



## LIBRARY COMMISSION MINUTES

### Regular Meeting

March 15, 2004

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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**CALL TO ORDER** – Chair Wellner de Veer called the meeting to order at 6:40 pm.

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

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

#### **A. PUBLIC COMMENT** - none

#### **B. BUSINESS ITEMS**

1. **Minutes** – agenda was corrected to show the minutes of the February 9<sup>th</sup> and February 18<sup>th</sup> meeting. The minutes for the regular meeting of February 9, 2004 and the special meeting of February 18, 2004 were approved as written.

#### **2. Moving ahead on a Library Foundation**

##### **a. Mayor's Duboc's foundation formation expertise**

Wellner de Veer meet informally with City Council member Winkler and was informed that Mayor Lee Duboc has expertise in the establishment of foundations and that she would probably be willing to assist the commission. Wellner de Veer asked how should the commission put this expertise to use.

##### **b. March 1 meeting with Board of Directors of the Friends**

McDonough, Tedrow and Wellner de Veer reviewed their presentation to the Friends Board. Friends wanted to know what the foundation would do for their organization if the fund-raising became part of the Friends. Advantages to the Friends would be more new members, a variety of activities to offer to members, members with new skill sets, and an increase in PR about their organization. Friends were advised on the financial needs that the Foundation could address. Friends indicated that they didn't think they could raise a greater amount of money with the book sales unless they increased book prices so they saw the need for a Foundation. Tedrow expressed the opinion that the Friends would be content to see a separate Foundation for the Library and would not feel that it would be a competitor. McDonough expressed his concerns that there may be problems with competition

once the foundation is started. Discussion ensued. All agreed that it is essential to keep the Friends informed about the work of the commission as they move to establish a foundation. Tedrow agreed to talk to the Friends at their next meeting.

**c. Meetings with City Council members**

Wellner de Veer gave a recap of her meeting with Mayor ProTem Winkler. The plans for establishing a foundation, the initial needs that the Foundation could fulfill and the process of raising awareness of the library were included in the discussion.

Nanfria will contact Mayor Duboc and Councilmember Collacchi to arrange a meeting. She will also ask about the sequence of getting on the City Council agenda so they can pass a resolution in support of the establishment of a foundation.

Traum will attend the March 23 City Council meeting to convey thanks for approving the use of library bond funds for the purchase of two express check machines.

McDonough will send correspondence to Councilmember Kinney explaining the funds, in addition to the general fund, from which the library draws support.

Agreed to schedule a special meeting to work on a plan for raising awareness of the library.

3. Library Strategic Plan – Holmer distributed a revised library strategic plan and commission members agreed to defer their discussion until the next regular meeting.

**C. Information Items – None**

**D. Reports and Announcements**

Library – preparing for budget sessions; express check units are now functioning but need fine turning;

Friends – appreciated the visit from the library commissioners

SAB – still preparing for the Library Issues breakfast

**E. Adjournment – the meeting adjourned at 8:10 pm.**

Special meeting scheduled for March 24<sup>th</sup> at 6:30.

Next regularly meeting is scheduled to take place on Monday April 12, 2004 at 6:30 pm.