



LIBRARY COMMISSION MINUTES

Regular Meeting
Monday, January 12, 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, Repple, Sloo

Absent:

Staff: Susan Holmer

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

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

ACTION: Sub-committee members presented draft ideas for a questionnaire and further questions and revisions were added by commission members especially open ended questions. Each commissioner will continue to review the questionnaire, provide more open ended questions and have their comments ready for the next meeting. Next revision will come back at the February commission meeting.

B2. Discuss the Draft Five-Year Capital Improvement Program

ACTION: Commissioners discussed library related or library relevant items on the draft plan and confirmed their support of the library landscape renewal, the expansion of the Automatic Sorting Machine Room, and the upgrades to the library wall coverings. They also discussed the Technology Master Plan and the importance of upgrades that would support the library and allow website translation into

Spanish. Commissioners expressed interest in the parking lot space surveys that were done previously and asked to see the results from the most recent survey. Cebrian will draft commission comments and send to Holmer for submission to the Public Works Department.

B3. Accept the meeting minutes for November 10, 2014

ACTION: Approved.

C. REPORTS AND ANNOUNCEMENTS

C1. Reports from individual commissioners.

Sloo reported on her presentation to the City Council of the commission's work on their two-year work plan.

C4. Reports from Library staff

Holmer reported that recruitment for city commissions would begin soon and that the City Clerk was looking for highlights of the commissions' work during the past year. Holmer also reported that the longtime director of the Peninsula Library System, Linda Crowe, would be retiring at the end of March.

D. INFORMATION ITEMS - None

E. ADJOURNMENT – 08:49 P.M.

Prepared by: Susan Holmer

Minutes accepted at the meeting of Monday, March 09, 2015.