



LIBRARY COMMISSION MINUTES

Regular Meeting

November 8, 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 6:30 pm.

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

Staff Present: Holmer, Director of Library Services

Others Present: William Critzer, Robert Dehn, Aldora Lee, Floyd Yearout

A. PUBLIC COMMENT - none

B. BUSINESS ITEMS

1. Minutes – The minutes for the October 11, 2004 meeting were approved as written.
2. Further discussion of the membership of the library foundation board and recommendation of members to the board – Commission members discussed the process for locating and interviewing potential foundation board members and the high levels of interest shown by each candidate. Resumes were submitted but personal recommendations were not solicited. Each candidate brings a different skill and background experience to the board.

MSP (5 yes/1 no) that the library commission accept the recommendation of the foundation recruitment taskforce and that the foundation board call itself into being.

Nanfria circulated a revised Articles of Incorporation for the Library Foundation and commission members recommended that they be filed as they now stand.

3. Library statistical report – tabled
4. Discussions with new library foundation board members – Several of the new library foundation board members introduced themselves and discussed their reasons for wanting to assist the library by becoming members of the board of the soon-to-be library foundation. Several had been library commission members previously and others indicated

that being involved in the local library is a priority for them wherever they live.

Commission members and foundation board members reviewed a draft start-up budget, which Wellner de Veer designed, based upon conversations with other library foundations and non-profits. Friedman explained the pro bono work that is being done by an attorney with Latham and Watkins. The list of potential costs was reviewed and suggestions made regarding the need for some items, such as the non-profit fund tracking software, which could be deferred to later in the foundation development.

Various sources for funding the start-up costs were discussed. The current library budget, a special budget allocation voted on by the City Council, local service clubs and other possible donors were mentioned.

Traum and McDonough volunteered to attend an upcoming City Council meeting to report on the process of the Foundation and the establishment of a Foundation Board.

Wellner de Veer reviewed a "working binder" which she had developed as a guide for the early activities of the Foundation. She also indicated that the binder contained letters of interest from more individuals interested in serving on the Foundation. Dehn volunteered to take the binder for the Foundation Board.

Nanfria reviewed the timeline for Foundation development that had been developed by Peter Snow at Latham and Watkins.

Foundation Board members asked about the logistics of space for a Foundation office and Holmer indicated that appropriate space in the Library is being sought.

Holmer will get paper copies of the initial Foundation documents to each Foundation member.

C. INFORMATION ITEMS

None

D. REPORTS AND ANNOUNCEMENTS

None

E. ADJOURNMENT

Meeting adjourned at 8:00 pm.

Next regular meeting is scheduled to take place on Monday December 13, 2004.