



REGULAR MEETING AGENDA

Date: 5/21/2018
Time: 6:30 p.m.
Menlo Park Library – Lower Level Meeting Room
800 Alma St., 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. Approve the minutes from the April 16, 2018, December 18 and November 20, 2017, Library Commission meetings ([Attachment](#)) – 5 min
- D2. New commissioner introductions – 15 min
- D3. Discuss commissioner roles and commission responsibilities – 10 min
- D4. Select new commission chair and vice chair – 10 min
- D5. Discuss and consider re-forming Little Free Libraries subcommittee – 5 min
- D6. Consider requests for future agenda items – 5 min

E. Informational Items

- E1. Library System Improvements project update – 5 min
- E2. Belle Haven Neighborhood Library Needs Assessment project update – 10 min
- E3. Update on committee work plan goals – 5 min
- E4. Update on Library budget requests for fiscal year 2018-19 – 5 min

F. Commissioner Reports

- F1. Individual commissioner reports – 5 min

F2. Informal sharing of audio/digital/print books currently reading – 10 min

G. Adjournment

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.

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REGULAR MEETING MINUTES - DRAFT

Date: 4/16/2018
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Chair Lemons called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Bramlett, Bugna, Cebrian (joined at 6:37 p.m.), Leep, Lemons
Absent: None
Staff: Library Services Director Susan Holmer; Assistant Library Services Director Nick Szegda

C. Public Comment

- Osnat Loewenthal spoke in support of the Alma site for a new main library because of concerns about impacts to the Child Care Center during construction. She spoke against adding housing to the Alma site.
- Sue Connolly spoke in favor of the Alma site because of concerns about traffic on Laurel Street. She spoke against housing in Burgess Park.
- Steve Calder spoke in favor of the Alma site and expressed concerns about traffic on Laurel Street. He spoke against housing in Burgess Park.
- Susan Stimson spoke in favor of Alma Street site and stated the summary of the second siting meeting did not accurately reflect the opinions of the attendees.
- Pamela Jones noted disparities between public input and the report out. She commented that staff and Commissions do not have to agree in their recommendations.

D. Regular Business

D1. Approve the minutes from the March 19, 2018, Library Commission Meeting

ACTION: Motion/second (Leep/Lemons) to approve the minutes without changes passed (5-0).

D2. Discuss and consider making a recommendation on a preferred alternative for the proposed new Main Library site

The Commission discussed the Alma and Ravenswood grade separation in regards to siting and siting effects on library operations and cost. There was discussion about the addition of housing to the project, and a lack of support on making a recommendation.

ACTION: Motion/second (Lemons/Leep) to make no recommendation on a siting preference passed (5-0).

D3. Discuss and consider appointing a new Commission member to the Belle Haven Neighborhood

Library Advisory Committee

The Commission discussed retiring commissioners continuing to serve on a taskforce and reporting to the Commission on Belle Haven Neighborhood Library Advisory Committee (BHNLC) matters.

ACTION: Motion/second (Lemons/Leep) to keep Cebrian as Library Commission representative to BHNLC passed (5-0).

D4. Consider requests for future agenda items

By acclamation, the Commission requested to add the following items to a future agenda:

- Discuss Commissioner roles and Commission responsibilities with new Commission appointees
- Elect a new Chair and Vice Chair of the Commission
- Discuss and provide input on Library's annual budget request
- Discuss ways to build public support for new Main Library construction
- Reform Little Free Libraries subcommittee

E. Informational Items

E1. Staff report – Project READ update

Project READ provisional director Jason Sugimura provided an update on the program. There are currently 46 active tutor/learner pairs, and 16 learners on the waiting list. There are 21 active participants in the ESL classes, and the weekly Conversation Club averages 12 attendees. Project READ, will be holding an online fundraising event on May 15.

E2. Library system improvements project update

Assistant Library Services Director Szegda reported that the staff recommendation on siting for the proposed new main library would be presented to the Council in May.

E3. Belle Haven Neighborhood Library Needs Assessment project update

Assistant Library Services Director Szegda reported on the Design Challenge events and on the amount of feedback received to date. Szegda reported that the Needs Assessment consultants would be gathering information through the end of April and would offer preliminary feedback to BHNLC at their May 15 meeting.

E4. Update on Committee work plan goals

No update given.

E5. Staff report – update on recommendations from 2015 departmental review

Assistant Library Services Director Szegda shared a report on the status of recommendations made in the Library's Departmental Review in 2015. Many of the strategic recommendations had been accomplished, but recommendations relating to changing the Library's staffing model, non-place based services in Belle Haven, marketing, and community partnerships had not been accomplished.

E6. Staff report – update on Library’s budget requests for FY 2018-19

Director Holmer gave the Commission an update on the Library’s budget requests for the upcoming fiscal year. The requests include converting part time and temporary staff positions into full time and permanent positions as recommended in the Departmental Review. Additional funding for Project READ and for library programming will also be requested.

F. Subcommittee Reports

G1. Little Free Libraries Subcommittee update

Commissioner Cebrian reported no updates, but said she can continue to update the Commission on the progress of efforts currently underway.

G. Commissioner Reports

G1. Individual commissioner reports

Commissioner Bugna attended the quarterly meeting of the Friends of the Library (FOL). She spoke in favor of maintaining Library Commission attendance at the quarterly FOL meetings, and suggested that the FOL be invited to present at a future Commission meeting.

G2. Informal sharing of audio/digital/print books currently reading

- Cebrian: Immortalists by Chloe Benjamin
 - Creativity Project by Colby Sharp
- Bramlett: On Such a Full Sea by Chang-Rae Lee
- Leep: Moxie by Jennifer Mathieu

H. Adjournment

Chair Lemons adjourned the meeting at 8:38 p.m.



REGULAR MEETING MINUTES - DRAFT

Date: 11/20/2017
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 6:39 p.m.

B. Roll Call

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

Absent: Race

Staff: Nick Szegda, Assistant Director of Library Services

C. Public Comment

- Barrett Moore was concerned about the lack of books (he estimates only 250) available for adults at the branch, and would like to see more materials for adults at the branch.
- Pamela Jones expressed concerns about the Belle Haven Neighborhood Library Advisory Committee (BHNLAC) application time frame.
- Angela Evans of the Housing Leadership Council supports the idea of housing as a component of a new main library project.
- Aldora Lee wants to know the status of the Project READ director position. She spoke in favor of a design thinking process for any new library construction.

D. Regular Business

- D1. Approve 2017-18 Commission Work Plan and prepare for the December 5, 2017 Council update presentation.

Commissioner Bramlett suggested that more work was needed to fill out resources and supporting goals needed for each overarching goal.

ACTION: Motion and second (Leep/Lemons) to form a subcommittee of Badgely and Cebrian to continue developing the Commission's work plan passed 6-0.

- D2. Update from Little Free Libraries subcommittee.

Commissioner Cebrian reported that there are 12 existing Little Free Libraries (LFL) in Menlo Park, only one in the Belle Haven neighborhood.

- D3. Select Commission representative to serve on the Belle Haven Neighborhood Library Advisory Committee.

ACTION: Motion and second (Lemons/Leep) to nominate Commissioner Cebrian to serve as the Commission's representative on the BHNLC passed 6-0.

- D4. Update on Commission work plan goals

No updates.

- D5. Presentation by Commissioner Bramlett on "Outcome Based Evaluation: an Introduction".

Commissioner Bramlett shared a presentation on measurement methods – focusing on using the measurement of outcomes rather than on inputs.

E. Reports

- E1. Library system improvements project update

Staff Szegda reported that the first siting and uses meeting will be held in mid-December.

- E2. Informal Commissioner reports

Commissioner Cebrian will let the Commission know of the next Parks and Rec meeting date.

Commissioner Leep reminded the Commission that the next library support group social is scheduled for January 18, 2018.

F. Informational Items

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

- Bramlett – "Aristotle and Dante Discover the Secrets of the Universe" by Saenz.
- Badgely – "Pity the Nation" by Fisk.
- Leep – "Committed" by Gilbert.
- Szegda – "The Rocks" by Nichols.
- Cebrian – "After the Fall" by Saniat, "How to be an Elephant" by Roy, "Lincoln in the Bardo" by Saunders.
- Bugna – "Neuromarketing for Dummies".

- F2. Collect future agenda items

Update on Belle Haven Neighborhood Library Committee

Strategic Plan update (scorecard)

G. Adjournment

Chair Lemons adjourned the meeting at 8:34 p.m.



REGULAR MEETING MINUTES DRAFT

Date: 12/18/2017
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: Badgely, Bramlett, Bugna, Cebrian, Leep Lemons.

Absent: Race

Staff: Nick Szegda, Assistant Director of Library Services

C. Public Comment

There was no public comment.

D. Regular Business

- D1. Complete and approve 2017-18 Commission Work Plan and prepare for the January 16, 2018 Council update presentation.

Commissioners discussed the draft work plan document prepared by Commissioner Badgely and determined that the plan would not be completed in time for the January 16 City Council meeting. Szegda to communicate with Interim City Clerk Curtin and ask that the Commission's update be moved to a later City Council meeting. Workplan to be discussed at next library Commission meeting. No action taken.

- D2. Update from Little Free Libraries subcommittee.

Commissioner Cebrian is waiting to hear back from Assistant Community Services Director Schweigart who is to add the item to a Parks and Rec Commission meeting.

- D3. Change next Library Commission meeting location to the Belle Haven branch and change the next meeting date to account for MLK holiday.

ACTION: Motion and second (Leep/Lemons) to change next meeting location to Belle Haven branch and next meeting time and date to 7PM January 22 (passed 6-0-1, Race absent).

- D4. Update on Commission work plan goals

Commissioner Bramlett reported that there have been 50 film group attendees since the group's founding in June.

D5. Review and discuss the Commission Charter

Staff Szegda distributed the City's "Guide for Advisory Bodies" which contains the roles and responsibilities for Commission members. Commissioner Bramlett suggested using City Council work plan priorities as a starting point for Commission quarterly updates.

E. Reports

E1. Library system improvements project update

Staff Szegda reported on the siting and uses meeting for the main library that took place on December 4. The staff presentation is up on the improvements project page. Two more meetings will occur in January and February. The branch closed on December 17 for upgrades. Carpeting, lighting, furniture and interior paint will be upgraded, collection for adults will be expanded. The branch will get 13 additional open hours and will reopen on January 9, 2018. Project READ classes will be switching to Tuesday and Wednesday evenings when the branch reopens.

E2. Informal Commissioner reports

There were no reports.

F. Informational Items

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

- Bramlett – "Lakota Woman" by Luna.
- Badgely – "Hell or High Water: Surviving Tibet's Tsangpo River" by Heller.
- Leep – "Diaries" by Sedaris, "Pioneer Girl" by Wilder.
- Szegda – "Game of Thrones" by Martin.
- Cebrian – "Long Way Down" by Reynolds, "Homegoing" by Gyasa.

F2. Collect future agenda items

Ask representatives from other library support groups to attend future meetings. Complete work plan and Council presentation.

G. Adjournment

Chair Lemons adjourned the meeting at 8:12 p.m.