



LIBRARY COMMISSION AGENDA

Regular Meeting
Monday, September 08, 2014 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025

CALL TO ORDER

ROLL CALL – Bramlett, Cebrian, Ehrlich, McDonough, Repple, Sloo

A. PUBLIC COMMENT (Limited to 30 minutes)

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

B. REGULAR BUSINESS

- B1.** Accept the meeting minutes for the June 9, 2014, meeting ([Attachment](#))
- B2.** Review of the Two-year Work Plan
- B3.** Library Focus Groups – continue planning process and suggest potential topics

C. REPORTS AND ANNOUNCEMENTS

- C1.** Report from the Friends of the Library liaison
- C2.** Report from the Library Foundation liaison
- C3.** Reports from individual Commissioners
- C4.** Report from Library staff

D. INFORMATION ITEMS – None.

E. ADJOURNMENT

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at (650) 330-6620.



LIBRARY COMMISSION DRAFT MINUTES

**Regular Meeting
Monday, June 09, 2014 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025**

The meeting was called to order by Chair Cebrian at 6:42 pm with all members present.

A. PUBLIC COMMENT (Limited to 30 minutes)

Under "Public Comment," the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

B. REGULAR BUSINESS

B1. Accept the minutes of the March 10, 2014

ACTION: Approved

B2. Accept the meeting the April 14, 2014 meeting

ACTION: Approved

B3. Review of the 2-Year Commission Work Plan

ACTION: Commissioners reviewed the contents of the commission 2014/15 work plan

B4. Library Focus Groups

ACTION: PEW article on perceptions of libraries reviewed. Potential target audience for focus groups could include non-users, small business, others. Contact the small business roundtable, the Belle Haven Alliance as possible participants. Holmer will send links to the PEW report and OCLC reports. Commissioners will review for discussion at July meeting and bring to the meeting ideas for specific focus groups and potential questions to ask.

C. REPORTS AND ANNOUNCEMENTS

C1. Report from the Friends of the Library Liaison

No report. Holmer reviewed to role of the Friends of the Library.

C2. Report from the Library Foundation liaison.

No report. Holmer reviewed the role of the Library Foundation. Ehrlich volunteered to be commission liaison to the foundation.

C3. Reports from individual commissioners.

None

C4. Reports from Library staff

Holmer reviewed the city budget process for the commissioners.

Holmer reviewed the progress of the Organization and Administrative Library Review.

D. INFORMATION ITEMS - None

E. ADJOURNMENT – 08:25 P.M.

Prepared by: Susan Holmer

These draft minutes are scheduled for consideration at the September 8, 2014, regular meeting.