



Library Commission MEETING MINUTES

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

CALL TO ORDER at approximately 6:40

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

STAFF PRESENT: Susan Holmer, Director of Library Services

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

None

B. REGULAR BUSINESS

1. Approve minutes of October regular and November special meetings
MSP to approve October, 2012 Meeting Minutes
MSP to approve November, 2012 Special Meeting Minutes
2. Prepare for Library Commission Digital Services Event
Discussed who will be invited to demo at the event and how to publicize the event. Goal to bring Belle Haven neighbors to the event at the main library via the existing Saturday shuttle. The date chosen during the November meeting (January) is too soon. We plan to hold the event in the Main Library on March 2nd, 2013 from 12:00 – 3:00 p.m. March 9th will be our back up date.
3. Review of the draft Five Year Capital Improvement Program (electronic version sent earlier)
Reviewed Library related CIPs and agreed Chair will write the response.

C. REPORTS AND ANNOUNCEMENTS

1. Friends report
Best mini book fair ever. Approved mini book fair plan – no more big book fairs. March, June, Sept., Dec. for mini book fairs. Main goal is to have no restocks and reduce inventory. Kepler's Magic of Reading (day in May) indefinitely on hold.
2. Foundation report
Elected new Board members – Anna Chow is new President. VP is Jane Wyman. Treasurer is Peter Weck. Project to compare library foundations is almost finished. They plan to present findings to City Council. Provided

annual gift to the library of an APM - automated payment machine for computer terminals. Planning for library's 100th anniversary.

3. Literacy Partners report
Defer
4. Individual Commissioners reports
Defer

D. INFORMATION ITEMS

1. Staff Communications
Holmer provided information regarding Mandatory Commissioner Training in January. Menlo Park will put in an application to the CA State library for funding for an on demand printing service to self publish books. Machine will be at Keplers. Both Menlo Park Main and Belle Haven libraries closed for 4 days at Christmas and 2 days at New Years.

PUBLIC COMMENT #2

None

ADJOURNMENT at approximately 8:15 p.m.

Respectfully Submitted,
Amy Hamilton, Secretary to the Library Commission