



REGULAR MEETING AGENDA

Date: 4/17/2017

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. Regular Business

D1. Accept the commission meeting minutes from February 13, 2017 ([attachment](#)) - 5 minutes

D2. Discuss Little Free Library possibilities -- 10 minutes

D3. Update from Belle Haven Branch Library subcommittee -- 10 minutes

D4. Update from commissioner working on programming ideas aimed at older adults -- 10 minutes

D5. Review 2016-17 Commission Work Plan goals and Priorities. Discuss drafting 2017-2018 Commission Work Plan -- 15 minutes

F. Reports

F1. Staff liaison report ([attachment](#)) – 5 minutes

F2. Report on Library Space Needs Plan progress – 10 minutes

F3. Informal Commissioner reports -- 5 minutes

G. Informational Items

- G1. City of Menlo Park CIP work plan memo (Complete CIP report - [attachment](#)) – 5 minutes
- G2. Informal commissioner sharing of audio/digital/print books currently reading -- 10 minutes
- G3. Collect future agenda items - 5 minutes

H. Adjournment

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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.

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REGULAR MEETING MINUTES - DRAFT

Date: 2/13/2017
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call to Order

Chair Lemons called the meeting to order at 6:30 p.m.

B. Roll Call

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

C. Public Comment

Jim Lewis spoke about his desire for the library to install lights near the bicycle rack in front of the library. He would also like to suggest that the library install security cameras that are pointed at the bike rack.

D. Presentations and Proclamations

- D1. Presentation by Jim Lewis, Menlo Park Historical Association, on little free libraries in Menlo Park.

Mr. Lewis explained the concept of little free libraries to the commission and provided photographic examples. Mr. Lewis reported that there has been positive feedback from residents who have installed little free libraries on private property. The City has a little free library located inside of the Police Department substation on Willow Road. Mr. Lewis asked if the City would consider funding a grant for the installation of little free libraries, or if the Library Commission could work with the Parks and Recreation Commission to have little free libraries installed at City parks. Commissioner Cebrian commented that her little free library was funded through a Belle Haven Neighborhood Mini Grant application. Cebrian will follow up with Council representatives and with the Parks and Recreation Committee to see the status of little free library installation in City parks.

E. Regular Business

- E1. Accept the minutes from January 9, 2017

ACTION: Motion and second (Leep/Race) to approve the meeting minutes of January 9, 2017 without changes, passed 6-0.

- E2. Update on the implementation of the library strategic plan by staff liaison

Szegda gave an update on progress toward strategic plan goals. He will return with the SMART goal report card detailing goal progress at the next commission meeting.

- E3. Review and discuss a draft of the Belle Haven community library needs assessment document.

Commissioner Bramlett described the document as a place to consolidate information on the Belle Haven community and on the current state of the community's library needs. The document could also be used to further investigation into the community's library needs. Szegda mentioned the library needs assessment goal in the strategic plan, but noted that it had a 2018 target date. Badgely has populated the report with some demographic and library usage statistics.

- E4. Update on in-process science café program by Commissioner Race.

Commissioner Race met with staff members Szegda and with John Weaver to move along plans for a series of science and STEAM themed events at the library.

- E5. Update on in-process library services to aging populations programming by Commissioner Bramlett.

Commissioner Bramlett has distributed a paper survey and surveyed members of the Picket Fence online community (a hyper local social network for seniors) about their preferences for programming. She will report back at the next commission meeting.

- E6. Update on Council approval process pertaining to changing the Library Commission meeting to the third Monday of the month.

Szegda reported that the City Clerk was preparing an item for Council consideration that included several items, including the consolidation of some commissions, updated policies pertaining to commissions, and the meeting day change. He will report back at the next commission meeting.

- E7. Discuss planning for the March 23 social with the leadership of library support groups.

Invitations have been sent by Commissioner Leep.

- 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 commissioner activity and/or subcommittees.

Commissioners continued their ongoing discussion of the overlap between their work plan and the library's new strategic plan. Szegda will bring hard copies of the commission's goals to the next meeting.

F. Reports and Announcements

- F1. Staff liaison report

Noll and Tam will present the three preferred options, with pricing, that have been developed through workshops with the space planning focus group at a meeting on March 1. The final space needs analysis is scheduled to be presented to the City Council as part of a study session on March 28.

F2. Informal Commissioner reports

There were no informal reports.

G. Informational Items

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

Badgley – The Vital Question by Lane, Szegda – The Absolutely True Diary of a Part Time Indian by Alexie, Cebrian – The Serpent King by Zentner, Leep – Beezus and Ramona by Cleary, Lemons – East of Eden by Steinbeck, Bramlett – My Grandmother Asked Me to Tell You She's Sorry by Backman.

H. Adjournment

Chair Lemons adjourned the meeting at 7:55 p.m.



STAFF REPORT

Library Commission

Meeting Date: 4/17/2017

Staff Report Number: 17-04-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

Belle Haven Branch Hours

Several community members have asked about the hours at the branch library. The hours were reduced in August of 2016 at the request of the principal of the Belle Haven School, who wanted the library to be available during school hours for the students. Evening usage has been traditionally low at the main and the branch library. Library staff have been monitoring library visits through manual counts, but an automatic people counting system will be installed.

Universal Search Tool Trial

The Peninsula Library System will be participating in a trial for a new universal search tool. This single box tool would search not only the library catalog, but also the library's eBook titles, its magazine article holdings, its calendar of events, and its other databases. The hope is that the tool would allow library users to discover material we currently own that is underused. Take a look at the tool in use at the Hennepin County library system's page: <http://www.hclib.org/>.

State Library Statistic of Note

The Menlo Park Library ranked 13th in the state for library circulation per capita in the 2015 to 2016 fiscal year – one of the top 7% for that statistic out of all 181 public libraries in California.

Programming and events

- Past events: Science Night IV had 240 engaged participants. A photo album is up on the library's Facebook page. "Chocolate: Food of the Gods" was on April 11, and the Western Ballet company's performance of Puss in Boots was on the 14th. Our Saturday series with actor Duffy Hudson playing Edgar Allen Poe was on April 8.
- Upcoming events: Movie Night on April 25 will be a screening of "English Vinglish". The Belle Haven Spring Fair is on May 13 on Ivy Plaza in front of the branch library, and our second Comicon will be held here on the same day, from 3 to 7. A three week session of "Python Coding for Teens" starts on the April 23, and Project Read's ESL Conversation Club meets every Wednesday from 5 to 6.
- New offerings for June include a film discussion group and a contemporary literature discussion group.

Meetings of note

- Project Read Literacy Partners meets 4/18 from 7-9 at the Main library.
- The board of the Friends of the Library meets again on Monday, May 8.

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