



## **LIBRARY COMMISSION MINUTES**

**Regular Meeting**  
October 13, 2003  
6:30 pm  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

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**CALL TO ORDER** – Chair Traum called the meeting to order at 6:44 pm.

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

**Staff Present:** Holmer, Director of Library Services

**A. PUBLIC COMMENT** - none

### **B. REPORTS AND ANNOUNCEMENTS**

Library – Holmer reported that the goal of reducing the FY03/04 city budget had been achieved through voluntary resignations, reduced work hours and retirements. The city offices will also be closed from 12/22 through 12/26. The library will have some reduction in hours. Supervisory staff will be attending training sessions on the new performance evaluation techniques that the city is instituting to coordinate with the performance-based budget.

Friends of the Library- Tedrow reported that the Book Fair was a success though hot weather kept down the attendance in the afternoons so revenues are lower than last year. Nanfria reported on her experiences working at the Book Fair.

PLS Advisory Board – no report

### **C. BUSINESS ITEMS:**

1. Minutes of the September 8<sup>th</sup> meeting were approved as written.
2. Change of date for November commission meeting  
The next regular meeting date will be November 10<sup>th</sup> the day before the Veteran's Day holiday and the library director will be away on that date. Commission members agreed to change the meeting to November 3<sup>rd</sup> rather than cancel the meeting.

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

1. Projects for the Menlo Park Library

a. Formation of a library foundation –Holmer distributed information from several local library foundations regarding the initial costs of establishing their foundations and their determination of the possible need for paid staff. Findings indicate that a range of styles were employed but those libraries who engaged a consultant to help in the initial steps of the foundation formation felt that it had been a worthwhile expenditure. Most foundations, with the exception of the larger libraries, employed staff only on a part-time or contract basis.

Discussion ensued regarding the types of contributions that a foundation would need from direct donor contributions to grants and the process of obtaining either type of fund.

The need to begin the process of establishing the foundation was stressed and the dissenting view that it was premature until specific needs were identified was expressed. As the list of needs is identified there should be a meeting with the Friends of the Library to see which might fall within their scope of interest and capability to fund.

The use of a consultant to file the initial paperwork and consult on board development and initial fund raising would be useful. Holmer will investigate estimated consultant fees.

b. Library strategic plan – presentation of draft

The draft of the strategic plan for the library was distributed and discussed.

Commission members made recommendations for changes to the document such as inclusion of a description of the unique qualities of the library today, a statement of where the library should be in 2-3 years and the types of resources that will be needed to reach those goals. Also suggested was inclusion of the set of results from the community focus groups. The draft will be brought back to the next meeting for further comment.

2. 50<sup>th</sup> Anniversary proclamation at November 4<sup>th</sup> City Council meeting

November marks the 50<sup>th</sup> anniversary of the establishment of the library board, now known as the library commission. To mark that event, there will be a proclamation read at the City Council meeting. All library commission members plan to attend to be part of the presentation.

#### **E. Adjournment** – the meeting adjourned at 8:15 pm.

Next regularly scheduled meeting will take place on Monday November 3, 2003 at 6:30 pm.