



## LIBRARY COMMISSION MINUTES

### Regular Meeting

September 13, 2004

6:30 pm

Menlo Park Library

800 Alma St., Menlo Park, CA 94025

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**CALL TO ORDER** – Vice-Chair McDonough 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

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

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

1. Minutes – The minutes for the August 9, 2004 meeting were approved with one correction to B.2. last sentence “Nanfria volunteered to assume the role of foundation incorporator.”
2. Designate incorporator for Library Foundation preparation – Wellner de Veer reviewed the obligations of the library incorporator. Holmer spoke with the City Attorney who indicated that a Library Commission member could fill the role of incorporator if that person steps down before the foundation began any fund raising activity. Nanfria reiterated her willingness to take on the incorporator role.  
MSP – to appoint Linda Nanfria as the incorporator for the Menlo Park Library Foundation
3. Review list of names for three key foundation positions and agree to next steps – Wellner de Veer opened the discussion of potential board members. Two individuals have indicated their interest in serving on the board. Wellner de Veer and McDonough have drafted a letter of invitation which suggests that the two volunteers assume two of the three key foundation positions. They also suggested a meeting to begin the process of clarifying the role of the foundation board members. Discussion ensued as to whether or not these volunteers can be asked to take the keys roles and find additional board members or if the commission members need to continue to recruit board membership. It was agreed that Wellner de Veer and McDonough should meet with the volunteers to determine what their expectations might be, what roles they are hoping to fill, and to develop a working

relationship between the early foundation board members and the Library Commission.

A job description for the foundation board and a flowchart showing the development of the foundation would be useful for use in the process of recruiting board members.

SCORE was suggested as a possible resource for identifying interested parties who have a background in finance.

Traum suggested that the initial foundation campaign should be to establish a large endowment that would build local enthusiasm and raise a large amount of money.

It was agreed that commission members will attend an upcoming City Council meeting to report on the status of the foundation and to ask about the progress of the investigation into bond issue for city infrastructure which would include the Library. Holmer will look for the exact language regarding exploration of a bond issue in the City Council Meeting Minutes and forward the information to McDonough.

4. Discussion of the New York Times article regarding reading – Friedman would like to discuss the implications of the decrease in reading by the American public. Due to the lateness of the hour, the item will be reagendized for next meeting.
5. New report on current statistics and trends at the Library – Holmer distributed the Library statistical report. Discussion of the topic will take place at the October meeting.
6. Library Staff Appreciation – MCDonough briefly introduced his ideas for demonstrating the commission's appreciation for the great work of the library staff as well as his suggestion of a date for the public to meet the Library Commissioners. Discussion of the topic will take place at the October meeting.

#### **C. INFORMATION ITEMS**

None

#### **D. REPORTS AND ANNOUNCEMENTS**

None

#### **E. ADJOURNMENT**

Meeting adjourned at 8:20 pm.

Next regularly meeting is scheduled to take place on Monday October 11, 2004