



## REGULAR MEETING AGENDA

**Date:** 1/9/2017  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**Lower Level 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. Regular Business**

- D1. Accept the commission meeting minutes from December 12, 2016 ([attachment](#)) - 5 minutes
- D2. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings - 10 minutes
- E3. Select date for next social with leadership of library support groups - 10 minutes
- E4. Discuss existing library event planning checklist and make suggestions - 10 minutes
- E5. Update from Science Café subcommittee - 10 minutes
- E6. Update from Belle Haven Branch Library subcommittee, including status of in-process document designed to collect and combine relevant information as part of a broader discussion about the Belle Haven Community and its library service needs - 10 minutes
- E7. Update from commissioner working on programming ideas aimed at older adults - 10 minutes
- E8. Review progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss commission priorities that support Library Strategic Plan goals. Identify any additional opportunities for individual commission activity and/or subcommittees - 10 minutes

- E9. Elect new chair and vice chair - 5 minutes

## **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:** 12/12/2016  
**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 6:33 p.m.

### B. Roll Call

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

### C. Public Comment

Jim Lewis suggested that the Library Commission reach out to the Atherton Library's Library Commission – they are planning a new library and might have some insights to share with our Commission about the current Space Needs study.

### D. Presentations and Proclamations

#### D1. Presentation on library user demographics by Commissioner Badgley and staff member Szegda

Badgley and Szegda shared some reports on library user demographics run on the Analytics on Demand (AOD) software. Demographics can be scoped to show information on users geographically (by neighborhood) or by usage level (high users of the library, all users, or residents who are not library users, for example). The AOD software takes three pieces of information as input: number of checkouts, last checkout date, and user address. It then cross references that data with the Experian database. Three different reports were shared with the Commission – the demographics of all library users (regardless of where they live), the demographics of Menlo Park resident library users, and the demographics of library users from the Belle Haven neighborhood. The library's subscription to the AOD software runs at least through March 2017.

### E. Regular Business

#### E1. Accept the minutes from November 14th, 2016

**ACTION:** The meeting minutes were accepted with the following change: add "Belle Haven" before the word "neighborhood" in item F2.

#### E2. 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

- E3. Discuss current status and recommendations stemming from library space needs analysis for main library.

Commissioners Badgley and Bramlett and staff member Szegda gave a summary of the November 30<sup>th</sup> space needs meeting. At that meeting, Noll & Tam (the consultants who are working on the space needs analysis) presented a summary of their findings to date. Included were a presentation of the library's current space, the library's space needs (as expressed by staff and users in the recently completed strategic plan), and several alternative for how those needs could be met by either remodeling, adding on to, or rebuilding the library. The next step will be for the consultants to return with cost information for the top three alternatives chosen.

- E4. Programming and planning update from the "Library Café and Conversations" evening series subcommittee.

Commissioner Cebrian stated that they were at the "date picking" stage, and that they would work with Szegda to pick a date in early 2017 for the first evening event. Chair Bramlett asked if the library had developed a procedural checklist for those wanting to develop programs. Szegda said he would find a list if it existed and share it.

- E5: Update from the Belle haven library service needs and community partnerships subcommittee.

Chair Bramlett shared her draft of a document titled "Belle Haven Branch Library and Belle Haven Neighborhood Service Needs". She sees the document as a gathering place for information required to describe current service levels and desired levels of service at the branch, as well as demographic and other neighborhood information.

**ACTION:** Commissioners and staff will begin to fill out the outline of the report with a goal of completing it in February 2017.

- E6: Update on programming ideas aimed at older adults.

Chair Bramlett suggested three ideas: a film discussion group that would watch films at the Guild Theater, a Memoir Showcase that might be a class that would foster memoir writing followed by an event that would allow for the sharing of excerpts from those memoirs, and a Speed Connect for Seniors event.

- E7. 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 continued their ongoing discussion of the overlap between their work plan and the library's new strategic plan.

- E8. Discuss Library Commission succession planning.

Chair Bramlett shared the City Council policy that pertains to the selection of a Commission Chair and Vice Chair.

**ACTION:** Chair Bramlett will bring forward a motion at the next Commission meeting outlining her ideas for the selection of Commission Chair and Vice Chair.

## **F. Reports and Announcements**

### **F1. Staff liaison report**

Past events: Science Night was good fun, with 200+ in attendance (a little lighter than previous iterations, but still very respectable). The Nutcracker performance on the following night had 257 in attendance. The Friends of the Library had their quarterly sale on 12/3, Printmaking for Adults was on 12/6, and the Spontaneous Combustion storytellers were here on 12/10.

Upcoming events: Mystery Readers meet Wednesday, 12/21 at 7:15. Guitarist Carlos Pavan will be performing classical Argentinian music on Wednesday, 12/28 (he will be providing background music for our monthly Knitting meetup which will be occurring at the same time!)

Noll and Tam presented their preliminary results to library support group representatives, power users and staff on 11/30. There was a lot of good feedback that was collected. The City Manager, Assistant City Manager, and the Director of Public Works were also in attendance. The final version of the study is scheduled to be presented to the Council in January.

### **F2. Informal Commissioner reports**

There were no informal reports.

## **G. Informational Items**

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

Badgley – Operation Shylock by Roth, Szegda – Girl Waits with Gun by Stewart, Cebrian – Ghost by Reynolds, Leep – A French novel that roughly translates as “The Day I Started to Live” and is set in San Francisco.

## **H. Adjournment**

Chair Bramlett adjourned the meeting at 7:50 p.m.



## STAFF REPORT

### Library Commission

Meeting Date: 1/9/2017

Staff Report Number: 17-01-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. Staffing changes at the Main Library

Roberta Roth, head of our literacy program, Project Read, retired after more than 20 years at the library. Her position will reopen soon. The library is also looking at ways of bringing Project Read and the library proper closer together.

A position for a librarian I/II just opened – this position will have library programs and events as one of its main duties.

#### II. Programming and Events

Past events: Jym Marks Quintet performed on Saturday 1/7, and KGO Radio host John Rothmann gave a lecture on defeated presidential candidates on Sunday 1/8. Goldilocks and the Three Sharks was performed by Puppet Art Theater on the 5<sup>th</sup> (In black light!). Story times returned from their December break on January 3<sup>rd</sup>. Guitarist Carlos Pavan performed classical guitar music on December 28<sup>th</sup> to an appreciative crowd.

Upcoming events: The Orchid Whisperer will be here on January 31<sup>st</sup>. Knitting meetup meets up on the 25<sup>th</sup>, and our ESL Conversation Club meets every Wednesday at 5PM.

#### III. Space Needs Study at Main

Noll and Tam is now working on pricing out the preferred options gleaned from the most recent meetings with library interest groups. A study session with the City Council on Library Master Planning is scheduled for March 14<sup>th</sup>.

#### IV. Meetings of Note

Project Read Literacy Partners meets 1/17 from 7-9 at the Main library. The board of the Friends of the Library meets again on Monday, 2/13.

**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 Library Services Director