



## REGULAR MEETING MINUTES

**Date:** 11/14/2016

**Time:** 6:30 p.m.

**Senior Center**

**100 Terminal Ave., 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, Badgely, Lemons (6:40), Race

Staff: Nick Szegda, Assistant Director of Library Services

### **C. Public Comment**

There was no public comment.

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

#### **D1. Presentation on library services to aging populations by Chair Bramlett**

Chair Bramlett made a presentation on library services to aging populations. Included were guidelines and checklists for such services produced by the American Library Association. The discussion that followed included a review of the library's current services to aging populations. Chair Bramlett noted that some nearby cities have been designated as "age friendly". She will check on library services in those cities so designated and report back. Szegda and Badgely noted that there may be a way to look at the demographics of library users and see if there were any trends or deficiencies that could be revealed. Bramlett will gather more information and report back to the committee.

### **E. Regular Business**

#### **E1. Accept the minutes from October 10, 2016**

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

#### **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.**

Szegda reported that the funds for the Belle Haven library needs assessment have not yet been budgeted. Szegda suggested that the Connect Menlo study might have a lot of useful information about it pertaining to the neighborhood's need for services.

- 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.

Commissioners discussed forming a subcommittee that would focus on the studying the library needs of the Belle Haven community, and exploring ways to see that those needs are met.

**ACTION:** A subcommittee of Bramlett, Lemons and Race will be formed to discuss ways to increase partnerships, engagement and communication with Belle Haven community with the goal of finding ways to better meet the community's needs for access-to-information, life-long learning, and literacy. Motion Cebrian, second Badgley, passed unanimously.

- 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

Szegda discussed the library related items on the City Council's current workplan. He also shared with the Commission the City's marketing process.

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

Commissioner Badgley shared his research into this demographic group: 4000 people aged 25-34 live in Menlo Park, although that number may rise during the workday, when 15,000 people commute into the city. He found anecdotal evidence that this demographic would appreciate more programs that were targeted to adults only (as compared to family events), and that this demographic group was more transient than some others (the average length of stay in Menlo Park was 4 years). Marketing to this group would mean tweaking the library's message to appeal to the things they were interested in. More research into the demographics of library users and non-users would be useful. Szegda and Badgley will attempt to bring back more information to the next Commission meeting.

- E6: Update on Science Café pilot and Science month.

Subcommittee of Race and Cebrian reported that they are planning a Science Café series consisting of 3-5 events, beginning at the end of January/beginning of February. Efforts will be made to schedule the Science cafes on a regular, recurring day and time. Brainstorming topic ideas and series name will occur, and the subcommittee will report back.

- E7. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings.

**ACTION:** Tabled until there is a full complement of Commission members in attendance

- E8. 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

Commissioners discussed the overlap between their work plan and the library's new strategic plan.

E9. Collect commissioner input into library policies and procedures

Chair Bramlett submitted her suggestions for changes to the library's policy statements that Szegda had distributed at an earlier meeting. Szegda noted that the updating of policies and procedures is ongoing, and that Commissioners could submit their suggested edits to him.

**F. Reports and Announcements**

F1. Staff liaison report

The weekly Off the Grid food truck event is not coming to the library's parking lot in the near future.

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.

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 Tam will be seeking the input of library staff and support agencies at a November 30<sup>th</sup> meeting.

F2. Informal Commissioner reports

Commissioner Lemons reported that she encountered strong neighborhood interest in library services while canvassing in the Belle Haven neighborhood in October.

**G. Informational Items**

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

Badgley – A Brief History of Seven Killings by James, Bramlett -- The Man in the High Castle by Dick, When Breath Becomes Air by Kalanithi, Szegda – The Girl with All the Gifts by Carey, Cebrian – Lilac Girls by Kelly, Salt to the Sea by Sepetys, Race – The Brothers Vonnegut by Strand, American by Choice by Schreiber

**H. Adjournment**

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

**Minutes approved at December 12, 2016 meeting**