



REGULAR MEETING MINUTES

Date: 9/12/2016
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call to Order

Chair Bramlett called the meeting to order at 6:30 p.m.

B. Roll Call

Present: Bramlett, Badgely, Cebrian, Lemons, Race (6:45)
Staff: Nick Szegda, Assistant Director of Library Services

C. Public Comment

Cecilia Taylor asked that Library Commission materials (agendas and minutes) be posted at the Belle Haven Library. She also asked that Belle Haven Library open hours be posted on a portable sign on Willow Road so that as many as possible could be made aware of any changes in the hours.

D. Presentations and Proclamations

D1. Presentation on library volunteer program

Szegda gave a short presentation on the Library's volunteer program. Juan Quinonez is the Volunteer Coordinator. The Library's needs are posted on the Volunteer Match site. Volunteers go through a City application process, then training. Volunteer hour are tracked using Volgistics software. Library volunteers have served more than 11,000 hours in each of the last two years. Recruitment and retention can be an issue for some volunteer position. Commissioner suggestions for improving or expanding the volunteer program include using web videos for training volunteer, exploring relationships with other organizations that might generate interest in volunteering at the library, seeing if there is a service requirement for local high schools that could be met through library volunteering. Commissioner Bramlett wondered if volunteers could help with achieving some of the work generated by the new strategic plan. The "paws for reading" program was mentioned as a possibility for recruiting younger volunteers.

D2. Presentation on visits to libraries in France by Commissioner Leep - postponed

D3. Presentation on work in progress to update library policies

Szegda gave an overview of the different policies that library staff follow, and the different policies they create for library users. Major policies include the Collection Development policy, the Behavior Policy, and the Meeting Room policy. The 2014 administrative review recommended that the library

develop and publish a formal Customer Service policy. Policies from different agencies (City, PLS, State and County agencies, and professional association practices) all affect library users. An example given was the state of California law protecting the privacy of library user records. Staff will bring policies to the Commission as they are updated for their review.

E. Regular Business

- E1. Accept the minutes from August 08, 2016

ACTION: Motion and second (Lemons/Badgley) to approve the meeting minutes of August 08, 2016 without changes, passed 5-0.

- E2. Update from STEAMd subcommittee

Commissioner Race gave a presentation on the Science Café programs run at the Lafayette library. Existing library programs (storytimes, book lists, displays) were used to tie the library and its mission to science events. Science Café events also provide opportunities for collaboration between the library and other agencies – schools, science and service organizations. Commissioner Badgley suggested that the larger library display areas be repurposed to support major upcoming programs.

ACTION: Subcommittee will work toward a November pilot “Science Café” event to take advantage of the other science related events at the library that month.

- E3. Finalize details for October 13 joint social gathering with leadership of library support agencies.

Second support agency social is set for October 13th from 6-7:30 PM at the library. Invitations have been sent and social event particulars finalized.

- E4: Update on August 30 quarterly Commission update to City Council

Commission update has been moved to October 12 Council meeting.

- E6: Update on investigation into feasibility of changing Commission meeting date so as not to conflict with other city commission meetings

Szegda reported that Commission meeting date changes would need to be approved by the City Manager and then by City Council. Commissioner Cebrian suggested the 3rd Monday of the month. Commissioner Cebrian noted that there are precedents for moving regular commission meeting dates. Szegda suggested that the Commission prepare a formal report/request to move the Library Commission date, if that is desired.

ACTION: Chair Bramlett will put this on a future meeting agenda so that the Commission can work on developing a report for the City manager.

- E7. Continue progress towards 2016-17 Commission Work Plan goals and priorities. Discuss work plan priorities and next steps, including liaison visits.

Commissioner Race will appear at Menlo Atherton High School's career day. This appearance was facilitated by Commissioner Lemons and her contacts in the MA Counselor's office. Commissioner Cebrian brought a reading specialist from Oak Knoll School on a tour of the library and introduced her to the library's resources and staff.

F. Reports and Announcements

- F1. Staff liaison report

Centennial Extravaganza was very successful – more than 600 attendees including Commissioners, City Council Members and other library support agency members. Lots of families enjoyed the five themed “story” areas, and the library received a lot of positive comments from the community in person and in the press.

Programs and Events – Pop up at Kelly Park music in the park event, Ballot issue discussion with the LWV on October 1, FOL book sale on 9/24 & 9/25

- F2. Informal Commissioner reports

Commissioner Badgley visited a library in San Luis Obispo that had small “phone booth” rooms that could be used by patrons to make phone calls in the library. Commissioner Cebrian had some suggestions: a sign in the Friends bookstore that explained where price information was located, a simple flyer for “How to get help from Project Read”, and a request that the library's reading recommendation flyers be posted on the website.

G. Informational Items

- G1. Informal commissioner sharing of audio/digital/print books currently reading

Cebrian – Towers Falling/ Jewell Rhodes and Nest/ Cynthia D'Aprix Sweeney Badgley – Disposed/ Ursula K. LeGuin (a living Library of America inductee) Lemons Secret Lives of the US Presidents and Magnesium Miracle, both in audiobook form Bramlett - Stevie Nicks: Visions Dreams and Rumors/ Zoe Howe Szegda The Stars my Destination/Alfred Bester

H. Adjournment

Chair Bramlett adjourned the meeting at 8:37 p.m.

Minutes approved at 10/10/2016 Library Commission meeting