



**Library Commission**  
**SPECIAL MEETING MINUTES**  
Monday, November 19, 2012 at 6:30 p.m.  
800 Alma Street, Menlo Park, CA 94025  
Menlo Park Library

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

**ROLL CALL** – Chair Cebrian (P), Figueras (A), Hamilton (P – left at 7:10 p.m.), Rich (P), Sharma (P), Sloo (P), Vasudeva (A)

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

**OTHERS PRESENT:** Betty Meisner – Friends of the Library and Project Read

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

Betty Meisner – Friends of the Library and Project Read – Project Read and Keplers invite commissioners to help gift wrap for the holidays.

**B. REGULAR BUSINESS**

1. Library Commission Two-Year Workplan – Holmer reported that the new City Council will set their goals at a meeting in January and the commission will construct their new two-year workplan in accord with the council goals. New commissioners will review the current two-year plan which was sent with the agenda.
2. Approve minutes of October regular meeting - deferred
3. Prepare for Library Commission Digital Services event - demonstration of experience on digital devices – Commission members demonstrated the process of downloading print and audio e-books to a variety of devices including iPads and laptops and Kindles.

After discussion commission decided to continue planning for an e-book fair but to include all types of digital books and invite local representatives to demonstrate their products. Commissioners will also demonstrate the process of downloading library based e-books to a variety of digital devices.

MSP to direct the E-services Subcommittee to research and invite vendors to the workshop and to report back to the committee as a whole at the December meeting.

The e-book fair will be scheduled for mid-January.

**C. REPORTS AND ANNOUNCEMENTS**

- A. Commissioner reports
  - A. Friends report – no report
  - B. Foundation report – no report

- C. Literacy Partners report – no report
- D. Individual Commissioners reports – Sharma reported that he and Vasudeva presented the quarterly report to the City Council in October.  
Cebrian reported that she had sent notifications about e-books to the parental email lists for Menlo Park and Las Lomas school districts.

**D. INFORMATION ITEMS**

- A. Staff Communications – Holmer reported on a recent rash of DVD thefts in the library; and about the success of the credit card swipe option on the self-check circulation terminals. Holmer also reported that the library submitted two potential projects for the next Capital Improvement Program including re-landscaping of the library grounds and an expansion of the space for the Automated Materials Handling System.

**E. PUBLIC COMMENT #2 - None**

**F. ADJOURNMENT – Meeting adjourned at 8:11 PM**

Respectfully Submitted,  
Amy Hamilton, Secretary to the Library Commission