



LIBRARY COMMISSION MINUTES

Special Meeting

August 20, 2003

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

CALL TO ORDER – Chair Traum called the meeting to order at 6:35 pm.

ROLL CALL: Traum, Chair (P); Devine (A); Friedman (P); McDonough (P); Nanfria (P); Tedrow (P); Wellner de Veer (P)

Staff Present: Holmer, Director of Library Services

A. PUBLIC COMMENTS: None

B. REPORTS AND ANNOUNCEMENTS

1. Introduction of new library commissioner, Charlene Friedman.
Library commission members were introduced to Charlene Friedman who became a member of the library commission earlier in August.

C. BUSINESS ITEMS:

Establishment of a library foundation

a. Review of background materials

Nanfria had prepared two documents which she shared. The first outlined the reasons to form a fundraising foundation for the library, the requirements for establishing a fundraising foundation, and, the preparations Nanfria has completed to investigate the establishment of a foundation. She also distributed a sheet showing the numbers of Internet computer terminals in sixteen nearby libraries. A copy of the "Wish List" from April 2001 was also distributed.

The materials were discussed. Questions were raised about the need for paid staff members and whether the foundation could be effective if there were no staff members. Also questioned was whether a foundation could be successful if there was intermittent use of a fund raising consultant rather than specific foundation staff.

Several questions will be referred to the City Attorney for opinion.

Discussion ensued regarding the need to develop a consistent theme and target goals in any fundraising activity.

- b. Review of non-profit corporation filing requirements
Nanfria briefly reviewed the requirements for the establishment of a non-profit corporation in California. Questions were raised about the need to acquire a bond for the foundation board and about whether the library could obtain non-profit status on its own, without the establishment of a foundation.
- c. Next steps
It was determined that further information was needed regarding the differences in fundraising when it was done by a library foundation as opposed to the library fundraising for itself. Also needed are the answers to questions which are being referred to the City Attorney.
The topic will be on the next agenda.

D. INFORMATION ITEMS

None

E. ADJOURNMENT – the meeting adjourned at 8:05 pm.

Next regularly scheduled meeting will take place on Monday, September 8, 2003 at 6:30 pm.