



LIBRARY COMMISSION MINUTES

Regular Meeting

June 14, 2004

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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

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

Staff Present: Holmer, Director of Library Services

Others Present: None

New Library Commissioner Anna Zara was introduced and welcomed. A revised list of commission members was distributed.

A. PUBLIC COMMENT - none

B. BUSINESS ITEMS

1. Minutes – The minutes for the April 12 regular, the April 28th special and the May 10th regular meetings were approved as written.
2. Feedback from City Council Study Session and Next Steps.
Wellner de Veer led the discussion about the study session and the questions that were raised by the City Council members. Commission members agreed that the meeting was successful and that the information shared with the City Council was met with interest. Wellner de Veer will send a note of thanks to Vice-Mayor Winkler, who is the library liaison, thanking her for a productive session and asking what needs to be done next.
Zara asked for additional information about the literacy program and its expansion into the Belle Haven neighborhood.
 - a. Library Bond Issue or Library Tax
Commission members discussed the timing of bond issue and raised the question of which types of revenue resources could be developed to cover the non-bricks and mortar improvements. Comments from the City Attorney regarding the amount of majority vote for each type of tax and timing of tax issues were reviewed.

b. Library Foundation

Commission members determined that the initial step for forming the library foundation is to develop the list of officers who will be part of the filing for non-profit status. The desirable profile of the persons who will be on the foundation board was discussed. Interest in the library, willingness to work and ability to give, financially, were all deemed important. Some individuals who fit into those categories were suggested. Recruiting for the foundation board will be a role that all Library Commissioners will be involved in. It was agreed that each commissioner would bring back the names of some potential board members to the next meeting. Best would be individuals known personally or professionally by the commission member but other likely persons should also be suggested.

It was suggested that a statement of purpose be drafted so there would be a uniform statement that each commission member could use when speaking with prospective board members. Holmer will draft a statement and send it out to all commission members prior to the next meeting. Commission members will make changes and resend the draft statement so it can be finalized at the next meeting.

Other concerns about the foundation including the possible need for staffing or professional fundraisers were discussed.

It was suggested that a schedule of possible fund raising milestones be drafted as guidance during the early stages of the foundation.

INFORMATION ITEMS

1 Recycling of library and donated materials

Holmer reported on the project to recycle library discards and donated materials, not needed by the library or the Friends. A company called bLogistics will be the vendor. The program will have bLogistics sell these items through Amazon.com and other online book vendors and provide another source of needed revenue for the library.

REPORTS AND ANNOUNCEMENTS

Library – no further reports

Friends of the Library – a request was made to obtain a list of the Friends' Board of Directors and their contact information for distribution at the next Library Commission meeting.

SAB – McDonough invited all commissions to attend the Friends and Foundations workshop taking place on June 19th in Pleasanton. He plans to attend.

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

Next regularly meeting is scheduled to take place on Monday July 12, 2004 but because several commission members will be on vacation that week and the prior week the next meeting date was moved to Tuesday June 29th at 6:30 pm. An announcement of the changed date will be circulated.