



## REGULAR MEETING AGENDA

**Date:** 5/9/2016  
**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. Welcome new Commissioner
- D2. Review draft Commission Work Plan for 2016-2017 goals ([attachment](#)) and prioritize goals, priorities, and tasks.
- D3. Finalize details for joint meeting/social event with library partner agencies
- D4. Discuss outreach efforts to community partners
- D5. Explore idea of joint program with Community Services Department
- D6. Discuss Commission's role in Library Centennial
- D7. Accept the minutes from April 11, 2016 ([attachment](#))

**E. Informational Items**

- E1. Update on library's strategic planning process
- E2. Update on presentation to City Council

- E3. Reports from Commission liaisons to other library groups
- E4. Individual Commissioner reports
- E5. Report from library staff liaison
- E6. Informal book talks
- E7. 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: 5/4/2016)

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.



## Commission Work Plan Guidelines

---

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
  - B. Determine benefit, if project or item is completed
  - C. Is its mandated by State or local law or by Council direction?
  - D. Would the task or item require a policy change at Council level?
  - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
  - F. Completion time? (1-year, 2-year, or longer term?)
  - G. Measurement criteria? (How will you know you are on track? Is it effective? etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
  - B. Status of each item, including any additional resources required in order to complete
  - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



## Library Commission

---

### *Mission Statement*

The Commission makes recommendations to the City Council regarding the operation of the Menlo Park libraries by keeping in touch with patrons and the general public; promotes the use of the libraries; reports on library activities and encourages public as well as legislative support for library services. The Commission also maintains lines of communication with the Friends of the Menlo Park Library, the Menlo Park Library Foundation and the Project Read-Menlo Park Literacy Partners.

## Library Commission Cover Sheet Work Plan for 2016-17



---

### **Commission Members Listing**

Commissioner	Lynne Bramlett (Chair)
Commissioner	Jacqui Cebrian
Commissioner	Kristen Leep
Commissioner	Kristina Lemons
Commissioner	
Commissioner	
Commissioner	



## Library Commission Priority List

April 2016

LIBRARY COMMISSION

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

1.	Research and evaluate ways to take library services out into community, especially in underserved areas and with underserved groups <ul style="list-style-type: none"><li>For example: pilot services targeted at 50+ living in Sharon Heights</li></ul>
2.	Increase use of e-services provided by the library for the community <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.	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 <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.	Improve communication, collaboration and partnerships with community leaders, stakeholders and potential and actual library users across all age groups and economic status <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.	Review updated library policies and procedures



## Commission Work Plan Guidelines Work Plan Worksheet

---

### Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	Completed in the 2010-2011 work plan process.
---	---

### Step 2

Develop or review a Mission Statement that reflects that purpose  <i>Who we are, what we do, who we do it for, and why we do it</i>	Mission statement carried over from last two year work plan.
---	--

### Step 3

Discuss any priorities already established by Council	Commission is focusing on the library as a service. Current council goals are difficult to relate to the library as a service.
---	--

## Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Take library services out into community		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		2 years	
Increase use of e-services provided by the library for the community		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		2 yrs	
Increase library's position as a vibrant and innovative community hub		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		1 year	
Improve communication, collaboration and partnerships		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		1 year	
Review updated library policies and procedures						



**Step 5**

List identified Goals, Priorities and/or Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Research and evaluate ways to take library services out into community, especially in underserved areas and with underserved groups				
Increase use of e-services provided by the library for the community				
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				
Improve communication, collaboration and partnerships with community leaders, stakeholders and potential and actual library users across all age groups and economic status				
Review updated library policies and procedures				

**Step 6** Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

**Step 7** Once approved; use this plan as a tool to help guide you in your work as an advisory body.

**Step 8** Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.



## REGULAR MEETING MINUTES - DRAFT

**Date:** 4/11/2016  
**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

There was no public comment.

### D. Regular Business

- D1. Review Commission draft 2016-2017 goals and draft April 26, 2016 Commission update to City Council.

**ACTION:** Motion and second (Leep/Lemons) to approve goals as amended, passed 4-0. The Commission's goals will return as a future agenda item for priority setting.

Motion and second (Leep/Cebrian) to approve Commission update to Council as amended, passed 4-0.

- D2. Plan joint meeting/social event with library partner agencies.

Commissioner Leep stated that the idea behind the event is to bring all of the library's support agencies together to introduce members to each other and to explore ways of assisting support agency members in their missions. Szegda to provide a contact list of support agency chairs.

**ACTION:** Motion and second (Leep/Lemons) for the event to take place at the main library on May 26<sup>th</sup> from 6:30 to 8:30, passed 4-0.

- D3. Discuss and prioritize next steps towards establishing collaborative relationships with community stakeholders.

Commissioner Leep asked about the purpose and content of the outreach efforts. Chair Bramlett stated that it was a way for Commissioners to introduce themselves and the library to community members, and to develop partnerships with community organizations that might have overlapping missions or service populations with the library.

**ACTION:** Motion and second (Cebrian/Lemons) for Chair Bramlett to develop a shared document so that Commission members can coordinate their outreach efforts and update their contact with community partners, passed 4-0.

- D4. Accept the minutes from March 14, 2016.

**ACTION:** Motion and second (Leep/Lemons) to approve the minutes of the March 14, 2016 meeting without changes, approved 4-0.

**E. Informational Items**

- E1. Update on Library Centennial planning.

Library programs to be branded with the phrase “Celebrating a Century of Stories”. A Centennial social media campaign is in development. There are plans to run one social media event from June through December. The Centennial Gala is planned for some time in September.

- E2. Update on library strategic planning process.

Staff and Community Visioning workshops will be held on April 21<sup>st</sup>. Library mission, vision, and values statements are in development. Stakeholder interviews and a library user survey are in the works.

- E3. Informal book talks.

None.

- E4. Informal library visit reports

Commissioner Cebrian visited the Atlanta/Fulton County Library and shared materials they are using to market their programs for children to the public.

Commissioner Lemons visited the Boston Public Library and shared pictures of the library, examples of exhibitions held at the library, partnerships the library is forging with community organizations, and the breadth of their after school programs for teens.

- E5. Report from Commission liaisons to other library groups.

Commissioner Leep visited the MPHA office and visited the Friends of the Library where she gathered information on the level of donations that the Friends give to the library.

- F5. Individual Commissioner reports

None.

- F6. Report from library staff liaison

Return room remodel is nearly completed and the additional sorting unit has arrived. Upcoming programs include Science Night on April 14<sup>th</sup>, the Committee for a Green Foothills lecture on April 18<sup>th</sup> and a ukulele concert by Hiram Kaailau Bell on April 20<sup>th</sup>. Coloring for Adults and the monthly Knitting Meet-up are both on April 27<sup>th</sup>. Recruitment for two full time librarian positions is underway, and interviews are scheduled for May.

F7. Future agenda items

Council update report back. Work plan/goals priority setting. Continued planning for joint meeting/social event with other library support groups.

**G. Adjournment**

Chair Bramlett adjourned the meeting at 8:17 p.m.