



## REGULAR MEETING AGENDA

**Date:** 8/8/2016  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**Upper Floor Staff 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. Presentations and Proclamations**

D1. Presentation on draft library strategic plan by Librarian Szegda -- 20 minutes

D2. Presentation/training on eservices by Librarian Szegda -- 15 minutes

**E. Regular Business**

E1. Accept the minutes from July 11, 2016 ([attachment](#)) - 5 minutes

E2. Continue progress towards 2016-17 Commission Work Plan goals and priorities: Review "Turning Work Plan Ideas into Action" Draft Document ([attached](#)). Discuss priorities and next steps. Review "Commission Liaisons to Community Organizations" document ([attached](#)) and current liaison pairings -- 20 minutes

E3. Discuss current STEAM programming and targeted users, and opportunities to expand innovative STEAM programming across children, teens and adult populations while adding partnerships with community technology organizations and local schools -- 15 minutes

E4. Select next date and time for social gathering with leadership of library support groups -- 5 minutes

E5. Discuss and prioritize discussion topics for August 30<sup>th</sup> joint commission/City Council meeting -- 20 minutes

## **F. Reports**

- F1. Staff liaison report ([attachment](#)) – 5 minutes
- F2. Informal Commissioner reports -- 5 minutes

## **G. Informational Items**

- G1. Informal commissioner sharing of audio/digital/print books currently reading -- 10 minutes
- G2. Collect future agenda items - 5 minutes

## **H. Adjournment**

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## REGULAR MEETING MINUTES - DRAFT

**Date:** 7/11/2016  
**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 6:34 p.m.

### B. Roll Call

Present: Bramlett (appeared by phone from Brandon, Oregon), Badgely, Lemons, Race

Absent: Cebrian, Leep

Staff: Nick Szegda, Librarian III

### C. Public Comment

There was no public comment.

### D. Presentations and Proclamations

#### D1. Welcome new Commissioner Grayson Badgely

Commissioner Badgely was welcomed to the Library Commission by the attending commissioners.

#### D2. Presentation regarding Robert's Rules of Order

Chair Bramlett's presentation gave an overview of and historical reasons for using Robert's Rules of Order to conduct meetings. Several practices for running meetings using Robert's Rules of Order were detailed. Commissioners agreed that more could be accomplished if meetings were a bit more structured.

### E. Regular Business

#### E1. Accept the minutes from June 13, 2016

**ACTION:** Motion and second (Lemons/Race) to approve the meeting minutes of June 13, 2016 without changes, passed 4-0 (Commissioners Cebrian and Leep absent).

#### E2. Discuss progress towards Commission Work Plan goals and priorities. Identify next steps, form standing subcommittees.

Commissioners discussed the formation of standing subcommittees organized around specific Library Commission goals in the Work Plan. These would allow for more work to be done between monthly meetings. Commissioners Race and Lemons would like to get more clarity about outreach

tasks. Chair Bramlett will bring forward some guiding documents at the next meeting. No action taken.

E3. Discuss August 30<sup>th</sup> update to City Council

A draft update to Council was reviewed. Szegda noted that the Commission presentation might be changing into a joint meeting between the Commission and the Council. Commission presentation could be used as an introductory item at a joint meeting. Discussion items for a joint meeting will be developed at the August 8<sup>th</sup> Commission meeting.

**F. Reports and Announcements**

F1. Report from library staff liaison

Szegda reported on the Library's pop up event at Off the Grid. Upcoming programs include the Peanuts Naturally hands on science event, the Marx Brothers Film Festival, an upcoming lecture on end of life planning, and a photographic journey to Cuba. Szegda reported the hiring of Lucinda Abbott as a Children's Librarian.

**G. Informational Items**

G1. Informal update on books currently reading

Bramlett: "Ghostway" by Hillerman. Lemons: audiobook – "Secret lives of the US Presidents" by O'Brien. Race: "The Brothers Vonnegut: by Strand. Badgely: "After Dark" by Murakami. Szegda: "The Graveyard Book" and "View from the Cheap Seats" by Gaiman.

G2. Future agenda items

Turning work plan items into action items. Commissioner outreach document. Discussion about STEAM programs. Staff presentation on strategic planning process.

**H. Adjournment**

Chair Bramlett adjourned the meeting at 8:33 p.m.

## Turning Commission Work Plan Priorities into Action (DRAFT)

Welcome to the Library Commission. Our role is both an *advisory* one to the library and a *working* role where we tangibly help the library achieve its strategic vision and mission for our community.

### ***Advisory Role***

Commissioners prepare for their *advisory* role through **reading and studying materials** in advance of Commission meetings. Once you have enough information, you can think strategically about library priorities!

**Staying aware of community issues** also helps. For example, you can attend periodic City Council meetings or read their meeting minutes to stay up at the local government level. At the City of Menlo Park's website (Notify Me section), you can also sign up to receive notices of city meetings and have the minutes from them delivered to your email. Reading or skimming the local *Almanac* is also useful and you can find copies in a newspaper box at the local Cal Train Station. Signing up for Next Door Menlo Park, a social media site for neighborhoods, can also be helpful.

Your **liaison role** will also be an opportunity to learn more about a particular organization(s) to gain insight into ways the library could better serve that organization or partner with it.

Finally, you can stay up on **general library trends** by subscribing to *Public Library* magazine and/or their e-newsletter. Visiting other libraries, to see what they do, will be useful as also will be attending Menlo Park library programming events to collect user input and to observe what could improve.

While this might seem like a lot at first, start small and then add what you have time for!

**Helpful Documents** -- please ask your chair or the library staff liaison for these!

- ☐ Current City Council Work Plan
- ☐ Current Library Strategic Plan (coming soon)
- ☐ Report from the Operational and Administrative Review of Library Department
- ☐ Current Library Commission Work Plan
- ☐ Rising to the Challenge: Re-envisioning Public Libraries *Report and Action Guide*
- ☐ Commission Liaisons to Community Organizations document

### ***Working Role***

In your working role, you can lead or help coordinate a project that supports the Library Commission Work Plan priorities.

You may be wondering how you go about getting started.

Before we offer some friendly suggestions, let's review the Brown Act so that you don't inadvertently violate its provisions!

## Review of the Brown Act

The main idea of the Brown Act is that government business needs to be conducted in meetings open to the public. These meetings need a published agenda and topics not on the agenda may not be discussed. Generally speaking, commissioners cannot meet to discuss Library Commission business outside of a *regular*, *special* or *emergency* meeting that the public has received proper notice about. An agenda must also be posted.

**Brown Act:** Legislative bodies of local agencies (i.e., school boards) must conduct their business in meetings open to the public. Any congregation of a majority of a local body at the same time and place, to hear, discuss, or deliberate upon any item within the body's subject matter jurisdiction is a "meeting" for purposes of the Brown Act. (§54952.2.)

**Brown Act Definition of a Meeting:** A meeting is a gathering of a majority of members to hear or discuss any item of city business or potential business. A meeting under the Brown Act does not have to include action. It can simply be the exchange of information.

The Brown Act applies to our *regularly* scheduled monthly commission meetings. It would also apply to *special* meetings, those called by the agreement of a *majority* of the commission to discuss a specific issues, and *emergency* meetings to deal with emergency situations.

The Brown Act also applies to meetings of all *standing* committees -- but not *subcommittees*.

## Avoid Serial Meetings and Collective Concurrence

**Serial meetings** occur when a *majority* of the commissioners have communicated about an issue and have developed a *collective concurrence*.

*Serial meetings* can occur via the *daisy chain* (Lynne calls Jacqui who calls Kristina, who calls Margaret, etc.) or *spoke and wheel* approach (Lynne calls Kristen and then Lynne calls Grayson, and then Lynne calls Margaret, etc.)

**Serial Meetings over Email -- Taboo under the Brown Act!** A serial meeting can occur over email and using email in a way that results in a serial meeting violates the Brown Act.

Brown Act Provision Related to email: §5492.2(b): Except as authorized pursuant to §54953, any use of direct communication, personal intermediaries, or *technological devices* that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of a legislative body is prohibited.

**A collective concurrence** is developed when commissioners have either *directly or indirectly* heard each other's opinion on a topic enough to collectively develop, or begin to develop, an agreement on an issue.

## What you CAN do outside of an official Library Commission Meeting

1. **Prepare unilateral written communication**, such as an informational or advisory presentation or memo, to the Library Commission. This does NOT violate the Brown Act. However, your document may become part of the public record.

For example, you can ask the chair for an agenda slot for your presentation on an idea that you want the commission to take action on. As part of your presentation, you can prepare related materials (user survey, flyer, etc.) as examples of what you think will be important in implementing the project. However, while it may be helpful to arrive with examples of materials, you also don't want to spend too much time developing them before your proposal (motion) is approved at a Commission meeting.

In general, there seems to be no limit to what individual commissioners can do *outside of the commission meetings* as long as they do not try to obtain a collective agreement from other commissioners.

After your presentation, you should present a clearly worded and time-specific motion related to moving your issue/project/idea forward. Your motion can pertain to you personally leading the effort or for the creation of a subcommittee to investigate the idea further or to work on the project with you. If your motion is seconded, there will then be a debate (discussion) on your motion. When the chair thinks the commissioners have discussed the topic enough for a vote, he or she will call the vote. If your presentation has been compelling and persuasive, the chances are good that the other commissioners will agree with your proposal (motion), however, perhaps in some modified form.

2. **Participate on Subcommittees** -- The Brown Act does NOT apply to a subcommittee made up of fewer than a majority of Commissioners, is an advisory committee AND is not a standing committee.

Subcommittees, however, need to be voted on and approved at an official Library Commission meeting. Subcommittees can consist of library commissioners only. However, they could also include library staff, council members, people from library support groups and members of the public -- along with library commissioners. Once established, members of the subcommittee work together towards the task for which the subcommittee was formed. This task needs to be time-bound and specific, and the subcommittee should report on progress at each library commission meeting until the task is completed.

3. **Attend Conferences** -- It is okay to attend a conference together provided you do not discuss Commission business. However, it is permissible to talk about Commission business if it is part of the conference program and the conference is open to the public.
4. **Talk with Library Staff Liaison about your idea.** If you keep Nick Szegda informed, he can tell you if another commissioner has approached him with the same idea. If so, you might want to hold off doing too much until the next commission meeting where you can make a motion proposing a subcommittee to work together on the idea. You can also work with Nick Szegda to implement something that stems from your liaison work with your community organization(s).

Working Document

Last update: July 23, 2016

Give input to Lynne Bramlett at [lynne.e.bramlett@gmail.com](mailto:lynne.e.bramlett@gmail.com)

## **Commission Liaisons to Community Organizations Tip Sheet**

### **Purpose**

Library Commissioner Liaisons to community stakeholder organizations were started as part of our 2016-17 work plan. This activity directly supports:

1. **City Council 2016 goals** to “develop and improve cooperative relationships with community stakeholders (school districts, community groups, etc.);
2. **Library Department Operational Review Recommendations** to “enhance partnerships with city departments and community partners and businesses, both to enhance services and the overall image of the Library in the community;” and
3. **Library Commission Work Plan Priority** to “improve communication, collaboration and partnerships with community leaders, stakeholders, and potential and actual library users across all age groups and economic statuses.

### **Benefits of Outreach**

- Increased City and Community partnerships
- Increased community input into library services and programs
- Increased library programming leverage through identifying collaborative opportunities
- Raised visibility for library in community
- Increased general information sharing (including from the organization into the library commission meeting)

### **Liaison Responsibilities**

- Actively reach out to designated community organization(s);
- Actively participate in liaison-related meetings, contributing to the discussion, brainstorming and sharing ideas;
- Provide input to Library Commission as it pertains to ways to improve library services and communication;
- Serve as a linkage for the library, to open doors to further the library’s mission and vision;
- Operate within the scope of Commission current work plan, and City Council goals and implementation of library strategic plan;
- Share relevant information at Library Commission Meetings and update liaison Google docs with brief meeting details; and
- Recognize when it’s time to suggest a proposal for action at a Commission meeting.



## Suggested Outreach Process:

1. Call, email or drop by in person (works well) to request a 20-minute (or so) meeting with a suitable leader of the organization.
  - a. Introduce yourself.
  - b. Explain that you are reaching out as part of the Library Commission Work Plan goal of improving communication, collaboration and partnerships with community organizations and to obtain feedback into Library services and offerings.
2. At the meeting (suggested order, vary based on conversation)
  - a. **Share Library Commission Work Plan Priorities.** Ask if there is any input into Commission priorities. Take notes on any suggestions and report back at the next Commission meeting.
  - b. **Give a brief general update on library activities.** This could include the library strategic planning process, programming and library centennial activities. Ask if there are suggestions. Take notes on any suggestions and report back at next Commission meeting.
  - c. **Ask to hear the organization's priorities and goals.** Ask about library services that the members might need that the library does not currently offer. Take notes on any suggestions and report back at the next Commission meeting.
  - d. **Find out if the organization is partnering with other organizations.** (This could lead to identifying efficient ways to reach more Community organizations and ways to increase leverage.) Take notes, as needed.
  - e. **Ask if the organization's members and leaders are aware of library services and offerings.** If unaware, ask how the library could better keep the organization and its members informed. Take notes on any suggestions and report back at the next Commission meeting.
  - f. **Discuss possibilities for synergy/collaboration.** If none come to mind during the meeting, let your contact know that you appreciate his/her time and the opportunity to learn about their organization. Say you will get back to him/her with ideas for increased collaboration.
  - g. **Ask for a brief tour of the organization.** Take notes on anything interesting.
  - h. **Pick up a copy of interesting materials and flyers posted at organization.** These might give you collaboration ideas and/or you could identify racks where appropriate library brochures could be placed.
3. Follow up
  - a. Stay in touch with your contact until you identify a collaboration opportunity.
  - b. Once you identify a specific opportunity for collaboration, see the "Turning Work Plan Ideas into Action" document for next steps.



## STAFF REPORT

### Library Commission

**Meeting Date:** 8/8/2016

**Staff Report Number:** 16-008-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

#### Library Centennial Planning Update

Street and building banners will appear soon. An over the street banner celebrating the Centennial will hang on Santa Cruz Avenue, light post banners with photographs from the library's history will appear on Santa Cruz as well, and a large centennial banner is planned for the exterior wall of the Project Read office. The gala event planner is hard at work. Details as they become available.

Centennial giveaway items have been very popular with library patrons and with residents we encounter at library pop-up events.

#### Library Space Needs Study Update

A firm has been selected to conduct a space needs study for the main library. They will gather input from library users, library support agencies, and staff. They will also conduct a thorough analysis of our present structure and its ability to provide for our current uses, the services detailed in the strategic plan, and services in the future. They begin work later this month, and are scheduled to present their findings to the City Council in December. Monica Corman from the Library Foundation assisted City and Library staff during the selection process.

### Programming and Events

The Bookface contest has been extended through the end of August – Commissioners are encouraged to submit. SETI astronomer Seth Shostak speaks tomorrow at 7:00 in the downstairs room. A Pokemon Go meetup is scheduled for August 12<sup>th</sup> from 5-7. Community Services will be helping out with this event (planning continues with CSD on ways to work more closely on events of all types). Storyteller Randall McGee portrays Hans Christian Anderson as part of the Saturday Series on August 13<sup>th</sup>. Taun Relihan returns with another paper craft for adults on August 27<sup>th</sup> – this time we will be creating an alphabet garden.

## **Outreach to other Agencies**

Nick is scheduled to teach a class on the library's electronic resources to attendees at Little House on August 23<sup>rd</sup>. This session came about as a result of outreach efforts by Commissioner Bramlett. Nick also attended a strategic planning workshop held by the MidPen Media Center on July 23<sup>rd</sup>. Opportunities for collaboration with the video center and with other round table attendees are being explored.

The Commission's efforts to work with other library support agencies are beginning to bear fruit: the Historical Association and the Library worked together to get a grant related to preserving oral histories from the State Library. Commissioner Lemons assisted in this effort.

## **Collection HQ**

Librarians constantly manage the library's collection. One of the tools we use is Collection HQ – an analytical software tool that helps crunch all of the usage data we have to help us make informed, evidence based decisions about how we continue to develop our collection. CHQ also allows us to compare ourselves to our library peers. A recent check in with CHQ showed that we are meeting our goals for our existing collection's use, and doing better than our peer libraries with the usage of our newly purchased items. An example: The library added more than 10,000 items in the last year. Only 4% of our new items have less than 2 circulations after a year, compared to the US library average of 14%.

## **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