



## REGULAR MEETING AGENDA

**Date:** 5/15/2017

**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 April 17, 2017 ([attachment](#)) - 5 minutes

D2. Welcome new Commissioner Ester Bugna - 10 minutes

D3. Report from Belle Haven Subcommittee – 10 minutes

D4. Report on Little Free Libraries – 5 minutes

D5. Review 2016-17 Commission Work Plan goals and Priorities. Review 2017-18 City Council priorities. Continue drafting 2017-2018 Commission Work Plan - 20 minutes

**E. Reports**

E1. Staff liaison report ([attachment](#)) – 5 minutes

E2. Informal Commissioner reports -- 5 minutes

**F. Informational Items**

F1. Annual Commissioner Appreciation Event and Brown Act training May 16, 4 – 7:30 PM

- F2. Informal commissioner sharing of audio/digital/print books currently reading -- 10 minutes
- F3. Collect future agenda items - 5 minutes

**G. 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](http://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](http://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:** 4/17/2017  
**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 6:40 p.m.

### **B. Roll Call**

Present: Badgely, Bramlett, Cebrian, Leep, Lemons, Race

Staff: Susan Holmer, Director of Library Services

### **C. Public Comment**

There was no public comment.

### **D. Regular Business**

#### **D1. Accept the commission meeting minutes from February 13, 2017**

Minutes approved without changes.

#### **D2. Discuss Little Free Library possibilities**

Cebrian had no update. She will continue to try to contact Councilmember Mueller who had ideas to share with her regarding free libraries in city parks. Bagley will send a message to the Community Services Department to ask about any regulations having to do with little libraries in parks.

#### **D3. Update from Belle Haven Branch Library subcommittee**

Bramlett presented to the commission the survey that she and Lemons had been working on and it was discussed and revised. Holmer suggested no more than a single page survey with tightly targeted questions. The revised survey will be posted on the Google Docs website for the commission.

MSP to add Cebrian to Belle Haven subcommittee.

#### **D4. Update from commissioner working on programming ideas aimed at older adults**

Bramlett reported on the film discussion group that she will be starting and her plans to have the first session take place in June.

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

Commissioners reviewed the 2016 - 2017 work plan and assessed their progress in reaching the goals. How to do e-services was a question. It would be good to be able to take e-services training out into the community. Maybe they could schedule a day to ride the Menlo Park shuttle and take this training into the community that way.

It was suggested to look at current priorities and decide which ones have an advocate on the commission. Those without an advocate are less likely to be completed.

The Commission will look at the City Council's 2017 goals and update their goals to follow council priorities. Library staff will send the link to the council priorities document.

**F. Reports**

**F1. Staff liaison report**

Holmer reviewed highlights from the staff report written by staff member Szegda.

**F2. Report on Library Space Needs Plan progress**

Holmer reviewed the timing for the next step in the space needs planning. In the budget for the 17/18 fiscal year there will be funds included for a schematic model of a new library.

Commissioners were concerned that the library needs assessment for the Belle Haven neighborhood would not get done until the next fiscal year. Holmer advised the Commission about the time it took to budget and to complete such a project. A needs assessment process is staff time intensive and has to be planned ahead of time.

**F3. Informal Commissioner reports**

Lemons reported that she and Bramlett had met a few times to work on the Belle Haven user survey.

**G. Informational Items**

**G1. City of Menlo Park CIP work plan memo was reviewed.**

**G2. Annual Commissioner Appreciation Event and Brown Act training occurs on May 16, 4 – 7:30 PM**

**G3. Informal commissioner sharing of audio/digital/print books currently reading**

Commissioners shared small book reviews of books they had recently read and enjoyed.

**G4. Collect future agenda items**

City Council goals and work plan; little free libraries; Belhaven subcommittee

**H. Adjournment**

Chair Lemons adjourned the meeting at 8:26 p.m.



## STAFF REPORT

### Library Commission

**Meeting Date:** 5/15/2017

**Staff Report Number:** 17-05-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

#### Library Budget for FY 2017/18

The Library's budget request for 2017/18 has been submitted. Proposed items of note: additional outdoor seating units, funds for a Belle Haven library needs assessment, and funds for conceptual designs that build on the space needs assessment.

#### Laptop Lending – Teen Area Expansion

The teen area will expand into the area currently occupied by the wired public internet terminals. Some of those terminals will be replaced by a laptop lending kiosk.

#### Library Volunteer Recognition Event

The library's annual Volunteer Recognition Event takes place on May 25 from 5:30 – 7:30 in the Oak Room at the Arrillaga Family Recreation Center. Commissioners are invited to attend. RSVP to Juan Quinonez.

### Programming and events

- Past events: Comicon on May 13. Python Coding for Teens. International Movie series. Library Pop-up at Kite Day and at the Belle Haven Community Fair.
- Upcoming events: End of term party for Project Read's adult learner class is May 18 at 7:00 at the Belle Haven branch, Movie Night on May 23 at main screens "Welcome". "Striking up Gold Mountain: Songs of the California Gold Rush" is on Saturday, June 3; the new Film Group meet up is June 6, "Indian Food from the Fiji Islands" is June 17, the Friends of the Library next quarterly book sale is June 24 and 25, and Project Read's ESL Conversation Club meets every Wednesday from 5 to 6.

### **Meetings of note**

- Public budget meeting May 30 5:30 – 7:30.
- The board of the Friends of the Library meets again on Monday, June 12.

### **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