



LIBRARY COMMISSION MINUTES

Regular Meeting
Monday, April 13, 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 **6:36 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 which had been generated at the January 12, 2015 meeting. Certain questions were revised and edited. Repple will bring back the reformatted survey to the May commission meeting.

- B2.** Review Commission 2 Year Workplan and discuss next project to be undertaken from the workplan

ACTION: Commissioners reviewed the objectives of the 2 year workplan and agreed to complete their work on the library focus groups before choosing their next task.

- B3.** Parking Lot Surveys – discuss timeline for receiving results of surveys conducted previously

ACTION: Commissioners discussed the data that had come from the first parking lot survey and discussed the lack of progress on results from the follow-up survey. Commissioners noted that City Councilmember Klein had asked the commission to provide an update about parking.

MSP ask the Transportation Division to conduct a new follow-up survey of parking lot occupancy on the city campus.

B4. Library Operational and Administrative Review – discussion of recommendations and next steps

ACTION: Holmer explained the Executive Summary of the Library Review and highlight work that has already begin with a strategic planning process and additional services at the Belle Haven Branch.

B5. Election and appointment of commission vice-chair

ACTION: Bramlett accepted the nomination and was appointed commission vice-chair

MSP appoint Commission Bramlett vice-chair of the library commission

B6. Accept the meeting minutes for January 12, 2015

ACTION: Approved.

C. REPORTS AND ANNOUNCEMENTS

C1. Reports from individual commissioners.

Sloo reported she was invited by City Councilmember Mueller to attend one of his coffee hour meetings. Bramlett reported that she did attend one of the coffee hour meetings and found it very positive.

C4. Reports from Library staff

Holmer reported that recruitment for city commissions had been extended and appointments won't be made until May. Library landscape renewal is proceeding and is now in final design phase.

D. INFORMATION ITEMS - None

E. ADJOURNMENT – 08:47 P.M.

Prepared by: Susan Holmer

Minutes accepted at the meeting of Monday, May 11, 2015.