



LIBRARY COMMISSION MINUTES

Regular Meeting

September 8, 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 6:40 pm.

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

Staff Present: Holmer, Director of Library Services

A. PUBLIC COMMENT - none

B. REPORTS AND ANNOUNCEMENTS

Library – Tuesdays at noon remain very busy. Word about the late opening hours still has not reached all users of the library. Lighting has been increased in the corridor that currently houses new fiction and the non-fiction videos. There will be some reorganization of the collection over the next few months. The goal will be to locate all audio-visual materials, including videos, DVDs, CDs, Books on Tape and CD, in the same part of the library. The area that used to house the new books will again be put to use for that purpose.

Friends of the Library- Tedrow reported that the Book Fair dates are September 20 thru 21 and that volunteers are still welcomed.

PLS Advisory Board – Tom McDonough was appointed to the SAB at the August 26th City Council meeting.

C. BUSINESS ITEMS:

1. Minutes of the July 14th were approved as written.

The minutes of the August 20th meeting were approved with the following corrections:

Section C item a., “Questions were raised about the need for paid staff members and the associated expenses.” Section C item c, add “McDonough volunteers to contact the Menlo Park Chamber of Commerce as a step in raising the chambers awareness of the library and its services and suggest the library as a site for a chamber mixer.” Section C item b change “a bond” to

“bonding”.

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library

Formation of a library foundation –Holmer reviewed the responses of the City Attorney to the inquiries about foundation status. His answers included the following information: about the library becoming a 501(c) 3 corporation –no need as contributions to the city are already tax-deductible; Library commission members should not serve on the board of directors of the library foundation; the library commission can engage in a fund raising program if they receive city council approval; and, the city can accept restricted use gifts and can also receive unrestricted gifts. If the restricted gift is accepted then it is only used in the purpose for which it was given.

Assuming the existence of a foundation, McDonough asked whether donations should be solicited for both the library foundation and for the library directly. It was generally agreed that would lead to confusion and that donations should be directed to just the foundation. Holmer suggested that donations for specific areas of the collection might still be given to the library.

Holmer reviewed the other non-general funds that the library has including the Mack Trust, the endowment fund and the general donation fund.

Discussion continued regarding the need to have paid staff for the foundation. Current sources of funding might be used until the foundation was self-sufficient were discussed.

Holmer will query local library foundations regarding the initial costs of establishing their foundations and their determination of the possible need for paid staff. Commission members agreed that they needed to make a report to the city council informing them on the activities of the commission. McDonough suggested that he would do a report for the City Council. Holmer suggested doing the report in conjunction with the November resolutions honoring the 50 years of service of both the library commission and the Friends of the Library.

2. Update on budget process for FY 03/04

A citywide budget reduction of \$400,000 is in progress. Early retirement, voluntary separation and voluntary reduced work hours are being offered to city employees. The reduction will be presented to the City Council at the October 14th meeting.

E. Adjournment – the meeting adjourned at 8:30 pm.

Next regularly scheduled meeting will take place on Monday October 13, 2003 at 6:30 pm.

