



LIBRARY COMMISSION AGENDA

**Regular Meeting
Monday, June 08, 2015 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025**

CALL TO ORDER

ROLL CALL – Bramlett, Cebrian (Chair), Leep, Lemons, Manuel, Nelson, Repple

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.** Review of the Library activities from FY2014-15 and of planned activities for FY 2015-16
- B2.** Review of the Commission’s two-year work plan for 2015-2017
- B3.** Accept Commission minutes for the meeting of May 11, 2015 ([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 **DRAFT** MINUTES

Regular Meeting
Monday, May 11, 2015 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025

The meeting was called to order by Chair Cebrian at 6:39 p.m.

ROLL CALL:

Present: Bramlett, Cebrian (Chair), Repple, Sloo

Absent:

Staff: Susan Holmer, Library Director

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

B. REGULAR BUSINESS

- B1.** Library Focus Groups – continue discussion of potential topics and review draft questionnaire from the sub-committee

Commissioner Repple distributed copies of the final draft questionnaire. Commissioners amended some questions and agreed to send out to a test group of library users and adjust the final questionnaire based upon responses received.

ACTION: Motion and Second to approve the survey as amended and to continue the process of testing the survey instrument, passes unanimously.

- B2.** Library Operational and Administrative Review – discussion of recommendations and next steps

Commissioners reviewed the various recommendations from the library review especially the idea of non-place based services from the Belle Haven Branch. Commissioners shared their ideas for changing and enhancing services in Belle Haven. Discussion will continue at future meetings. No action was taken on this item.

- B3.** Accept the meeting minutes for April 13, 2015

ACTION: Motion and Second to approve meeting minutes of April 13 as amended, passes unanimously.

C. REPORTS AND ANNOUNCEMENTS

- C1.** Reports from individual commissioners

Commissioner Cebrian suggested adding “Agenda Building” to each Commission agenda. Holmer will find out if that addition complies with the new agenda standards. Commissioner Cebrian asked that an update on Children’s Services and summer programming be included in a future meeting.

C4. Reports from Library staff

Library Director Holmer reported the City Council approved modifications to traffic flow at the Ravenswood / Alma intersection and that the modifications may make travel to the library challenging.

D. INFORMATION ITEMS - None

E. ADJOURNMENT – 08:10 P.M.

Prepared by: Susan Holmer