



LIBRARY COMMISSION MINUTES

Regular Meeting

August 9, 2004

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

CALL TO ORDER – Vice-Chair McDonough called the meeting to order at 6:35 pm.

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

Staff Present: Holmer, Director of Library Services

Others Present: Peter Snow, Latham and Watkins, LLP

A. PUBLIC COMMENT - none

B. BUSINESS ITEMS

1. Minutes – The minutes for the June 29, 2004 meeting were approved as written.
2. Building the Library Foundation
 - a. Latham Watkins assistance –

Attorney Peter Snow from Latham and Watkins introduced himself and a summer intern who has worked with him on the review of the legal requirements for the foundation. Mr. Snow outlined the steps required for completing the state and federal non-profit corporation applications. One individual can be the “incorporator” for the foundation and work with the attorney on the by-laws and other necessary documents. The incorporator takes on the responsibilities of the corporation until the corporation is established. There is currently a delay of up to 150 days in the IRS processing of applications. Commission members asked whether or not it would be possible for a commission member to take on the role of incorporator while remaining on the Library Commission. Holmer will ask the City Attorney if that is possible.

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 - b. Suggested persons for Foundation Board

Commission members agreed that it is not essential to be a Menlo Park resident to serve on the board. Some potential candidates for the board were discussed including former library commission members, regular library donors, and well-known community leaders. The initial business of the board will be to define the fundraising preferences for the library foundation. Local colleges were suggested as possible

areas to recruit board members. If an incorporator does the initial work on the application process it will give the Library Commission additional time to recruit for the board without delaying the establishment of the foundation.

C. INFORMATION ITEMS

1. Reports and announcements on the agenda
Vice-chair McDonough suggested that the library report include some statistical data to help the commissions become even more familiar with the workings of the Library. He asked that updates include: Circulation statistics, program attendance, Belle Haven circulation, budget progress, resident and non-resident numbers of borrowers, new card holders, and other data that would enlighten. Holmer agreed to provide monthly updates.

D. REPORTS AND ANNOUNCEMENTS

1. Library - Holmer reported that the Library had recently received word of successful applications for two grants. The first will give the Library \$3,000 to spend on non-English language materials. The application had targeted Spanish language and bi-lingual Spanish English materials. The second grant was for "Small Business in a Box" and it will provide training, reference databases, promotional materials, and a work plan for developing and promoting services to small businesses, i.e. those with under 9 employees, in Menlo Park. There is also a second mini-grant of \$7,000 which will be applied for in October. It can be used for small business related materials or for other aspects of service to small business. The Library is working closely with the City Business Development Office on the implementation of this grant. The California State Library awarded both grants.
Friedman distributed an article she read in the New York Times about the changes in reading patterns, i.e., less reading, that a recent survey discussed. Discussion of this topic will be added to the September agenda
2. Friends – Tedrow reported that the Friends are busily preparing for the September BookFair.
3. PLS Advisory Board – McDonough reported that the first meeting of the SAB would take place next week.

E. Adjournment – the meeting adjourned at 7:50 pm.

Next regularly meeting is scheduled to take place on Monday September 13, 2004