



REGULAR MEETING AGENDA

Date: 2/13/2017
Time: 6:30 p.m.
Menlo Park Library
Lower Level Meeting Room
800 Alma Street, 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 by Jim Lewis, Menlo Park Historical Association, on little free libraries in Menlo Park -- 15 minutes

E. Regular Business

- E1 Accept the Commission meeting minutes from January 9, 2017 ([attachment](#)) - 5 minutes
- E2. Update on implementation of library strategic plan by library staff liaison -- 10 minutes
- E3. Review and discuss "first pass" draft of Belle Haven community library needs assessment document -- 20 minutes
- E4. Update on in-process science café program by Commissioner Race -- 10 minutes
- E5 Update on in-process library services to aging populations programming by Commissioner Bramlett -- 10 minutes
- E6 Update on council approval process pertaining to changing Library Commission meeting to third Monday of the month, by N. Szegda -- 10 minutes

- E7. Discuss planning for March 23 (6:30-8:00) social with leadership of library support groups -- 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

F. Reports

- F1. Staff liaison report ([attachment](#)) – 10 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

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 and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 7/29/2015)

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: 1/9/2017
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 6:32 p.m.

B. Roll Call

Present: Badgely, Bramlett, Cebrian, Leep, Lemons, Race (6:50)

Staff: Nick Szegda, Assistant Director of Library Services

C. Public Comment

There was no public comment.

D. Regular Business

- D1. Accept the Commission meeting minutes from December 12th, 2016

ACTION: The meeting minutes were accepted without changes.

- D2. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings.

ACTION: A motion (Badgely/Lemons) to approve moving the Library Commission meetings to the third Monday of each month at 6:30 passed unanimously. First meeting at new date will be March 20th, contingent on City Council approval.

- D3. Select date for next social with leadership of library support groups.

ACTION: March 23rd at 6:30 was chosen as the next date for the library support group social.

- D4. Discuss existing library event planning checklist and make suggestions.

N. Szegda shared the internal checklist the library uses to prepare for events with the Commission. Chair Bramlett shared examples of event preparation checklists from other libraries.

- D5: Update from Science Café subcommittee.

Commissioner Race and N. Szegda will meet with John Weaver (in charge of adult programming at the library) to move the planning forward and will report back to the Commission.

- D6: 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.

Chair Bramlett shared the draft document she is developing with the Commission, and Commissioner Badgely and staff member Szegda agreed to assist her with the completion of some of the sections.

- D7. Update from commissioner working on programming ideas aimed at older adults

Chair Bramlett is planning to survey older library users to ascertain their library service needs.

- D8. 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.

- D9. Elect new chair and vice chair

Council policy on Commission chair selection was reviewed.

ACTION: A motion was made (Leep/Cebrian) to select the Chair and Vice Chair in order according to the commissioner's start date on the Commission, unless the commissioner does not want to serve. Commissioner Lemons to serve as Chair and Commissioner Race to serve as Vice Chair for 2017 passes unanimously.

E. Reports and Announcements

- E1. Staff liaison report

Roberta Roth, long time library employee and head of our adult literacy program, Project Read, retired at the beginning of the year. Recent library events included a black light puppet show for kids (Goldilocks and the Three Sharks), Carlos Pavan's classical guitar performance, and a jazz performance by the Jym Marks Quintet. The City is making changes to its Commission attendance policy, and urges Commissioners to fill out the Commissioner Satisfaction Survey.

- E2. Informal Commissioner reports

Chair Bramlett visited three libraries during a recent trip to Canada.

F. Informational Items

- F1. Informal commissioner sharing of audio/digital/print books currently reading

Commissioner Badgley –Tree of Smoke by Johnson, N. Szegda –Last Shift by Levine, Commissioner Cebrian – Last days of Night by Moore, Commissioner Race – The Hajj by Porter, Chair Bramlett – A Shepherd's Life by Rebanks and White Boy Shuffle by Beatty.

G. Adjournment

Chair Bramlett adjourned the meeting at 7:57 p.m.



STAFF REPORT

Library Commission

Meeting Date: 2/13/2017

Staff Report Number: 17-02-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

Staffing changes at main

Panel interviews for the programming librarian position take place on the 14th. The Project Read director position should open soon.

Programming and events

- Past events: The Orchid Whisperer was here on January 31, Coding for Kids wrapped up its 3wk run on the 4th, The Side by Side art workshop was on the 11th, and movie night on the 7th featured a screening of "Whale Rider".
- Upcoming events: The library hosts a panel discussion entitled "Religion and Pluralism" at the Council Chambers on the 18th. Teen Manga event with artist Carlos Nieto is February 17th, Mystery Readers' group meets February 15th and March 15th, wildlife photographer Joan Sparks lectures and shares images on "Hummingbirds of the Bay Area" on March 14th, Knitting meetup meets up on the 22nd, and our ESL Conversation Club meets every Wednesday at 5PM.

Meetings of note

- Project Read Literacy Partners meets 2/21 from 7-9 at the Main library.
- The board of the Friends of the Library meets again on Monday, 3/13.
- Noll and Tam will present the three preferred options from the library support group meetings, with pricing, to focus group members at a meeting on March 1st. A study session with the City Council on Library Master Planning is still scheduled for March 28th.

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



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