



## REGULAR MEETING AGENDA

**Date:** 11/14/2016  
**Time:** 6:30 p.m.  
**Onetta Harris Community Center**  
**100 Terminal Avenue**  
**Menlo Park, CA 94025**

**PLEASE NOTE THE CHANGE IN LOCATION**

**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 library services to aging populations, by Commissioner Bramlett -- 15 minutes

**E. Regular Business**

E1. Accept the commission meeting minutes from October 10, 2016 ([attachment](#)) - 5 minutes

E2. Update on Space Needs Study and Library Strategic plan SMARTgoal 1.3: Conduct a library service needs assessment for the Belle Haven neighborhood and determine service and facility needs for the Belle Haven Branch Library, by staff liaison -- 15 minutes

E3. Discuss ways to increase partnerships, engagement and communication with Belle Haven community. Also discuss immediately actionable ways to better meet the community's needs for access-to-information, life-long learning, and literacy -- 30 minutes.

E4. Update on City Council Work Plan, as it pertains to library-related priorities, and update on citywide communication team (and library representation on team), by staff liaison -- 5 minutes

E5. Discuss ways to increase outreach to young technology professionals, and build their partnership and engagement in programming and initiatives -- 10 minutes

- E6. Update on Science Café pilot and Science month -- 5 minutes
- E7. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings -- 5 minutes
- E9. Continue progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss commission priorities that dovetail with Library Strategic Plan goals. Identify ways to better “join forces” towards the goal of helping to implement the library strategic plan -- 10 minutes
- E10. Collect commissioner input into library policies and procedures -- 5 minutes

## **F. Reports**

- F1. Library Staff update and announcements ([Staff report #16-013-LC](#)) – 5 minutes
- F2. Informal Commissioner reports -- 5 minutes

## **G. Informational Items**

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

## **H. Adjournment**

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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:** 10/10/2016  
**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 6:37 p.m.

### B. Roll Call

Present: Bramlett, Badgely, Leep, Lemons  
Staff: Nick Szegda, Assistant Director of Library Services

### C. Public Comment

Jim Lewis brought a perpetual calendar listing the days of all of the regular City commission meetings to assist the Library Commission in their discussion of item E6.

### D. Presentations and Proclamations

- D1. Presentation on visit to national library in Paris, the Bibliotheque Nationale de France, by Commissioner Leep.

Commissioner Leep made a presentation recounting her visit to the Bibliotheque Nationale de France. Interesting architectural details included corner towers that suggested open books framing a central garden. The library is located on the banks of the Seine. Commissioner Leep shared several informational brochures from the library and many interesting photographs.

- D2. Presentation on the library strategic plan.

Szegda shared the text of the plan which is not yet formatted. The SMART goals from the plan were also shared.

### E. Regular Business

- E1. Accept the minutes from September 12, 2016

**ACTION:** The meeting minutes were accepted as written.

- E2. Update on October 5<sup>th</sup> visit to the Belle Haven Neighborhood Association meeting.

Commissioner Lemons attended a recent meeting of the Belle Haven Neighborhood Association and expressed her openness to attendee input concerning the library and its services. Attendees

were eager for a library in the Belle Haven neighborhood that would have hours and collections better suited to all of the community and not just school aged children.

- E3. Discuss scheduling periodic Library Commission meetings at the Belle Haven library.

Commissioners discussed holding more frequent meetings in Belle Haven to solicit input from area residents. The Onetta Harris Senior Center was suggested as an alternate meeting place in addition to the Belle Haven branch library.

**ACTION:** Library Commission will meet semi-annually in the Belle Haven Neighborhood, if possible. November meeting to be held at Onetta Harris Senior Center on November 14<sup>th</sup> at 6:30 PM. Motion Leep seconded Lemons, passed unanimously.

- E4. Review of final details for October 13 joint social gathering with leadership of library support agencies.

Logistical details were finalized.

- E5: Update on October 12 quarterly Commission update to City Council

Chair Bramlett shared her planned presentation for the October 12 Council meeting.

- E6: Discuss changing Library Commission meeting date so as not to conflict with other Bicycle Commission meetings.

The 3<sup>rd</sup> Monday of the month was suggested as a better, non-conflicting date for the Library Commission meetings. Commissioner Leep suggested the meeting date conflict be discussed with the Bicycle Commission.

**ACTION:** Tabled until a fuller complement of Library Commissioners are in attendance. Will be placed on a future agenda.

- E7. Continue progress towards 2016-17 Commission Work Plan goals and priorities. Discuss work plan priorities and next steps, including liaison visits.

Commissioner Badgley inquired about the work goal that included library outreach to young professionals. Szegda mentioned the Analytics on Demand (AOD) tool that the PLS group is working with, and that this may be a way to identify specific segments of the Library's service area by age. The suitability of AOD software for identifying this population segment may be a future agenda item.

## **F. Reports and Announcements**

- F1. Staff liaison report

The library's strategic plan will be presented to the Council at their 10/11 meeting. Release to the staff and public will follow once the final formatting has been set. Council will discuss moving the weekly Off the Grid food truck event to the library's parking lot.

Programs 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>.

The Friends of the Library quarterly book sale raised \$6800 for the library and its programs.

**F2. Informal Commissioner reports**

.Commissioner Badgley had a question about the default privacy settings in the Bibliocommons catalog. The default setting for items added to your "for later" shelves is "share". Szegda and Badgley will run some tests to see what exactly that means (how is it shared?). The settings can be changed to default to "private" in the user settings link.

**G. Informational Items**

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

Badgley – The Invention of Nature by Andrea Wulf, Lemons – East of Eden by Steinbeck, Bramlett -- The Disappeared by Taylor, Szegda – All Tomorrow's Parties by Gibson.

**H. Adjournment**

Chair Bramlett adjourned the meeting at 8:23 p.m.



## STAFF REPORT

### Library Commission

**Meeting Date:** 11/14/2016

**Staff Report Number:** 16-013-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. Off The Grid

The latest word is that Off the Grid will not be moving to the Library lot before the end of the year. They will try to stay at their current location, and will appeal the policy decision that made their ouster imminent.

#### II. Programming and Events

Past events: Comicon had 397 attendees, Pumpkin decorating was fully booked and had a waiting list of 60, YA Scifi/fantasy author panel (a collaboration with Kepler's) had 70 attendees, adult coloring, HICAP Medicare seminar, adult coloring, Family Fun Fridays at the Belle Haven branch.

Upcoming events: Science Night November 17, Western Ballet presentation of the Nutcracker November 18. Library closing at 5PM on 11/23, closed Thursday and Friday 11/24 + 11/25. Library events (and storytimes) taper off in December.

#### III. Space Needs Study at Main

Noll and Tam (an architectural firm) has begun their data collection for the Space needs study at the main branch. Staff has given them the library's strategic plan, and has submitted a "wish list" of space requirements that included multiple small and group meeting rooms, performance and storytime spaces, display shelving near the entrance, natural light in basement work spaces, improved staff work areas, more storage, and compact or reconfigurable shelving. Noll and Tamm will be seeking the input of library staff and support agencies as they continue their process.

### 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, Assistant Director of Library Services