



REGULAR MEETING AGENDA

Date: 1/11/2016
Time: 6:30 p.m.
Menlo Park Library
Lower Level Meeting Room
800 Alma St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Identify topic list for library focus group discussions
- D2. Discuss Commission Chair succession
- D3. Accept the minutes from October 12, 2015 ([attachment](#))

E. Informational Items

- E1. Individual Commissioner Reports
- E2. Reports from library staff

F. Adjournment

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the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

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REGULAR MEETING MINUTES - DRAFT

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

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 Leep 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 29th 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 30th 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 5th from 6:30 to 8:30 PM.

F. Adjournment

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