



## SPECIAL MEETING AGENDA

**Date:** 7/9/2018  
**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**

**Public Comment**

- C.** 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. 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 June 18, 2018, Library Commission meeting ([Attachment](#)) – 5 min
- D2. Discuss and consider forming a Library Commission subcommittee to work with the Menlo Park Library Foundation – 5 min
- D3. Consider requests for future agenda items – 5 min

**E. Informational Items**

- E1. Report from the Library Director – 5 min
- E2. Report from the Menlo Park Library Foundation – 10 min
- E2. Library System Improvements project update – 5 min
- E3. Belle Haven Neighborhood Library Needs Assessment project update – 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:** 6/18/2018  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**800 Alma St., Menlo Park, CA 94025**

**A.** Chair Leep called the meeting to order at 6:39 p.m.

**B. Roll Call**

**Present:** Bugna, Chambers, Cohen, Hadrovic, Leep, Pandey  
**Absent:** Lemons  
**Staff:** Assistant Library Services Director Nick Szegda

**C. Public Comment**

- Ron Shepherd questioned the need for a new library and asked when the library improvements project started.
- Pamela Jones expressed concern that the Arrillaga donation has complicated funding efforts. She said the location for a new branch library favored by community is at the Onetta Harris Community Center. Philanthropic agencies are waiting for direction from the community and the City Council about what they want in a library.

**D. Regular Business**

D1. Approve the minutes from the May 21, 2018 Library Commission Meeting

**ACTION:** Motion/second (Hadrovic/Bugna) to approve the minutes without changes, passed (6-0).

D2. Discuss whether to continue library support group socials

Commissioners discussed holding an informal reception that would follow an informational meeting.

**ACTION:** No action taken.

D3. Discuss and consider holding a publicly noticed informational meeting of library support groups

Vice Chair Bugna noted the 2015 departmental review recommendation that quarterly meetings be held of the various library support groups. Commissioner Cohen suggested that an initial meeting could be held where the support groups report on their missions and their current goals.

**ACTION:** Motion/second (Leep/Pandey) to hold a noticed special meeting of the Library Commission (titled: Library Support Group Informational Meeting) where each of the organizations presents on their mission and current goals, specific date to be set at a future meeting, passed (6-0).

- D4. Discuss and consider having informational presentations by representatives from other library support groups and by library

Commissioners discussed inviting support group members to make informational presentations at Library Commission meetings. Commissioners also discussed inviting library staff members to Commission meetings to make informational presentations on their duties and scope of work.

**ACTION:** No action taken.

- D5. Discuss and consider changing the July meeting date of the Commission to not conflict with the next Belle Haven Neighborhood Library Advisory Committee.

**ACTION:** Motion/second (Leep/Lemons) to cancel the regular Library Commission meeting July 16, 2018 and to hold a Special Meeting of the Library Commission July 9, 2018 at 6:30 at the main library, passed (6-0).

- D6. Discuss and consider the appointment of a Library Commission representative to the Belle Haven Neighborhood Library Advisory Committee

Assistant Director Szegda noted that appointments to the Belle Haven Neighborhood Library Advisory Committee (BHNLC) are made by City Council. Vice Chair Bugna suggested that Commission members attend BHNLC meetings to ensure that the Commission is receiving up to date information.

**ACTION:** Motion/second (Leep/Pandey) Library Commissioners to attend BHNLC meetings on a rotating basis (Hadrovic to attend 7/16 meeting) and report back to Commission, passed (6-0).

- D7. Review and discuss adjustments to the Library Commission's work plan

**ACTION:** No action taken.

- D8. Consider requests for future agenda items

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

- Updates from library staff
- Belle Haven needs assessment
- Set date for quarterly support group info meeting
- Informational presentation from Library Foundation

## **E. Informational Items**

- E1. Library system improvements project update

Assistant Library Services Director Szegda reported that the City Council had not yet decided on the site for the proposed new main library, and that the siting decision was scheduled to be made at a City Council meeting in July.

- E2. Belle Haven Neighborhood Library Needs Assessment project update

Assistant Library Services Director Szegda reported that the needs assessment final report should

be finished by the end of June. Copies of the report will be distributed to the members of the Commission and to BHNLC. The final report is scheduled to be presented to the City Council at their July meeting.

E3. Staff report – update on Library’s approved budget for fiscal year 2018/19

The Library’s budget request has been approved. Recruitment for the three new positions will begin in July.

**F. Commissioner Reports**

F1. Individual commissioner reports

Commissioner Bugna encouraged Commissioners to explore the web sites of the American Library Association ([ala.org](http://ala.org)), the California Library Association ([cla.org](http://cla.org)), and Califa ([califa.org](http://califa.org)).

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

- Hadrovic: The Run of His Life: the People v. OJ Simpson by Jeffrey Toobin
- Clementine the Life of Mrs. Winston Churchill by Sonia Purnell
- Leep: The Triumph of Christianity by Bart Ehrman
- Cohen: Best American Short Stories, 2014
- Bugna: How to be a Stoic: using ancient philosophy to live a modern life by Massimo Pigliucci
- Again Calls the Owl by Margaret Craven
- Chambers: Crenshaw by Katherine Applegate

**G. Adjournment**

Chair Leep adjourned the meeting at 8:50 p.m.