



REGULAR MEETING MINUTES

Date: 9/18/2017
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call to Order

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

B. Roll Call

Present: Badgely, Bramlett, Bugna, Leep (arrived at 6:42), Lemons, Race.

Absent: Cebrian

Staff: Nick Szegda, Assistant Director of Library Services

C. Public Comment

Laura Evans from the Belle Haven neighborhood spoke on the MOU between the library and the school district, stating that the City does not pay for the building upkeep at the branch. She also spoke in support of proportional services for the Belle Haven neighborhood based on the neighborhood's population as a percentage of the City's. Evans stated that the library is underutilized because of its limited hours of operation and its limited collection of materials for adults, but is well used at certain times of day, and that programs held at the branch have been well attended.

Nina Wouk spoke against the RFP for the Belle Haven neighborhood library needs assessment, stating that the library is underused because it is not usable, and therefore any money spent on conducting the needs assessment was a waste.

D. Regular Business

D1. Accept the commission meeting minutes from August 21, 2017

Chair Lemons opened public comment on this item.

Nina Wouk spoke and would like additional clarifying remarks to be added to her public comments regarding reasons why the branch library is not used.

Commissioner Bramlett requested that Ms. Wouk's comments be amended and the minutes be brought back to the Commission for approval. Szegda explained the City's use of action minutes for Commission and Council meetings, and that transcriptions would be difficult to provide and would likely not be approved by the City Clerk. Commissioner Bramlett spoke in favor of capturing as much of public comment as possible and volunteered to take minutes at the November meeting,

with minute taking rotating amongst Commission members after that. Szegda will ask the City Clerk for a definition of “action minutes” and will provide it to the Commission.

- D2. Accept the commission special meeting minutes from July 10, 2017

Accepted with changes (Change “may” to “will” for Library Director Holmer’s statement regarding Commission work plan priorities)

- D3. Review 2016-17 Commission Work Plan goals and Priorities. Approve 2017-2018 Commission Work Plan and prepare for Council presentation

The work plan subcommittee plans on meeting before the October 16 Commission meeting to refine the work plan presentation. Commissioner Bramlett will make the suggested changes to the work plan before next meeting. Commissioner Bramlett suggested that progress toward the Commission’s work plan goals be a standing agenda item.

- D4. Discussion of statistics used by the library

Szegda shared the most recent copy of the State of California annual library statistics for the library, and related that these statistics were the main ones kept by the library. Because all public libraries in the state keep these same statistics, he said they are useful for making comparisons between libraries of similar sizes or service areas. Commissioner Bramlett said that the statistics used in the annual budget document were not useful, because they could be used to justify the lack of support given to the branch. Szegda stated that the limited statistics in the budget document were not mandated by the state, nor meant to be illustrative of library services as a whole, but were used to capture a snapshot of library usage at the main and the branch for the preceding year. Commissioner Bramlett suggested that output measures be used for the budget document, suggesting measures such as program attendee satisfaction, number of library card holders, and other ratio measures (such as books borrowed per percent of local population). Commissioner Bramlett would like to form a subcommittee to develop new library measures to be used in the annual budget report.

E. Reports

- E1. New library project update

Szegda reported that the City Council Subcommittee had not yet met with Mr. Arrillaga, the potential donor for the main library replacement project. Szegda will report on any updates at the next Library Commission meeting.

- E2. Staff liaison report

Szegda gave a brief report on the budget for the branch library, stating that the library did not break out budgeting for the branch operations from operations for the main. The budget for the library does not delineate specific service areas with the exception of the budget for Project READ, the adult literacy program. Szegda gave a report on recent programs held at the main and the branch.

E3. Informal Commissioner reports

Commissioner Bramlett distributed a copy of her estimates for the operating budget for the branch. She plans on sharing this estimate with the City Council. Commissioner Bramlett distributed a copy of California Education Code Title 1, Division 1, Part 11, Chapter 5, which relates to the management of public libraries by a board of trustees. Szegda stated that he did not think that this code applied to the operation of the Menlo Park Library, but that Commissioner Bramlett could check with the City Attorney to verify. Commissioner Bramlett shared a report which listed her ideas for branch library improvements, and asked for an update on the hiring process of the Project READ director.

F. Informational Items

F1. Informal commissioner sharing of audio/digital/print books currently reading

Bramlett – “Red Notice” by Browder, Lemons – “Ask More: the Power of Questions”. Badgely – “A Supposedly Fun Thing I’ll Never Do Again” by Wallace. Bugna – Historical document from Point Arena.

F2. Collect future agenda items

Approve work plan. Progress toward the Commission’s work plan goals. Approve minutes from August meeting.

G. Adjournment

Chair Lemons adjourned the meeting at 8:02 p.m.