



REGULAR MEETING AGENDA

Date: 9/18/2017

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 August 21, 2017 ([attachment](#)) - 5 minutes
- D2. Accept the commission special meeting minutes from July 10, 2017 ([attachment](#)) - 5 minutes
- D3. Review 2016-17 Commission Work Plan goals and Priorities. Approve 2017-2018 Commission Work Plan and prepare for Council presentation - 20 minutes
- D4. Discussion of statistics used by the library – 10 minutes

E. Reports

- E1. New library project update – 5 minutes
- E2. Staff liaison report ([attachment](#)) – 5 minutes
- E3. 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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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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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: 8/21/2017
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 6:38 p.m.

B. Roll Call

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

Staff: Nick Szegda, Assistant Director of Library Services

C. Public Comment

Pam Jones asked for line item budget information from the library.

Johnny Cruz expressed concern over the current condition of the branch library and its location in the elementary school.

Aldora Lee spoke about the creation of the branch in 1992.

Nina Wouk spoke against the suggestion in the Belle Haven Library Needs Assessment RFP that the branch was underutilized, since limited open hours limit community use of the branch.

Rachel Bickerstaff spoke in favor of a new, full service branch in Belle Haven.

Rose Bickerstaff said the branch's location inside the school was damaging its function.

D. Regular Business

D1. Accept the commission meeting minutes from July 17, 2017

Minutes approved without changes.

D2. Report from Belle Haven Subcommittee

Chair Lemons wanted to make sure that the subcommittee was working on its stated purpose and that additional goals were not being added to the subcommittee. Commissioner Bramlett stated that the Commission's new work plan had as its first priority the construction of a new branch library in Belle Haven.

Commissioner Bramlett moved to disband the Belle Haven subcommittee, as its mission had been accomplished. Lemons seconded, passed unanimously.

D3. Belle Haven Reads Talks Acts Initiative

Commissioner Bramlett proposed the initiative be focused on short term literacy needs of the Belle Haven Community. Bramlett suggested the Commission hold a future meeting at the branch, adjourn, then visit the East Palo Alto library to see what sorts of services they are providing. No action taken at this time.

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

Chair Lemons opened public comment on this item.

Matt Henry spoke against partnering with East Palo Alto in regards to the branch library's operation.

Rachel Bickerstaff spoke against improvements at the current branch and for a new branch located on the Onetta Harris Community Center site.

Chair Lemons closed public comment on this item.

Chair Lemons stated that the Commission's presentation to Council is being updated to reflect changes made to the Commission's work plan.

Commissioner Bramlett will continue editing the Commission work plan and will bring back plan changes at the next Commission meeting.

D5. Staff update on progress towards Strategic Plan goals

Szegda provided Commissioners with an updated version of the strategic plan scorecard.

E. Reports

E1. Staff liaison report

Staff member Szegda gave an update on current programs at the library.

E2. Informal Commissioner reports

Commissioner Bramlett called for volunteers to moderate the Film Discussion Meetup group while she is on vacation in October.

F. Informational Items

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

Cebrain – “Refugee” by Alan Gratz, “Jabari Jumps” by Gaia Cornwall, “Goodbye Days” by Jeff Zentiner. Bramlett – “Soul of a Leader” by Newell, “Tangled Vines” by Frances Dinkelspiel. Lemons – “Strive” and “Loitering”. Race – “A Tree Grows in Brooklyn”. Bugna – “Waves Passing in the Night” by Walter Murch.

F2. Collect future agenda items

Discuss work plan goals. Approve work plan. Discuss library metrics. Update from staff on branch budget.

G. Adjournment

Chair Lemons adjourned the meeting at 8:35 p.m.



SPECIAL MEETING MINUTES - DRAFT

Date: 7/10/2017
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 6:33 p.m.

B. Roll Call

Present: Bramlett, Bugna(6:40), Leep, Lemons, Race. Absent: Badgely, Cebrian

Staff: Susan Holmer, Director of Library Services
Nick Szegda, Assistant Director of Library Services

C. Public Comment

Pam Jones, Menlo Park resident, thanked the Commission for taking the time to listen to Mr. Henry's presentation at the last meeting.

Juanita Croft, Menlo Park resident, spoke in support of a new library at the Onetta Harris Senior Center. She supports a location that has access for families.

Jay Dunlap, Menlo Park resident, supports the Onetta Harris location because it is safe for residents to walk or bike there.

Terri Epidendio, Menlo Park resident, would like a place for neighborhood kids to go to after school. The main library is not always accessible for Belle Haven neighborhood residents.

D. Regular Business

- D1. Continue drafting 2017-2019 Commission Work plan. Prepare for Commission update to Council.

Director Holmer wanted to share some news with the Commission that may impact their work plan formation. A philanthropic donor has come forward with a gift that would support the construction of a new main library on the civic center campus. The Council will be considering the offer at their June 18th meeting.

Commissioner Bugna asked if the schematic design that is the next step of the Space Needs Study had been funded for fiscal year 17/18. (Yes).

Commissioner Bramlett said that there should not be items included in the work plan that Commissioners did not want to work on.

Director Holmer said that the process for the main library replacement began with the Operational Review and continued with the Strategic Plan and then the Space Needs Study. In the current budget there are funds to continue the Space Needs Study and Funds for a library needs assessment for the Belle Haven neighborhood. The process for a branch library replacement is at an earlier stage than the process for the main library replacement.

Assistant Director Szegda said that the philanthropic gift, if accepted, would accelerate the timeline for a new main library facility.

Commissioner Race asked if the funding for the needs assessment for the Belle Haven neighborhood had been requested or approved (approved).

Commissioner Leep said that she was happy to support the main library construction, but she wanted to continue to advocate for a new branch library. She wants to focus on what the Belle Haven community wants.

Commissioner Race stated that it was not an “either/or” situation – the Commission could support the main library and continue to work toward a new facility in the Belle Haven neighborhood.

Commissioner Bramlett said that there was marked disparity between the two sides of Menlo Park. Was there any attempt made to educate the donor about this disparity? (Staff did not know).

Commissioner Bugna was optimistic about library improvements and urged the Commission to educate the City Council about library service issues in Belle Haven.

Chair Lemons wanted to relay the input the Commission has received from Belle Haven neighborhood residents to the Council.

Commissioner Bramlett said that the Belle Haven community can’t wait any longer for a new facility, and expressed concern that the donation for main library improvements might delay improvements in Belle Haven.

Commissioners continued to refine their 2017-2019 work plan, and will continue working on refining the work plan at their regular meeting on June 17.

E. Adjournment

Chair Lemons adjourned the meeting at 8:10 p.m.



STAFF REPORT

Library Commission

Meeting Date: 9/18/2017

Staff Report Number: 17-09-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 budget

Commissioner Bramlett asked for a report on the budget for the branch library.

Library branches are designed so that library services can be provided at a location that is more convenient for residents who may not always be able to travel to the main library. They are not designed to replicate services provided at the main, but to provide local collections relevant to the neighborhood in which they are located. Branches are not separate entities but are extensions of the main library into the community. The budget for the library does not make distinctions between costs for services at the branch and at the main.

Staff budgeting is not tracked by location. There are no staff members who currently work exclusively at the branch, and the schedules for staff members vary according to need (if there is a program scheduled at the branch there are usually more staff members on hand, for example). All administrative and technical services work for the branch is done by the main library. The budget for the library does not account for percentages of subscriptions or services at the branch. An example: the library gets its catalog services through the Peninsula Library System. The branch receives a percentage of those services, but there is no system in place to accurately calculate the amount of catalog services (or subscription database usage) “consumed” at the branch. Another example: the magazines, books, and AV materials for the branch are purchased as part of the budget for the library, and are not broken out separately.

The Menlo Park Library does not have a budget which delineates specific service areas with the single exception of Project Read, the adult literacy program.

Programming at the branch

At the Commission’s August meeting, Commissioner Cebrian asked about programming at the branch. During the last six months the number of programs at the branch have increased, and they have been well attended. With the recent addition of a full time Senior Program Assistant to the library’s staff, we are

confident that we can reach our strategic plan goal of increasing “the number of programs at both library facilities by 10% to 20% over fiscal year 2015/16”. (Strategic Plan Goal 3.1). A list of recent branch programs is being compiled.

Programming and events

- Past events: Eclipse viewing event drew an estimated 700 participants on August 21st. Vegan Filipino Cooking was on August 26, and a pop concert by Karla Kane and Fun of the Pier was on September 2.
- Upcoming events: The Silk Road: Ancient Globalization lecture on the 19th, Mystery Readers meets on the September 20, The Friends of the Library have a quarterly book sale on September 23 and 24, Science Night is on September 28, a new session of Java Coding for Teens begins October 1, and a panel of emerging leaders from Techwomen will speak on October 2.

Meetings of note

- City Council meeting September 26th at 7PM.

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