



LIBRARY COMMISSION MINUTES

Regular Meeting

November 3, 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 6:47 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 – Holmer reported that the public is slowly recognizing that the library doesn't open until noon on Tuesday. The city is instituting a new employee evaluation process which begin with each employee writing a performance plan for the year. The program will link individual performances with the goals of the program budget. Department managers are involved in the process now and all staff will be writing performance plans in 2004. Materials circulation is slightly lower this September/October possibly reflecting the reduction in open hours.

Friends of the Library- Tedrow reported that the Book Fair was a success but it raised less money than last year. Commissioner McDonough asked how new members were solicited to the Friends and if there was a growth in the membership. He suggested that the afternoon meeting time precluded attendance by many working adults and suggested adding occasional evening meetings. He also suggested that the Friends establish sub-committees to take on special projects for the library and to involve library supporters who were not necessarily interested in working with donated materials to be sold in the store or at the book fair.

PLS Advisory Board – McDonough reported that a tri-system SAB breakfast (formerly was a dinner) is being planned. It will involve SABs from PLS, BALIS and SVLS. They are still working on finding a speaker for the Library Issues Breakfast (formerly Legislative Breakfast) which will take place probably in April or May. He also shared information about practices that some other library commissions are following. Members of some other commissions have teamed up with a city council member to make sure the council member is aware of activities in and related to the

library. In Alameda Library Commission members frequently attend city council meetings and give comments about the library and its construction project during the public comment section of the agenda. Further discussion ensued regarding the need to make the library more visible in the community. It was suggested that meetings of the library commission be advertised more widely and that the public be encouraged to convey comments about the library to the members of the commission directly.

C. BUSINESS ITEMS:

1. Minutes of the October 13 meeting were approved with the corrections:
 - D.1.a. change “types of contributions that a foundation would need from” to “types of solicitations the foundation would use to obtain donations from...”Add to end of paragraph 4: “ The library has money in the endowment fund that could be made available for the cost of a consultant.”

D. INFORMATION ITEMS

1. Projects for the Menlo Park Library
 - b. Library strategic plan – discussion of second draftThe revised draft of the strategic plan for the library was distributed and discussed. Commission members made further recommendations for changes to the document. Commission members suggested a broader approach that would define the library and provide a vision for where it should be in the future and what it would take to get there. There was also a suggestion to be more specific about the role of the Belle Haven Branch Library. The revised draft will be brought back to the next meeting for further comment.
 - a. Formation of a library foundation –Nanfria brought information from the Secretary of State’s Office regarding nonprofit organizations and the processes that must be followed for state filing of articles of incorporation. She suggested that commission members look at the samples incorporation documents that are on the Secretary of State’s site. Additional information she brought will be copied and mailed to commission members. Commission members would like to know what the cost would be to hire a consultant who would complete various stages of the work to nonprofit status. It was agreed that the work of identifying potential members for the board of directors is beyond the scope of a paid consultant. Commission member Friedman was investigating legal firms which might do some of the work pro bono. Holmer will bring back some cost estimates to the next meeting.
 2. 50th Anniversary proclamation at November 4th City Council meeting
- November marks the 50th 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 which will take place at 7pm tomorrow evening. .

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

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