

**Library Commission**  
**MEETING Minutes**  
Monday, February 13, 2012 at 6:30 p.m.  
800 Alma Street, Menlo Park, CA 94025  
Menlo Park Library

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**CALL TO ORDER at 6:36 p.m.**

**ROLL CALL** – Sloo Chair (P), Cebrian (P), Hamilton (A), Sharma (P), Soto (A), Vasudeva (P), Wangberg (P)

**STAFF PRESENT:**

Susan Holmer, Director of Library Services

**OTHERS PRESENT:**

None

**A. PUBLIC COMMENT #1**

None

**B. REGULAR BUSINESS**

1. Minutes of January regular meeting were approved as amended.
2. Review of draft CIP (Capital Improvement Plan) for 2012-17 – Commissioners reviewed the draft CIP, discussed proposed library projects and potential future library projects.

**MSP** to support the Automated Materials Handling and Library RFID project

**MSP** to request that the Library Interior Wall Fabric Replacement Project be moved to FY 2012-13 as work on the reconfigured front circulation area will have been completed and fresh wall coverings will compliment the new area

**MSP** to request that a new project, new Belle Haven Branch Library Feasibility Study, be added to FY 13-14 with a funding projection of \$95,000

**MSP** to request that a new project, Improved Infrastructure for the delivery of electronic services, be added to FY 13-14 with a funding projection of \$37,000

3. Loss of city Redevelopment Funds and potential impact on services – Holmer reviewed the situation with RDA funds and the steps that the city will take to address the loss of funding.
4. Review results from recent Library Commission library surveys and determine next steps – Sloo reviewed the results from the survey box that was placed in the Teen Area. Holmer will explore the possibility of a pop-up survey on the public Internet terminals in the month of April

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5. Follow-up on planning for future Belle Haven Branch Library Services – Commissioners reviewed the preliminary information as compiled by Hamilton, agreed that more consistency in the data was needed and agreed to collect more.
  6. Electronic services update from sub-committee – Sharma reported that he has been reviewing access to e-books on various library websites and presented his initial findings. Holmer will send the sub-committee the usage statistics that are available for Overdrive. Sub-committee members will meet and work on a mini-update to City Council and present their draft to the commission at the next meeting.

#### **C. REPORTS AND ANNOUNCEMENTS**

1. Commissioner reports
  - A. Commission quarterly work plan report to City Council – Completed by Cebrian at the 1/24/12 City Council meeting
  - B. Library metrics research – Sloo has only received one set of research. Commissions should complete their research and forward results to Sloo.
  - B. Parking memo – Sloo sent the memo regarding parking conditions to the Transportation Division in early February.
  - C. Finance sub-committee report – No update
  - D. Friends report – have elected a new President
  - E. Foundation report – Studying potential projects that they might fund.

#### **D. INFORMATION ITEMS**

1. Staff Communications – Holmer reported on the revised timeline for the circulation area remodeling and the re-carpeting of the library.

#### **E. PUBLIC COMMENT #2**

Under “Public Comment #2”, the public may address the Commission on any subject not listed on the agenda and items listed under the Consent Calendar. 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

#### **F. ADJOURNMENT – meeting adjourned at 8:46.**