



REGULAR MEETING AGENDA

Date: 7/17/2017

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 June 19, 2017 ([attachment](#)) - 5 minutes

D2. Report from Belle Haven Subcommittee – 10 minutes

D3. Review 2016-17 Commission Work Plan goals and Priorities. Review 2017-18 City Council priorities. Complete drafting 2017-2018 Commission Work Plan and prepare for Council presentation - 40 minutes

E. Reports

E1. Staff liaison report ([attachment](#)) – 10 minutes

E2. Informal Commissioner reports -- 5 minutes

F. Informational Items

F1. Informal commissioner sharing of audio/digital/print books currently reading -- 10 minutes

F2. Collect future agenda items - 5 minutes

G. Adjournment

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REGULAR MEETING MINUTES - DRAFT

Date: 6/19/2017
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call to Order

Vice Chair Race called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Bramlett, Bugna, Leep, Race. Absent: Badgely, Cebrian, Lemons

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 May 15, 2017

Minutes approved without changes.

D2. Report from Belle Haven Subcommittee

Matt Henry gave a presentation on siting a new branch library on the grounds of the Onetta Harris Community Center (OHCC). He included conceptual renderings of his proposed branch exterior. Mr. Henry said the residents he has spoken to preferred the OHCC location to both the current location in the Belle Haven School and the recently proposed location on Willow Road (as part of the upcoming MidPen development). Commissioner Bugna asked if Mr. Henry had shared his presentation with City Council members, and Mr. Henry replied that Councilmember Mueller had been given a copy.

Commissioner Bramlett shared the results of the survey she had collected at the recent Belle Haven Community Fair, at the branch library, at OHCC, and at the Boys and Girls club.

Commissioner Bramlett made a motion that “establishing a new, full-service, modern branch library in Belle Haven become the central pillar of the new commission work plan”. The motion was seconded by Leep, and passed unanimously.

D3. Report on Little Free Libraries

Tabled until 7/17/2017 meeting

- D4. Review 2016-17 Commission Work Plan goals and Priorities. Review 2017-18 City Council priorities. Continue drafting 2017-2018 Commission Work Plan

Motion made to table this item for now, and to hold a special Commission meeting on July 10th to take up the Commission Work Plan (Leep/Bramlett, passed unanimously).

- D5. Report from Commissioner Bramlett on outreach efforts

Commissioner Bramlett spoke of her meeting with Gabriela Alvarez from MidPen Housing. MidPen Housing is managing the new senior housing development on Willow Road in the Belle Haven neighborhood, and is interested in library information and library programming for their residents.

The initial Film Group Meetup had six participants.

E. Reports

- E1. Staff liaison report

Staff member Szegda gave an update on the City's budget process and the library's budget request for 2017/18, including requests for additional hours at the branch (to match open hours at the main library to the extent that they can be matched, given the restrictions placed on the library by the Belle Haven School). A request was made for an additional .5 FTE staff position to provide for the additional open hours. There were also requests for funds to conduct a library needs assessment for the Belle Haven Neighborhood, and to continue the efforts of the Space Needs Planning process for the main. Szegda will report back on the approval or denial of the library's requests at the next Commission meeting.

- E2. Informal Commissioner reports

There were no reports.

F. Informational Items

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

Bugna – “Hidden Life of Trees” by Peter Wohlleben. Bramlett – “Roots to Power” by Lee Staples, “Faith Club” by Ranya Idliby, and “Victoria’s Daughter” by Jerrold Packard. Leep – “Walking with the Enemy” movie. Race – “The Color of the Sea” by John Hamamura. Szegda – “This is Why We Can’t Have Nice Things” by Whitney Phillips.

- F3. Collect future agenda items

Update of the Commission work plan. Presentation of work plan update to City Council. Update from Cebrian and Badgely on Little Free Libraries initiative.

G. Adjournment

Vice Chair Race adjourned the meeting at 8:37 p.m.

**STAFF REPORT****Library Commission****Meeting Date:** 7/17/2017**Staff Report Number:** 17-07-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 update for FY 2017/18**

The City Council approved the budget for the 2017/18 fiscal year. The library's asks include expanding hours for the branch library (to match the main library's hours, when possible, outside of school hours). The 13 additional hours would mean the branch would be open until 9 Monday through Wednesday, 10-5 on Saturday, and would open 12-5 on Sunday. The library has requested an additional .5 FTE to help staff the expanded hours. The additional hours will begin when the staffing addition has been completed. Funds for a Belle Haven neighborhood library needs assessment (\$100,000) and funds to prepare drawings to advance the space needs study for the main branch (\$125,000 – part of the Public Works budget) were also approved. The space needs continuation study may be modified based on the Council's decision on the philanthropic offer (see below).

RFP for Belle Haven Library Services Study

The library has drafted a request for proposals for consultants to complete a library needs assessment for the Belle Haven neighborhood. Particulars can be found here ([Draft RFP](#))

Philanthropic Offer

The City has received a philanthropic offer to assist with the construction of a new main library building on the Civic Center campus. The City Council will be examining the offer and could make decisions about siting options for the proposed building at their meeting on July 18. The staff report analyzing the offer and its implications is part of the meeting packet for the meeting on July 18, and can be found on the Council's web page.

Update on 2015 Departmental Review Recommendations

The 2015 Operational and Organizational review of the library department had recommendations grouped into three major categories: Organizational Culture, Climate and Structure; Administrative and Support Services; and Operations. Most of the recommendations are either completed or under way – many of the tactical goals were folded in to the library’s strategic plan. The completion of a strategic plan was one of the primary goals of the Departmental Review, and the plan was completed in 2016. Other completed goals include increasing the use of analytic tools to manage library services, improving internal staff communications, offering more opportunities for staff training, restructuring the library’s organizational chart, updating position descriptions for all library employees (completed by a citywide HR initiative in 2016), increasing library partnerships with outside organizations and other City departments, completing a facility needs assessment for the main branch (Space Needs Study completed in March of 2017), reorganizing staffing at the branch and main, providing more non-place based services, and beginning an assessment of library services in the Belle Haven neighborhood.

Programming and events

- Past events: The Peanuts naturally science event for grade-schoolers had 300 attendees. The event was held in partnership with the Charles M. Schultz Museum from Santa Rosa. Community Services staff provided much needed assistance. Astronomer Andrew Fracknoi kicked off our month of eclipse events with a lecture on July 13. Mary Ellen Donald gave a recital of Middle Eastern percussion on July 15.
- Upcoming events: The Summer of Love family event is July 22. Summer Reading for kids, teens, and adults continues through August. Eclipse events continue throughout July and into August. Free eclipse glasses that allow safe viewing of the eclipse are being distributed at all of the events. Next up is a Peopleologie craft event titled “Mesoamerica: Pyramids, Hieroglyphs and Planets” on August 1. More science events for kids are scheduled for August 17, and a drop in craft for adults (Make Your Own Eclipse Viewer) will be up August 12 through 20. The library will have a table at the City’s annual Block Party on Santa Cruz Avenue on August 16.

Meetings of note

- City Council meeting July 18 at 6PM.
- The board of the Friends of the Library meets again on Monday, August 14.

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