



## **Library Commission SPECIAL MEETING MINUTES**

**Tuesday, February 12, 2013 at 6:30 p.m.  
413 Ivy Drive, Menlo Park, CA 94025**

**Belle Haven Branch  
Menlo Park Library**

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**CALL TO ORDER at approximately 6:47 p.m.**

**ROLL CALL** – Cebrian – Chair (P), Figueras (P), Hamilton (P), Rich (A), Sharma (A), Sloo (P), 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 January regular meeting  
MSP to approve Minutes as amended.
2. Prepare for Library Commission Digital Services Event  
Name of the Event is EReading for Everyone. Discussed demonstrators, publicity, and other tasks. Will send flyer information to Holmer to send out Library email message, 20 words or less will go on monitor. Cebrian, Vasudeva, and Hamilton will get notices in school newsletters (Cebrian – OakKnoll, Hillview, Hamilton – Encinal, Laurel, Vasudeva – Portola Valley).
3. Presentation of Discover & Go Museum Pass Program  
Holmer described the program.

**C. REPORTS AND ANNOUNCEMENTS**

1. Friends report  
Figueras reported that the Friends elected new Officers.
2. Foundation report  
Sloo communicated that the Foundation will volunteer and raffle 2 Kindles at the EReading for Everyone event. Per Holmer, the Foundation is still working on their analysis of other libraries.
3. Literacy Partners report  
Hamilton will ask Alice Bradshaw to contact Tim Grow – Chair to get their meeting schedule.
4. Individual Commissioners reports

Cebrian reviewed the CIP comments letter that she wrote and sent on behalf of the Library Commissioners to the City Manager.

**D. INFORMATION ITEMS**

1. Staff Communications

Holmer reviewed changes to circulation due to self check out. Checking in work is still high as we don't have the automated materials handling machine yet. In the discussion about Measure A funds by the Board of Supervisors, they mentioned library after school programs and were positive about it.

**PUBLIC COMMENT #2**

None

**ADJOURNMENT at approximately 8:05 p.m.**

Respectfully Submitted,  
Amy Hamilton, Secretary to the Library Commission