



LIBRARY COMMISSION MINUTES

Regular Meeting

October 11, 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 (A); McDonough (P); Nanfria (P); Tedrow (P); Traum, (A); 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 September 13, 2004 meeting were approved as written.
2. The MP Library's answer to New York Times article regarding reading trends – Tabled - Commissioner Friedman not at meeting
3. Library staff appreciation by library commission and outreach
McDonough had suggested providing each library staff member with a certificate of appreciation from the Library Commission. Zara designed a certificate which commission members reviewed and suggested some changes in language. The goal is to present a certificate of appreciation from the Library Commission to each staff member regardless of amount of tenure or number of hours worked. Holmer suggested that the certificates could be presented at a staff meeting to which all staff will be invited. This will likely take place in December or early January. Holmer will send the list of staff names to Zara for certificate preparation.
 1. How to increase input and feedback from library staff to library commission – Commission members are interested in developing a broader understanding of library staff. McDonough suggested developing some standardized questions that can be asked of staff to get the conversation started.
 2. Meet your library commissioners and voice your opinion day – With the goal of facilitating more public input than is received at regular commission meetings, McDonough suggested trying scheduling one day per month for the library commission members

to be in the library and available to talk with interested public about the Library Commission, the Friends of the Library, and the Library Foundation. Dates for January, February and March will be scheduled via email.

3. Library commission hosts breakfast for Friends – to facilitate greater interaction between the Friends and the commission it was suggested that a social get-together could help. Wellner de Veer suggested inviting the Board of the Friends of the Library to a Saturday breakfast get-together.

MSP agreed to host the breakfast on Saturday November 6 at 9:30 in the library meeting room.

Wellner de Veer will send out the invitations, Zara will provide coffee and baked goods. Other commissioners will also bring food items. Holmer will announce the event at the November Friends Board meeting.

C. INFORMATION ITEMS

1. Status of Library Foundation Incorporation – Nanfria brought a first draft of the articles of incorporation. Commission members suggested expanding the “purposes and powers” article and including the mission statement drafted earlier. Nanfria will ask attorney Peter Snow to give her an estimate of the timing of the filing, an estimate of the length of time that state and federal filings are taking now and a timeline for the entire incorporation process. She will also inquire as to whether a review of the articles by the City Attorney is necessary. Wellner de Veer shared the names and resumes and comments from interviews of several individuals who a potentially the initial foundation board. They included: William Critzer, Bob Dehn, Aldora Lee, Betty Meissner, Floyd Yearout, and Alice Kaufman. It was agreed to invite these individuals to the next commission meeting so they could meet each other and the commission and share views about foundation goals. Wellner de Veer and Zara will put together a list of items to be discusses at that part of the meeting. McDonough indicated that he would draft an inquiry for the City Council asking for an update on the issues regarding start-up funding for a library foundation and a bond issue that were discussed at the June City Council study session and City Council meeting.
2. Report on current statistics and trends at Library – discussed briefly due to the lateness of the hour. Will be discussed again at the November meeting.
3. Get Real! – tabled due to the absence of Commissioner Traum.

D. REPORTS AND ANNOUNCEMENTS

None

E. ADJOURNMENT

Meeting adjourned at 8:30 pm.

Next regularly meeting is scheduled to take place on Monday November 8, 2004.