



## REGULAR MEETING AGENDA

**Date:** 4/11/2016  
**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. Review Commission draft 2016-2017 goals ([attachment](#)) and draft April 26, 2016 Commission update to City Council.
- D2. Plan joint meeting/social event with library partner agencies
- D3. Discuss and prioritize next steps towards establishing collaborative relationships with community stakeholders
- D4. Accept the minutes from March 14, 2016 ([attachment](#))

### **E. Informational Items**

- E1. Update on Library Centennial planning
- E2. Update on Library's Strategic Planning process
- E3. Informal book talks (books currently reading)
- E4. Informal library visit reports
- E5. Reports from Commission liaisons to other library groups

- E6. Individual Commissioner reports
- E7. Report from library staff liaison
- E8. Future agenda items

## **F. Adjournment**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/7/2016)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have 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.

At every Special Meeting of the Commission, members of the public have 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 consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

### Library Commission Priority List (DRAFT)

The Library Commission has identified the following priorities to focus on during 2016-2017:

1.	<p>Research and evaluate ways to take library services out into community, especially in underserved areas and with underserved groups</p> <ul style="list-style-type: none"> <li>• For example: pilot services targeted at 50+ living in Sharon Heights</li> </ul>
2.	<p>Increase use of e-services provided by the library for the community</p> <ul style="list-style-type: none"> <li>• Provide training to community members on accessing e-services</li> <li>• Research and evaluate ways to increase use of eservices, such as providing loaner e-reading devices</li> </ul>
3	<p>Increase library's position as a vibrant and innovative community hub that enables life-long learning and enrichment, and increases quality of life for all age groups through access to information, programs and services</p> <ul style="list-style-type: none"> <li>• Help implement recommendations from department operational review</li> <li>• Maintain active involvement in library strategic planning process, especially for Belle Haven area</li> <li>• Research, evaluate and propose innovative services and programs offered at other libraries that are consistent with community priorities</li> <li>• Help to communicate the library's value to the community</li> </ul>
4	<p>Improve communication, collaboration and partnerships with community leaders, stakeholders and potential and actual library users across all age groups and economic status</p> <ul style="list-style-type: none"> <li>• Establish a regular joint meeting/social activity with key library partners</li> <li>• Increase library representation on major City of Menlo Park task forces/planning activities</li> <li>• Establish and build relationships and partnerships with local schools and key community groups</li> <li>• Reach out to young professional organizations towards the purpose of increasing their engagement with library strategic purposes and/or programs and services</li> </ul>
5	<p>Review updated library policies and procedures</p>



## REGULAR MEETING MINUTES - DRAFT

**Date:** 3/14/2016  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**800 Alma St., Menlo Park, CA 94025**

### **A. Call to Order**

Chair Bramlett called the meeting to order at 6:35 p.m.

### **B. Roll Call**

Present: Bramlett, Cebrian, Leep, Lemons  
Staff: Nick Szegda, Librarian III

### **C. Public Comment**

Ester Bugna from the Menlo Park Historical Association spoke about wanting to strengthen ties between the Commission and the MPHA.

### **D. Presentations and Proclamations**

#### **D1. Presentation thanking outgoing Commission Chair Cebrian for her service to the Commission**

Chair Bramlett expressed appreciation on behalf of the Commission and Staff for Commissioner Cebrian's hard work as past Chair of the Library Commission.

### **E. Regular Business**

#### **E1. Discuss Commission 2016-2017 goals and April Commission update to City Council.**

General discussion about developing new Commission goals starting from Commission's most recent work plan. Cebrian – Small Business collection is now a “heritage” collection – should this remain a Commission focus? Bramlett – would like to see an organized effort to network with key leaders and connect more with community groups. Library item 53 on the City Council's work plan – does the Council have particular community stakeholders in mind? New priorities – library programming, folding e-services into programming, taking library services out into the community. Supporting outcomes of strategic planning process and space needs study.

**ACTION:** Motion and second (Leep/Lemons) to have Chair Bramlett to develop new goals for the Commission based on above discussion and present them at the next Commission meeting, passed 4-0.

April 26<sup>th</sup> presentation to City Council discussion. Bramlett – focus on library services in Belle Haven. Updates on Strategic Planning and upcoming Space Needs study. Update Council on new Commission goals and work plan.

**ACTION:** Motion and second (Cebrian/Leep) to form subcommittee of Bramlett and Lemons to draft presentation to Council passed 4-0.

E2. Discuss recruitment of new Commission members

Individual Commissioners have made outreach efforts to neighbors and acquaintances. The application form is up on the City's web site and paper flyers encouraging applications are in the library.

**ACTION:** Bramlett posted City recruitment message to Next Door site, other Commissioners to look for opportunities to encourage Commission applications from community members.

E3. Discuss upcoming community engagement activities and ways to increase partnerships and collaborations with community partners

Commissioners began developing a list of community groups and local agencies that they would like to reach out to. No action at this time.

E4. Accept the minutes from January 11, 2016

**ACTION:** Motion and second (Cebrian/Leep) to approve the meeting minutes of January 11, 2016 as amended, passed 4-0.

**F. Informational Items**

F1. City Council Work Plan Transmittal and Capital Improvement Program (CIP) Process and Update

Commissioners discussed the three library related items and how to coordinate Council and Commission goals and objectives.

F2. Update on Library's Strategic Planning process

Sweeney and Associates held their first workshop session on the 29<sup>th</sup> of February. A City and Library staff workshop will be held on the morning of April 21<sup>st</sup>, and a forum for invited members of the public on the evening of the 21<sup>st</sup>.

F3. Update on Library budget for 2016-2017

Szegda reported that budget priorities might shift depending upon the outcome of the strategic planning process. There has been an emphasis on library programming and library events. Funding levels will remain the same.

F4. Reports from Commission liaisons to other library groups

None.

F5. Individual Commissioner reports

Bramlett and Leep attended recent Connect Menlo Meeting. Commissioner Lemons will be visiting the Boston Public Library next month and will report back. Commissioner Leep visited the Redwood Shores library.

F6. Report from library staff liaison

Szegda highlighted upcoming library events – Friends of the Library book sale on 3/19 & 3/20, Finnish folk – pop group Vellamo on 3/20, Thai cooking demonstration on 3/26, knitting meet-up every 4<sup>th</sup> Wednesday at 7PM.

F7. Future agenda items

Council update on the 26<sup>th</sup> of April. Work plan/goals update. Reports from library visits. Planning for joint meeting/social event with other library support groups.

**G. Adjournment**

Chair Bramlett adjourned the meeting at 8:25 p.m.