS system. High usage rate of the E-Services – 70%.
MSP to approve update to City Council per the talking points we reviewed, and Sharma will provide materials and Vasudeva will present to City Council on Oct. 23.

C. REPORTS AND ANNOUNCEMENTS

1. Commissioner report
 - a. Friends report
Book Fair in September was successful. Discussing possibility of 6 smaller events in the Library vs. larger book sales. Had 3 successful

mini sales. Friends able to provide Library with funds for materials.
Two key members of Friends recently moved away.

b. Foundation report
No report.

c. Literacy Partners report
No report. Vasudeva will contact Alice Bradshaw to find out when they will meet next.

d. Individual Commissioners reports
No report.

D. INFORMATION ITEMS

A. Staff Communications
Per Holmer, worked with 3M – vendor for self check-in unit to be installed next year. Self check-in will be installed next to self check-out. RFID is working more smoothly than before.

E. PUBLIC COMMENT #2

None

ADJOURNMENT at approximately 7:30 p.m.

Respectfully Submitted,
Amy Hamilton, Secretary to the Library Commission