



LIBRARY COMMISSION MINUTES

Regular Meeting
March 13, 2006 6:30 pm
Menlo Park Library
800 Alma Street
Menlo Park, Ca. 94025

CALL TO ORDER:

Chair Friedman called the meeting to order at approximately 6:40 p.m.

ROLL CALL:

Friedman, Chair (P), Goyle (P), McDonough (A), Tedrow (P), Traum (P),
Wellner de Veer (P), Zara (P)

STAFF PRESENT:

Susan Holmer, Director of Library Services

OTHERS PRESENT:

Elizabeth Lasensky, resident of Menlo Park
Bill Critzer, president of the board, Menlo Park Library Foundation

A. PUBLIC COMMENTS

None for items not in the published agenda.

A motion was made; seconded and unanimously approved to start with the first business item to ensure that there will be sufficient time to discuss the proposal from the Library Foundation.

C. BUSINESS ITEMS

1. Transfer of endowment funds to the foundation:
 - Mr. Critzer began with some history of the Foundation.
 - With the generous pro bono assistance of an attorney from the firm of Latham & Watkins, the Foundation has non-profit status and articles of incorporation.
 - Currently the Foundation has raised over \$18,000 from its first fund raising mailing.
 - Upon consultation with Mrs. Holmer, the Foundation has decided that its first project will be to improve the children's section of the main Library. The campaign for this project will begin in Sept. or Oct. of 2006.
 - Towards this fundraising push, Mr. Critzer has spoken with Gentry magazine and with the Lions Club. The magazine has agreed to help with fund raising through an article in a fall issue on the Foundation and by sharing their mailing list with the Foundation.

- A main objective of the Foundation is to serve as a vehicle for people to leave bequests to which will be assured to be used for the benefit of the Menlo Park Library.
- A discussion followed regarding the request from the Foundation to transfer \$14,900 from the city held Library endowment fund into the Foundation fund.
- Upon a motion duly made, seconded and unanimously adopted, the request for transfer of \$14,900 from the city held Library endowment into the Foundation endowment was approved.

B. INFORMATION ITEMS

1. Budget Recommendation to City Council:
 - Comments from the public where heard for this agenda item. Ms. Lasensky summarized a letter she wrote to Mr. McDonough regarding publish plans to further cut the Library's annual budget. A discussion followed regarding the current non-city sources of funds available to the library (e.g. state funds, grants and funds from the Friends).
 - The Tuesday, March 28 city council meeting will be the first true discussion of the budget plans at a council meeting.
 - Mrs. Holmer distributed results of the annual Library patron survey. It was noted that from the survey results, public has started to notice the impact of budget cuts on the Library collection, staff and services.
 - A motion was made to form a sub-committee of Mrs. Wellner de Veer, Ms. Friedman and Ms. Zara to write a memorandum from the Library Commission to the City Council out lining the impact the steady cuts in Library funding have had to the back office work done by the library staff. The motion was seconded and unanimously approved.
2. Strategy for communication with City Council on Library Matters:
 - The discussion was tabled until next month.
3. Brown Act rules relation to Staff-Commission discussions.
 - The discussion was tabled until next month.
4. Reports: Commissioners' Reports:
 - The discussion was tabled until next month.

C. BUSINESS ITEMS

2. Formation of sub-committee to identify revenue sources for Library
 - Discussion deferred.

2. Approval of the minutes from the February commission meeting was deferred.
3. Staff communications:
 - Mrs. Holmer reminded everyone of the Library Issues breakfast which will be held on March 24 at the Stanford Park Hotel. As was done last year, Mrs. Holmer sent invitations to city officials. Several officials from the peninsula attend this breakfast annually.
 - Mrs. Holmer also noted that the Library now has a newsletter, which is available to the public through the same email distribution used by other city departments.

D. ADJOURNMENT

The meeting was adjourned at approximately 8:25 p.m.

Next regular meeting is scheduled to take place on Monday, April 10, 2006 at the Menlo Park Library main branch.

Respectfully submitted,
Anna Zara, Secretary to the Library Commission