



## REGULAR MEETING MINUTES

**Date:** 10/12/2015  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**800 Alma St., Menlo Park, CA 94025**

### A. Call to Order

Chair Cebrian called the meeting to order at 6:44 p.m.

### B. Roll Call

Present: Bramlett, Cebrian, Leep, Lemons, Nelson, vacancy

Absent: Manuel

Staff: Nick Szegda, Librarian III

### C. Public Comment

There was no Public comment

### D. Regular Business

#### D1. Identify topic list for Library focus group discussions

Commissioner shared the topics brought up by the library survey respondents that they would like to explore with focus groups. They included services, space, hours, the location and collection at the Belle Haven branch, services for seniors, services in Sharon Heights, mobile and remote services, training for e-services, and outreach to groups not currently being served. Commissioner Nelson summarized this discussion as one focusing on “services and spaces”.

**ACTION:** Motion and second (Lemons/Leep) to form a subcommittee of Commissioners Nelson and Bramlett to create a rough draft of focus group questions and to make decisions on focus group composition and methodology. Motion passed 6-0-1 with Commissioner Manuel absent.

#### D2. Subcommittee report on Library Commission presentation to City Council

Commissioners Bramlett and Lemons reported back on their September 29<sup>th</sup> presentation before the City Council. Commissioner Bramlett noted that their presentation received a public comment at the meeting urging more programs at the Belle Haven branch. Commissioner Lemons discussed shaping the report differently next time to streamline it. Both Commissioners reported that the report was well received by the Council, and that Councilmembers made positive and supportive statements about the Library.

#### D3. Accept the Library Commission meeting minutes for September 14, 2015

**ACTION:** Motion and second (Leep/Nelson) to approve the meeting minutes of September 14,

2015 without changes, passed 6-0-1, with Commissioner Manuel absent..

**E. Informational Items**

**E1. Commissioner reports**

Chair Cebrian would like to see the section of the ConnectMenlo report that pertains to the library. Commissioner Bramlett would like to review the results of the Belle Haven Visioning project that was undertaken by the Community Services Department. Commissioner Lemons reported on Project Read 30<sup>th</sup> Anniversary celebration that she attended. Commissioner Leep would like to see the library survey installed on the desktop of the library's card catalog computers. Commissioner Leep would also like to be able to distribute the URL of the survey to library program attendees.

**E2. Staff reports**

Nick Szegda reported on the recent bedbug discovery at the main library. The library has been cleaned and cleared. A follow-up check for bedbugs will take place on October 26, and a staff seminar on bedbug identification will take place on October 28. The Belle Haven branch was checked and found to be bedbug free. Science Night will be on November 5<sup>th</sup> from 6:30 to 8:30 PM.

**F. Adjournment**

Chair Cebrian adjourned the meeting at 8:20 p.m.