



LIBRARY COMMISSION AGENDA

Regular Meeting
Monday, November 10, 2014 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025

CALL TO ORDER

ROLL CALL – Bramlett, Cebrian, Repple, Sloo

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.** Library Focus Groups – continue discussion of potential topics and review draft questionnaire from the sub-committee
- B2.** Determine topic for commission quarterly report to the City Council (scheduled for 11/18/14)
- B3.** Accept the meeting minutes from October 13, 2014 [Attachment](#)

C. REPORTS AND ANNOUNCEMENTS

- C1.** Individual commissioner reports
- C2.** Reports 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.

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LIBRARY COMMISSION MINUTES

Regular Meeting
Monday, October 13, 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 **6:35 p.m.**

ROLL CALL:

Present: Bramlett, Cebrian, Ehrlich, McDonough
Absent: Repple, Sloo
Staff: Susan Holmer

A. PUBLIC COMMENT (Limited to 30 minutes) - None

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B. REGULAR BUSINESS

- B1.** Presentation by Callander Associates of the proposed exterior library landscape renovation project

ACTION: Callander Associates presented plans for the exterior of the library landscape and commissioners asked questions about specific elements of the design. Commissioners concluded that the design was attractive and would be a great improvement for the library.

- B2.** Library Focus Groups – continue planning process and suggest potential topics

ACTION: Commissioners discussed other library focus groups that they had learned of, i.e., Seattle Public Library and Atherton Library. Holmer will bring the outcomes from the focus groups used in the development of the 2004-2007 Library Strategic Plan to the next meeting. Discussed the possibility of using Survey Monkey to help define the topics that should be covered in the focus groups. The survey would include general questions about library services and could be on the library website and sent to all who are on library email distribution lists.

Approved a subcommittee of Bramlett, Cebrian and Sloo to design the questionnaire and bring it back in draft form for the full commission to review at their next meeting.

B3. Appointments to commission chair and vice chair positions

ACTION: Tabled

B4. Appointment of liaison to Friends of the Library

ACTION: Tabled

B5. Determine topic for commission quarterly report to the City Council

ACTION: Agreed that a November City Council meeting date would work better for a report.

B6. Accept the meeting minutes for September 8, 2014

ACTION: Approved.

C. REPORTS AND ANNOUNCEMENTS

C1. Report from the Friends of the Library Liaison
No report.

C2. Report from the Library Foundation liaison.
No report.

C3. Reports from individual commissioners.
Commissioner Cebrian noted new signs at the Belle Haven Branch regarding unattended children.
Commissioners Ehrlich and McDonough announced that they would both be moving out of Menlo Park in November and would need to resign from the Library Commission.

C4. Reports from Library staff
Holmer reported that there would be a presentation by MRG at the November meeting of the Organization and Administrative Library Review.

D. INFORMATION ITEMS - None

E. ADJOURNMENT – 08:22 P.M.

Prepared by: Susan Holmer

Minutes accepted at the meeting of Monday, November 10, 2014.