



## REGULAR MEETING AGENDA

**Date:** 10/10/2016  
**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 visit to national library in Paris, the Bibliotheque Nationale de France, by Commissioner Leep -- 10 minutes

D2 Presentation on the Library Strategic Plan -- 10 minutes

**E. Regular Business**

E1. Accept the commission meeting minutes from September 12, 2016 ([attachment](#)) - 5 minutes

E2. Update on October 5 visit to Belle Haven neighborhood meeting, by Commissioner Lemons -- 10 minutes

E3. Discuss scheduling periodic library commission meetings at the Belle Haven Library -- 5 minutes

E4. Review of final details for October 13 (6-7:30 p.m.) social gathering with leadership of library support groups -- 5 minutes

E5. Update on October 12 quarterly commission update to City Council ([attachment](#)) -- 5 minutes

- E6. Discuss changing Library Commission meeting date, so as to not conflict with Bicycle Commission meetings -- 10 minutes
- E7. Continue progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss work plan priorities and next steps, including liaison visits -- 10 minutes

#### **F. Reports**

- F1. Staff liaison report ([attachment](#)) – 10 minutes
- F2. Informal Commission 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**

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: 10/7/2016)

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.



## REGULAR MEETING MINUTES - DRAFT

**Date:** 9/12/2016  
**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 6:30 p.m.

### **B. Roll Call**

Present: Bramlett, Badgely, Cebrian, Lemons, Race (6:45)  
Staff: Nick Szegda, Assistant Director of Library Services

### **C. Public Comment**

Cecilia Taylor asked that Library Commission materials (agendas and minutes) be posted at the Belle Haven Library. She also asked that Belle Haven Library open hours be posted on a portable sign on Willow Road so that as many as possible could be made aware of any changes in the hours.

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

#### **D1. Presentation on volunteer program at library by Juan Quinonez, Volunteer Coordinator**

Szegda gave a short presentation on the Library's volunteer program. Juan Quinones is the Volunteer Coordinator. The Library's needs are posted on the Volunteer Match site. Volunteers go through a City application process, then training. Volunteer hour are tracked using Volgistics software. Library volunteers have served more than 11,000 hours in each of the last two years. Recruitment and retention can be an issue for some volunteer position. Commissioner suggestions for improving or expanding the volunteer program include using web videos for training volunteer, exploring relationships with other organizations that might generate interest in volunteering at the library, seeing if there is a service requirement for local high schools that could be met through library volunteering. Commissioner Bramlett wondered if volunteers could help with achieving some of the work generated by the new strategic plan. The "paws for reading" program was mentioned as a possibility for recruiting younger volunteers.

#### **D2. Presentation on visits to libraries in France by Commissioner Leep -- 10 minutes**

This item was tabled for a future agenda.

#### **D3. Update and review of Library policies by Librarian Szegda -- 15 minutes**

Szegda gave an overview of the different policies that library staff follow, and the different policies they create for library users. Major policies include the Collection Development policy, the Behavior

Policy, and the Meeting Room policy. The 2014 administrative review recommended that the library develop and publish a formal Customer Service policy. Policies from different agencies (City, PLS, State and County agencies, and professional association practices) all affect library users. An example given was the state of California law protecting the privacy of library user records. Staff will bring policies to the Commission as they are updated for their review.

## **E. Regular Business**

- E1. Accept the Library Commission meeting minutes from August 8, 2016

**ACTION:** Motion and second (Lemons/Badgley) to approve the meeting minutes of August 08, 2016 without changes, passed 5-0.

- E2. Update from STEAMD (Science, Technology, Art, Math and Design subcommittee)

Commissioner Race gave a presentation on the Science Café programs run at the Lafayette library. Existing library programs (storytimes, book lists, displays) were used to tie the library and its mission to science events. Science Café events also provide opportunities for collaboration between the library and other agencies – schools, science and service organizations. Commissioner Badgley suggested that the larger library display areas be repurposed to support major upcoming programs.

**ACTION:** Subcommittee will work toward a November pilot “Science Café” event to take advantage of the other science related events at the library that month.

- E3. Finalize details for October 13 joint social gathering with leadership of library support groups

Second support agency social is set for October 13<sup>th</sup> from 6-7:30 PM at the library. Invitations have been sent and social event particulars finalized.

- E4. Update on August 30 quarterly commission update to City Council

Commission update has been moved to October 12 Council meeting.

- E5. Update on investigation into feasibility of changing our second Monday meeting date so as to not conflict with Bicycle Commission meetings

Szegda reported that Commission meeting date changes would need to be approved by the City Manager and then by City Council. Commissioner Cebrian suggested the 3<sup>rd</sup> Monday of the month. Commissioner Cebrian noted that there are precedents for moving regular commission meeting dates. Szegda suggested that the Commission prepare a formal report/request to move the Library Commission date, if that is desired.

**ACTION:** Chair Bramlett will put this on a future meeting agenda so that the Commission can work on developing a report for the City manager.

- E6. Continue progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss work plan priorities and next steps, including liaison visits

Commissioner Race will appear at Menlo Atherton High School's career day. This appearance was facilitated by Commissioner Lemons and her contacts in the MA Counselor's office. Commissioner Cebrian brought a reading specialist from Oak Knoll School on a tour of the library and introduced her to the library's resources and staff.

## **F. Reports and Announcements**

- F1. Announcements and updates on Library events and programs

Centennial Extravaganza was very successful – more than 600 attendees including Commissioners, City Council Members and other library support agency members. Lots of families enjoyed the five themed “story” areas, and the library received a lot of positive comments from the community in person and in the press.

Programs and Events – Pop up at Kelly Park music in the park event, Ballot issue discussion with the LWV on October 1, FOL book sale on 9/24 & 9/25

- F2. Informal Commission reports

Commissioner Badgley visited a library in San Luis Obispo that had small “phone booth” rooms that could be used by patrons to make phone calls in the library. Commissioner Cebrian had some suggestions: a sign in the Friends bookstore that explained where price information was located, a simple flyer for “How to get help from Project Read”, and a request that the library's reading recommendation flyers be posted on the website.

## **G. Informational Items**

- G1. Informal commissioner sharing of audio/digital/print books currently reading

Cebrian – Towers Falling/ Jewell Rhodes and Nest/ Cynthia D'Aprix Sweeney Badgley – Dispossessed/ Ursula K. LeGuin (a living Library of America inductee) Lemons Secret Lives of the US Presidents and Magnesium Miracle, both in audiobook form Bramlett - Stevie Nicks: Visions Dreams and Rumors/ Zoe Howe Szegda The Stars my Destination/Alfred Bester

- G2. Collect future agenda items

No future items were identified at this meeting.

## **H. Adjournment**

Chair Bramlett adjourned the meeting at 8:37 p.m.



# LIBRARY COMMISSION QUARTERLY UPDATE (AUGUST 2016)

Lynne Bramlett, Commission Chair

# TOPICS

- Public library's role in society
- Current trends in library use
- Library response to trends
- Commission Work Plan update





# PUBLIC LIBRARY – A BASTION OF DEMOCRATIC SOCIETY

- A **center** for the entire community
- A **place** that contributes to educating citizens
- A **path** leading out of educational inequality through free books, magazines, and children's programs that increase literacy
- An upward mobility **ladder** for immigrants, poor families and those with limited reading ability who can build their literacy skills through Project Read, English conversation club, and access to free computers
- A **respite** for the extremely poor where they can read, use computers and be treated with dignity and kindness by staff
- A **repository** of the community's civic memory and historic past
- A **model** of unity, civility and democracy – that can help unite what seems an increasingly divided society behind our shared values

One place that brings **all** together and a place that serves **all**.



## THE *PUBLIC* LIBRARY -- ONE “THREAD” THAT WEAVES US TOGETHER



- “A locally governed and tax-supported system that dispenses knowledge and information for everyone . . . at no cost to its patrons is an astonishing thing—a thread that weaves together our diverse and often fractious country. It is a shared commons of our ambitions, our dreams, our memories, our culture and ourselves.”

-----Robert Dawson, *The Public Library*, April 2013 (11)

## CURRENT TRENDS IN LIBRARY SERVICES

- Vibrant community hubs with attractive spaces designed to encourage literacy
  - Purposefully located in high-traffic city areas
  - Include cafes, community meeting rooms, teen rooms, etc.
  - Children's areas with amphitheater-style seating for story time
  - Ample passive programming signs and materials adding to active programming
- Meeting the needs of **all** segments of the population
  - Aging populations, young working adults – along with children and families
  - Serving the working poor and homeless
  - Doing much more than lending books, DVDs, CDs, etc.
- Proactive outreach to the community
  - Through interesting and educational programs
  - Active marketing of the library's value
  - Websites that represent a 21<sup>st</sup> Century approach

## LIBRARY RESPONSE TO TRENDS

- Rapidly evolving programming to draw in users
- Space Needs study to evaluate if existing facilities can evolve to meet current and future needs of the Menlo Park Community
- A strategic planning process almost complete – a plan for implementation that all staff, library partner groups and community stakeholders can unite behind

The **Library Commission's work** is aligned with the coming Library Strategic Plan.



# 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

- Collaboration begun with Little House and the Senior Center
  - Library Commission invited to Little House Vendor Day Open House in September
  - Library e-services tech training session at Little House August 23



## 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:

- Tech training provided at library pop-up events at Off-the-Grid
- Training on library e-services at Little House



# 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:

- Commission work plan focuses on priorities identified in the department review
- Commissioners routinely visit other libraries and bring back suggestions
  - Booklists at library events
  - STEAM subcommittee inspired by work at Lafayette Library
- Commissioner preparing presentation on "Library Services to Aging Populations"



# WORK PLAN PRIORITY #4



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

- 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 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 (next one October 13)
- Liaison efforts with community stakeholders started
- Increased STEAM programming opportunity to increase partnerships with local schools, and young professionals working at technology companies
- Strategic plan will enable us to further this priority as we unite around Library Strategic Plan



## WORK PLAN PRIORITY #5



Review updated Library Policies and Procedures

### STATUS UPDATE

Presentation on updated library policies planned for September Commission meeting

## CLOSING THOUGHTS

- Income gap continues to widen across America
- Educational inequality present in Menlo Park
  - Belle Haven Elementary not on par with other Menlo Park schools
  - Council Member Mueller requests forming a subcommittee to investigate a regional solution for this inequality
- Library inequality also present in Menlo Park
  - Belle Haven Library no longer open during school hours
  - Overall hours limited compared with the Main library
  - Belle Haven library collection mostly serves children
  - Few books in Spanish
  - All this in Belle Haven, an area serving a population with greater literacy needs than the rest of Menlo Park.
- We have an opportunity to do better for our neighbors in Belle Haven
  - an opportunity that you will hear more about as part of the Strategic Plan and Space Needs Study updates -- coming before council soon!



## STAFF REPORT

### Library Commission

**Meeting Date:** 10/10/2016

**Staff Report Number:** 16-012-LC

**Informational Item:** Staff liaison report

### Recommendation

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

### Policy Issues

City Policies are not affected.

### Background

#### Strategic Plan Release Set

The library will present the Strategic Plan to the City Council on 10/11. It will soon be on the City's website. Staff presentations will begin on the 11<sup>th</sup> as well. Work has already begun on some of the SMART goals listed in the plan. A question for the Commission: what would be a good way to communicate progress towards the plan's goals?

#### Off The Grid

Council will discuss (and approve?) moving the Off the Grid food truck event from the train station parking lot to the lot between the library and the gymnasium. Off the Grid is a weekly event (every Wednesday) and the front section of the parking lot, nearest to Alma, would be unavailable for parking between 3 and 10 PM. Time limit enforcement would also begin in this lot.

#### Programming and Events

Past events: LWV ballot initiative program October 1, Facebook Farmer's Market pop up October 1, OHSC open house pop up, Storytelling Festival, How to Write an Effective Business Plan workshop (collaboration with SCORE), Knitting meet up, Family Fun Fridays at BH.

Upcoming events: Comicon 10/15, History of the Milky Way Galaxy 10/11, Coloring and Conversation for Adults 10/18, Mystery Readers Group 10/19, A Visit with Audie Murphy 11/5, Medicare Open Enrollment presentation (collaboration with HiCAP) 11/7. Science Night is set for November 17<sup>th</sup>.

### **Friends of the Library Sale Results**

The quarterly sale on 9/24 and 9/25 raised \$6800 for the library and its programs. Thank you, FOL!

### **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, Assistant Director of Library Services