



## REGULAR MEETING MINUTES

**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.

**Minutes Approved at the May 15 2017 Library Commission meeting**