



Library Commission MINUTES

**Monday October 14, 2013 at 6:30 p.m.
800 Alma Street, Menlo Park, CA 94025
Menlo Park Library**

CALL TO ORDER at approximately 6:40 p.m.

ROLL CALL – Cebrian – Chair (P), Figueras (P – arrived 6:43), Hamilton (P – arrived 7:10 p.m.), Rich (A), Sharma (P), Sloo (P), Vasudeva (P)

STAFF PRESENT: Susan Holmer, Director of Library Services

OTHERS PRESENT: Kirsten Keith - Menlo Park City Council Member
Anna Chow – Menlo Park Library Foundation

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

None

B. REGULAR BUSINESS

1. Approve minutes of August & September meetings
MSP to approve August Minutes as amended. No Minutes to approve for September meeting.
2. Continue to draft next 2 year work plan based upon City Council's Goals
Keith suggests we focus on the Library as a service and make it clear that Council goals are difficult to relate to Library activities. Will continue to discuss in November.
3. Investigate potential for Library Focus Groups
Library staff suggesting having focus groups to collect people's opinions about the Library. Need to find people to participate in the focus group(s). Will add this to the 2 year work plan.
4. Library Commission terms and recruitment
Discussed expiring terms and process to fill them. Sloo brought up the idea of a Teen Commission which was discussed along with the idea of a teen library commissioner. We plan to discuss it with the City Council at our next Quarterly report.
5. Discuss Library Foundation Plans for facility improvement
 - a. Library Space Planning Study
Anna Chow, Menlo Park Library Foundation presented a draft of the foundation's study of other library foundations in the region and outlined their desire to have a library space needs study included in the city capital improvement program in FY 2014-15.

C. REPORTS AND ANNOUNCEMENTS

1. Friends report
Figueras reported that the June book sale was successful. Next book sale on December 8th. National Friends of the Library week – October 20-26.
2. Foundation report
Defer
3. Literacy Partners report
Defer
4. Individual Commissioners reports
None

D. INFORMATION ITEMS

1. Staff Communications
Have new head of technical services – Jennifer Wilkins. Recruiting for Project Read Manager.

PUBLIC COMMENT #2

None.

ADJOURNMENT at approximately 8:55 p.m.

Respectfully Submitted,
Amy Hamilton, Secretary to the Library Commission