



## LIBRARY COMMISSION MINUTES

### Regular Meeting

June 29, 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 6:45 pm.

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

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

**Others Present:** None

#### A. PUBLIC COMMENT - none

#### B. BUSINESS ITEMS

1. Minutes – The minutes for the June 14, 2004 meeting were approved as written.
2. Establishing a Library Foundation
  - a. Draft mission for the Foundation  
Commission members discussed possible initial mission statements for the fundraising foundation. They agreed to the following statement:  
“The mission of the Menlo Park Library Foundation is to seek private financial support from the community to provide resources to supplement city funding and to enhance the Library’s programs and services.”
  - b. Job Description for Library Foundation Recruitment  
Friedman thought it was important to define the work of the foundation board so that candidates for the positions would know the types and amount of work that might be involved. It was agreed that the primary work would involve establishing the framework for the foundation and deciding upon the first steps for fundraising. Would there be an immediate need for staff for the foundation? The possibility of sharing staff from another foundation was raised.

To file for the 501c3 status, the foundation needs to have a President, Secretary and Treasurer. Those are the positions we are interested in filling now.

Desirable characteristics for the initial board:

- finance background, or
  - legal background, or
  - publishing background, or
  - media background
  
  - passion for the Library
  - experience working on other foundations
- c. Suggested persons for the Foundation Board  
Commission members discussed individuals who might be potential members for the foundation board. Well known local authors, venture capitalists, attorneys, business owners, and others were mentioned. When approaching potential board members, it would be appropriate to ask the individual if they might be interested in helping the library by being a foundation board member but not to ask them if they would want to fill a specific position.

It was agreed that each commission member would come to the August meeting with the names of at least two or three individuals. From those suggestions a list of potential board members will be developed and specific offices for the individuals would be suggested. Commission members can then approach the candidates and ask if they would serve in the capacity of foundation board president, treasurer or secretary.

## **INFORMATION ITEMS**

None

## **REPORTS AND ANNOUNCEMENTS**

Library – no further reports  
Friends of the Library – no report  
SAB – no report

**E. Adjournment** – the meeting adjourned at 8:00 pm.

Next regularly meeting is scheduled to take place on Monday August 9, 2004.