



REGULAR MEETING AGENDA

Date: 7/11/2016
Time: 6:30 p.m.
Menlo Park Library
Upper Floor Staff Meeting Room
800 Alma St., Menlo Park, CA 94025

Commissioner Bramlett will appear by telephone from the following location:

The Sea Star Guest House
370 First St.
Bandon, Oregon

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. Presentations and Proclamations

- D1. Welcome new Commissioner Grayson Badgley and introductions – 8 minutes
- D2. Presentation regarding Robert’s Rules of Order ([attachment](#)) by Chair Bramlett – 10 minutes

E. Regular Business

- E1. Accept the minutes from June 13, 2016 ([attachment](#)) - 5 minutes
- E2. Discuss progress towards Commission Work Plan goals and priorities ([attachment](#)). Identify next steps, form standing subcommittees (e.g. Library Services Outreach, Communications, Community Partnerships and Feedback) – 50 minutes
- E3. Discuss August 30th update to City Council ([draft update](#)) – 10 minutes

F. Reports

F1. Staff liaison report ([attachment](#)) – 10 minutes

G. Informational Items

G1. Informal update on books currently reading – 7 minutes

G2. Collect future agenda items – 10 minutes

H. Adjournment

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ROBERT'S RULES OF ORDER AND THEIR APPLICATION AT COMMISSION MEETINGS

Lynne Bramlett , Library Commission Chair (July 11, 2016)

AGENDA

- Introduction and basic principles
- Speaking at Meetings
- Making Motions
- Summary and Last Thoughts
- Sources for Presentation





INTRODUCTION AND BASIC PRINCIPLES

INTRODUCTION

▪ **Parliamentary Procedure**

- Originated in the early English parliaments
- Became time-tested method of conducting business at meetings to help all attendees to be able to speak while ensuring an orderly meeting

▪ **Robert's Rules of Order**

- Stem from English Parliamentary Procedure
- Became codified in 1876 when Henry M. Robert published his manual
- Broadly used today as the basic method of operation at formal meetings
- Smaller groups, of fewer than seven people, follow them less strictly:
 - Chair may also participate in debates
 - Chair may also vote on motions

BASIC PRINCIPLES

- A. One person, the **Chair** presides over and facilitates the meetings (Vice Chair in the Chair's absence)
- B. A **quorum** (minimum number) must be present for a meeting to start/continue. Once a quorum is present, the chair announces, "**The meeting will come to order.**"
- C. Our meetings follow a published Agenda (modified from Robert's Standard Order of Business) for open government reasons
- D. Discussions and decision-making process follow Robert's Rules for making motions

ROLE OF THE CHAIR AS A FACILITATOR

- Follows Robert's Rules and adheres to the agenda (one item discussed at a time)
- Models courteous and effective-listening behavior
- Solicits opinions, ideas and perspectives from all members and avoids letting a few dominate the discussion
- Protects new ideas from rejection prior to fair evaluation
- Keeps the discussion focused on the topic at hand and redirects the group when it digresses
- Attempts to gain consensus
- Balances discussion and meeting time constraints
- Delays decision-making until all of the ideas have been articulated and given consideration
- Applies any agreed-upon time limits to all speakers consistently
- Seeks to not unduly influence outcome by letting others speak first
- Always restates the motion prior to calling for a vote

CHAIR'S ROLE ROTATES ANNUALLY

City of Menlo Park Procedures pertaining to commissions (#CC-01-0004)

- “The Chair and Vice Chair shall be selected in **January** of each year by a majority of the members and shall serve for one year or until their successors are selected.”
- “Each Commission/Committee shall **annually rotate** its Chair.”



SPEAKING AT MEETINGS

ROBERT'S GENERAL DISCUSSION GUIDELINES



- Any limits to discussion (*time, number of times an individual can speak, total duration*) should be defined in advance and agreed to by a majority
- After presenting a motion, speakers have a one-time right to preference to speaking about it. Normally, the maker of the motion is the first to speak on it immediately after the chair states the motion. After this, a speaker should not speak again until others who want to speak have spoken.
- Speakers may speak twice on any debatable motion on the same day. Each time, speakers may speak for up to ten minutes (unless special rules are adopted).
- Robert's Rules call for all comments to be directed towards the chair and not at another members. In practice, we speak to each other. (Should our practice evolve?)
- Once a speaker has the "floor" another member may not interrupt or signal the chair to speak next. Side conversations should also be avoided.
- All opinions, questions and subsidiary motions should directly relate to the main motion under consideration.
- All debatable motions must receive full debate. No motion to vote may be made if members wish to continue debate, unless two-thirds agree.
- Silence means consent.
- Debate issues not personalities. Personal attacks are always out of order.
- Once a decision is made, an identical motion may not be brought forward at the same meeting.

MAKING MOTIONS

THE MAIN MOTION

- A **main motion** is an *affirmatively worded formal proposal* that the group take *action* on some issue and by what date. (These may be written out in advance.)
- Members can:
 - **Present Motions** (make a proposal)
 - **Second Motions** (express support for discussion of another member's motion)
 - **Debate Motions** (give their opinions about Motions)
 - **Vote on Motions** (make a decision)

HOW TO PRESENT MAIN MOTIONS

1. **Obtain the floor.** Wait until the last speaker is finished. Obtain the Chair's attention. Address your motion to the Chair.
2. **Make your motion.** State it clearly, precisely and *affirmatively*. Say, "I move that we ..." instead of "I move that we *do not*..." Be specific about the action and the timeframe. Long or complex motions should be brought in writing.
3. **Wait for a second.** Another member will say, "I second the motion" or the chair will call for a second. (If no second, your motion will not be considered.)
4. **Chair "States" the Question.** The chair must say, "It is moved and seconded that" (and then repeats the exact words of the motion).
5. **Expand on your motion.** The person making the motion has the right to speak first in support of the motion.
6. **The members debate (discuss) the motion.** Once made, a motion becomes the property of the group and you cannot change it without the consent of the members. Secondary motions are required to change the main motion.
7. **Putting the Question.** After adequate discussion, the chair asks the group, "Are you ready for the question?" If there is no more discussion, a vote is taken. The Chair announces the results.

OVERVIEW OF SECONDARY MOTIONS

- Secondary Motions
 - Are related to and take precedence over the main motion
 - Can be considered while the main motion is pending
 - Must be acted upon and disposed of prior to addressing the main motion
- Three types of secondary motions:
 1. **Subsidiary Motions** (*assist body in treating or disposing of main motions*)
 2. **Incidental Motions** (*these raise questions about either the pending business or how to address the pending business*)
 3. **Privileged Motions** (*motions related to matters of immediate and overarching importance*)
- There are also **Restorative Motions** (*to change a decision or bring a motion back for a re-vote*)

MAIN AND SUBSIDIARY MOTIONS

To Do This	Motion	You Say This	Vote Required
Introduce Business	Main	"I move that the Library Commission establish a ____ standing subcommittee open to participation by leadership of library partner groups and members of city council. "	Majority
Change a motion	Amend	"I move to amend the motion by ... (insert or add words; strike out words)"	Majority
	Substitute	"I move to substitute for the pending motion the following: ..."	Majority
Send to Committee	Commit or Refer	"I move that the motion be referred to the _____ Subcommittee and that the Subcommittee be instructed to report at the ____ meeting."	Majority
Postpone Action	Postpone Definitely	"I move to postpone the motion until..."	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	Two thirds
End Debate	Previous Question	"I move the previous question."	Two Thirds

INCIDENTAL MOTIONS



To Do This	Motion	You Say This	Vote Required
To call attention to a rule being broken	Point of Order	"I rise to a point of order."	Chair Rules
To protest ruling of chair	Appeal	"I appeal the decision of the Chair."	Majority
To ask a question of the chair or another member about the motion at hand	Request for Information	"I have a request for information."	Given by Chair/Authority
Request Parliamentary Help	Parliamentary Inquiry	"A parliamentary inquiry, please."	Chair Rules
To demand a Verification of the vote	Division	Call out, "Division."	On Demand of One member
To separate parts of a motion	Division of a Question	"I move that the Motion be divided."	Majority
To remove an improper matter from the floor	Object to consideration	"I object to the consideration of ..."	Two-thirds
To withdraw a Motion that <i>you</i> made	Permission to Withdraw	"I request that my motion be withdrawn."	Majority

PRIVILEGED MOTIONS

To Do This	Motion	You Say This	Vote Required
Take care of noise or temperature	Question of Privilege	“We cannot hear in the back of the room.”	Chair Rules
Take Intermission	Recess	“I move that we recess for ...”	Majority
Close Meeting	Adjourn	“I move that we adjourn.”	Majority



RESTORATIVE MOTIONS OR MOTIONS THAT BRING A QUESTION BACK



To Do This	Motion	You Say This	Vote Required
To Change a Decision	Rescind	"I move to rescind the motion to ..."	Two thirds
To Bring Back a Motion for Revote	Reconsider*	"I move to reconsider the vote on ..."	Majority

Special rules apply to the motion to Reconsider.

1. It must be made by someone who voted on the winning side.
2. It must be made same day or next day in a convention

SUMMARY AND LAST THOUGHTS

- We all like effective and productive meetings, where we are listened to and treated with courtesy and respect.
- Robert's Rules are meant to foster effective and productive meetings where everyone leaves feeling good about the discussion process.
- While our goal is to follow them, the Chair and the members are typically not experts on Robert's Rules. We are learning together, and "mistakes" are part of the learning process.

SOURCES FOR PRESENTATION

Brown, Don. Rotary 101 Presentation. 25 June 2016.

City of East Lansing Boards & Commissions Handbook. 25 June 2016

Gustafson, Julia. "Robert's Rules of Order: Highlights and Tips for Commissioners." *Montana Commission on Community Service*. February 2011.

Robert, Henry M. III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerber. *Robert's Rules of Order Newly Revised In Brief*. Da Capo Press, 2011.

UC Riverside. S.O.L.A.R. Parliamentary Procedure Presentation. Office of Student Life. 25 June 2016.

Watkins, Steven. Parliamentary Procedure & Robert's Rules of Order. 25 June 2016.

Zimmerman, Doris P. *Robert's Rules in Plain English*. HarperCollins Publishers, 2005.



REGULAR MEETING MINUTES - DRAFT

Date: 6/13/2016
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 6:39 p.m.

B. Roll Call

Present: Bramlett, Cebrian (late: 7:00), Leep, Lemons, Race
Staff: Nick Szegda, Librarian III

C. Public Comment

There was no public comment.

D. Presentations and Proclamations

Angela Obeso from the City of Menlo Park Transportation Department, gave a presentation on proposed options for the grade separation at Ravenswood and Alma streets. Road underpass (lowering Alma Street and leaving the tracks at grade) and hybrid options (partially lowering Alma and partially raising the railroad tracks) were discussed, and local examples of both methods were shown.

E. Regular Business

E1. Welcome new commissioner Margaret Race

Commissioner Race was welcomed to the Library Commission by the commissioners.

E2. Review and finalize Commission Work Plan for 2016-2017

Changes were made to the Commission's purpose statement to bring it into closer alignment with City Council policy. Adjustments were made to Commission goals to make them more measurable.

ACTION: Motion and second (Cebrian/Lemons) for Bramlett take Commissioner input and submit finalized Work Plan to the City Council, passed 5-0.

E3. Set goals and discuss next steps for Commission Work Plan

This item was tabled until the July or August meeting.

E4. Discuss Convening Commission meetings at Belle Haven Branch

Commission meeting times would have to be shifted earlier in order to fit within the open hours of the Belle Haven branch. Shifting the date of a Belle Haven meeting to Saturday was also discussed. No Action taken.

E5. Collect Commission input on draft Library Vision Statement

Commissioners will submit any comment by email. No action was taken

E6. Discuss outreach efforts to community organizations

Commissioner Lemons has scheduled a meeting with the Belle Haven Community Association, and is planning to make contact with the local office of San Mateo County Supervisor Warren Slocum.

E7. Discuss and plan next library support agency social event

Week of September 19th selected as a possible time. This item will be brought forward as an agenda item at a future meeting.

E8. Accept the minutes from May 09, 2016

ACTION: Motion and second (Leep/Cebrian) to approve the meeting minutes of May 09, 2016 without changes, passed 5-0.

F. Informational Items

F1. Update on Library's Strategic Planning process

Staff and consultant work continues in finalizing the plan. Presentation to library staff, Commission, and support groups scheduled for August, with formal presentation to the City Council in September.

F2. Update on Library's role at June 15th Downtown Block Party

Szegda reported that the library will be filling the Chesnut street paseo next to Starbucks with activities, performances, giveaways, and informational tables. The idea is to have a birthday celebration for the Library's centennial.

F3. Reports from Commission liaisons to other library groups

None.

F4. Reports from Commission visits to other libraries

Commissioner Bramlett reported back on her visit to the Village Square branch of the San Jose Public Library, and shared the branch's promotional materials with the Commission.

F5. Individual Commissioner reports

Commissioner Lemons reported on her visit to a virtual reality lab.

F6. Report from library staff liaison

Szegda reported that the library pop up at Off The Grid (Wednesday night food trucks at the Caltrain station) went well. Additional pop up events are scheduled for the first Wednesday of the month at Off The Grid throughout the summer. An event planner for the centennial gala should be chosen and hard at work by the end of June. Summer Reading for kids, teens, and adults is under way, and many events are planned for all age groups, including a regular Thursday morning event throughout the summer. Other upcoming events include the Peanuts Naturally science event for grade school aged kids, a Marx Brothers film festival for all ages, and two lectures for adults: Fermentation 101 and All Eyes on Cuba. Friends of the Library quarterly book sale will take place June 25 & 26, annual volunteer recognition event was on June 10th.

F7. Informal book talks

Tabled in the interest of time.

F8. Future agenda items

Ereader device tutorial for Commission members. Planning for the support agency social. Planning for August update to council. Connect Menlo check in. Moving book talks further up in agenda.

G. Adjournment

Chair Bramlett adjourned the meeting at 8:50 p.m.



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 it 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, and its programs and services, by keeping in touch with patrons and the general public; promoting the use of the libraries; reporting on library activities and encouraging 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 (Vice Chair)
Commissioner	Margaret Race
Commissioner	Grayson Bagdley
Commissioner	



Library Commission Priority List

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">• For example: pilot services targeted at 50+ living in Sharon Heights
2.	Increase use of e-services provided by the library for the community <ul style="list-style-type: none">• Provide training to community members on accessing e-services• Research and evaluate ways to increase use of eservices, such as providing loaner e-reading devices
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">• Help implement recommendations from department operational review• Maintain active involvement in library strategic planning process, especially for Belle Haven area• Research, evaluate and propose innovative services and programs offered at other libraries that are consistent with community priorities• Help to communicate the library's value to the community
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">• Establish a regular joint meeting/social activity with key library partners• Increase library representation on major City of Menlo Park task forces/planning activities• Establish and build relationships and partnerships with local schools and key community groups• Reach out to young professional organizations with the purpose of increasing their engagement with library strategic purposes and/or programs and services
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	The commission is charged with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems, including the scope and degree of library activities; maintenance and protection of City libraries; evaluation and improvement of library services; acquisition of library materials; coordination with other library systems and long range planning.
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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>	The Commission makes recommendations to the City Council regarding the operation and quality of the Menlo Park libraries, and its programs and services, by <i>keeping</i> in touch with patrons and the general public; <i>promoting</i> the use of the libraries; <i>reporting</i> on library activities and <i>encouraging</i> 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.
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See next page for Step 3

Step 3

Discuss any priorities already established by Council	The Commission priorities are aligned with (or consistent with) these 2016 City Council Work Plan priorities:		
	Providing high-quality resident enrichment, recreation, discovery . . .		
	Number	Source	Description
	13	WP	Complete Belle Haven Action Plan Phase III implementation
	14	WP	Enhance community special events
	Maintaining and enhancing Menlo Park's municipal infrastructure and facilities		
	31	CIP	Install Library landscaping
	37	CIP	Replace Library interior wall fabric
	42	CIP	Complete Library space needs study
	Furthering efficiency in city service delivery models		
		WP	Implement recommendations from the department operational reviews
	51		Develop and implement strategic plans for the Library and Community Services departments
	52		Revise and update departmental policies and procedures in the Library and Community Services departments
	53		Develop and improve cooperative relationships with community stakeholders (school districts, community groups, etc.)
	56	WP	Improve community communications

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	Serve all members of the community, especially those currently underserved	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Library Strategic Plan for 2016-2020</p> <p>Partner with library efforts to increase use of library facility, and its services and programs, by all ages and groups within MP community.</p> <p>Subcommittee to inventory existing library communication materials to identify gaps and/or opportunities pertaining to creating awareness of library services and how patrons may access them.</p> <p>Make available at Menlo Park libraries summer reading lists from local schools, along with information on how to obtain books/audio books from the libraries.</p>	2 years	<p>Commission hosts at least one pop up event per year</p> <p>Increased partnership with local schools, including possibly seeing links to Menlo Park library to/from local schools</p> <p>Inventory list of existing communication materials (along with last update) and recommendations related to same.</p>

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?
Increase use of e-services provided by the library for the community	Serve more community members of all ages	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p>Library strategic plan for 2016-2020</p> <p>Partner with general library efforts to increase library use by all ages and groups within MP community.</p> <p>Plan and conduct a series of trainings on how to access digital information and online services, such as eBooks, eAudiobooks, eMagazines, and library databases, etc.</p>	2 yrs	By end of 2017, twenty percent increase in use of e-services over use in 2015

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?
Increase library's position as a vibrant and innovative community hub	<p>A closer community brought together by the library</p> <p>Increased prestige for City of Menlo Park</p> <p>Availability of funding needed for library modernization and expansion programs</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Library strategic plan for 2016-2020</p> <p>Commissioners to continue to visit other libraries and to bring back suggestions regarding innovative library practices or programs to implement in Menlo Park.</p> <p>Partner with general library efforts to develop and implement a <i>strategic communication plan</i> designed to increase awareness of library services, programs and value as a key community asset.</p> <p>Subcommittee to investigate low-cost ways to create a more inviting front entrance to main library</p>	3 years	<p>Measurable increase in positive publicity of library programs and services in local newspapers (need to establish baseline)</p> <p>Measurable increase in use of library facilities and services by people of all ages within city</p> <p>Measurable increase in volunteer participation in library support groups</p> <p>More inviting physical entrance to Main library</p> <p>Funding raised to modernize Menlo Park's library facilities into 21st Century ones</p> <p>City Council views the library as a strategic city asset</p>

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?
Improve communication, collaboration and partnerships	<p>Increased collaboration across library staff, library commissioners, library partners, policy makers and community partners</p> <p>Development of community champions</p> <p>Strengthened interactions with diverse communities</p> <p>Increased implementation of library strategic plan due to focus on same purpose</p> <p>Minimized duplication of effort or gaps</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Library strategic plan for 2016-2020</p> <p>Establish regular meeting mechanism between Commission and leaders of library partner groups, so we work together towards implementation of library strategic plan</p> <p>Continue to establish Commission liaisons to community groups, efforts possibly supplemented with liaisons from library support groups</p> <p>Library director and key staff, along with a Commissioner (or leader from library partner group), to make focused outreach visits</p> <p>Subcommittee to focus on outreach to young professional organizations</p>	1 year	<p>Visit local schools libraries and establish at least three joint events with them, such as a special training on library e-services or overdrive</p> <p>Establish at least one joint Community Services Commission and Library Commission event</p> <p>Increased use of library and its services by the young professional community.</p>

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?
Review updated library policies and procedures	Increased understanding of library policies and procedures by all concerned parties			Library staff updates library policies		Once updated library policies are received by commission, review completed within two commission meetings

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	X			
Increase use of e-services provided by the library for the community		X		
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			X	
Improve communication, collaboration and partnerships with community leaders, stakeholders and potential and actual library users across all age groups and economic status		X		
Review updated library policies and procedures		X		

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 indicate items that will need additional time in order to complete.



LIBRARY COMMISSION QUARTERLY REPORT (AUGUST 2016) (DRAFT)

Lynne Bramlett, Chair

AGENDA

- Brief update on current trends in library services
- Menlo Park Response to Trends
- Commission Work Plan Status Update
- Recommendations/Requests to Council





CURRENT TRENDS IN LIBRARY SERVICES



LIBRARY RESPONSE TO TRENDS



2016-17 COMMISSION PRIORITIES



WORK PLAN PRIORITY #1



Research and evaluate ways to take Library services out into the community, especially in underserved areas or with underserved groups

- For example: pilot services targeted at 50+ living in Sharon Heights

STATUS UPDATE:

- Commission presentation on Library Trends to Aging Populations
- Recommendations of ____ and ____ adopted
- Pilot of _____ to begin _____
- Ways to increase service to “aging populations” also opportunity for increased collaboration with Parks and Recreation Commission



WORK PLAN PRIORITY #2



PRIORITY #2: Increase use of e-services provided by the library for the community.

- Provide training to community members on accessing e-services
- Research and evaluate ways to increase use of eservices, such as providing loaner e-reading devices

STATUS UPDATE:

- In process communication audit of library communication materials to identify gaps and/or opportunities



WORK PLAN PRIORITY #3



Increase Library's position as a vibrant and innovative community hub that enables life-long learning and enrichment, and increases resident quality of life through access to information, programs, and services

- Help implement recommendations from department operational review
- Maintain active involvement in library strategic planning process, especially for Belle Haven area
- Research, evaluate and propose innovative services and programs offered at other libraries that are consistent with community priorities
- Help to community the library's value to the community

STATUS UPDATE:

- Council member ordered tables and chairs to make library patio more inviting



WORK PLAN PRIORITY #4



Improve communication, collaboration, and partnerships with community leaders, stakeholders, library users, and potential library users

- Establish a regular join meeting/social activity with key library partners
- Increase library representation on major City of Menlo Park task forces/planning activities
- Establish and build relationship and partnerships with local schools and key community groups
- Reach out to young professional organizations towards the purpose of increasing their engagement with library strategic purposes and/or programs and services

STATUS UPDATE:

- Started quarterly social event with leadership of library partner groups.
- Liaison efforts with community stakeholders in process and we expect more partnerships once we can unit around one shared Library Strategic Plan



WORK PLAN PRIORITY #5



Review updated Library policies and procedures

STATUS UPDATE



SUMMARY





STAFF REPORT

Library Commission

Meeting Date: 7/11/2016

Staff Report Number: 16-007-LC

Informational Item: Library Staff update and announcements

Recommendation

Staff recommends that the Commission receive the staff update and announcements.

Policy Issues

City Policies are not affected.

Background

I. Library Centennial Planning Update

An event planner has been hired for the September Centennial Gala and a tentative date chosen – September 10th. One of the ideas for the gala is to have actors playing characters from books who will interact with attendees.

Popup events continue - another at Off The Grid on 7/6 (and one scheduled for 8/3). Staff are meeting with CSD staff to explore further pop up events in BH.

The Library's Bookface contest is underway – the contest runs through the end of July. More info is available on the library's web page under "Centennial events".

II. Library Strategic Planning Update

The Strategic Plan is entering its final phase and will be released to library staff, commissioners, and the public soon. Formal presentation of the Strategic Plan to the City Council is scheduled for September, and a presentation to the Library Commission could take place at the Commission's September meeting.

III. Programming and Events

The Peanuts Naturally science event for kids grades 1-6 is on 7/12 at 1:30, Fermentation 101 happened on 7/10, "A Night at the Opera", part of the Marx Brothers Film Festival screens on 7/12 at 6:30, Jeanne K. Smith's seminar on "Organizing for the Inevitable" (end of life planning) is on 7/16 at 1:00, and Foothill College photography professor Ron Herman presents "All Eyes on Cuba" on 7/20 at 7PM. Kids events for Summer Reading continue every Thursday morning at 10AM.

IV. Commission Recruitment/Appointments

With Grayson Badgley's appointment there is one remaining vacancy on the Library Commission. Interested parties can contact Nick Szegda or City Clerk Pam Aguilar.

V. Librarian Position Announcements

Lucinda Abbott has been hired to join our team in youth services. Lucinda has been working as a temporary employee for a couple of years now. She has a MA in early childhood education and an MS in Library Science. The final interviews for the adult librarian position are wrapping up. The Programming Specialist position will open in late July or early August.

VI. Budget Update

The Library's budget for 2016-2017 was approved by the Council in late June. Included in the new fiscal year: two librarian positions (one for children's services, one for adult services – both conversions from existing management positions) and one event planner/programming specialist position (a new position – to be shared with Community Services). All three are full time. In addition, more funds were approved for library materials (\$84,000, approximately) and funding was approved for the Centennial celebration.

Analysis

Analysis is not required.

Impact on City Resources

There is no impact on City resources.

Environmental Review

Environmental review is not required.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

None.

Report prepared by:
Nick Szegda, Librarian III