



REGULAR MEETING MINUTES

Date: 12/17/2018
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Chair Leep called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Bugna, Chambers (excused at 7:50 p.m.), Cohen, Hadrovic, Leep, Lemons, Pandey
Absent: None
Staff: Interim Library Services Director Sean Reinhart, Assistant Library Services Director Nick Szegda

C. Public Comment

- Elyse Stein spoke in favor of the Little Free Libraries project and expressed the Library Foundation's support for the pilot program.

D. Regular Business

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

ACTION: Motion/second (Hadrovic/Cohen) to approve the minutes amended to state that Commissioner Bugna "shared an article", passed unanimously.

D2. Library use guidelines update

Staff presented the updated draft library use guidelines policy.

The Commission discussed the policy's development and implementation.

ACTION: Motion/second (Leep/Pandey) to recommend the policy for adoption, passed unanimously.

D3. Little Free Libraries Pilot Incentive Program – application eligibility and selection criteria

Staff presented the proposed selection criteria for the Little Free Libraries pilot program.

The Commission discussed the proposed selection criteria.

ACTION: Motion/second (Lemons/Pandey) to approve the application eligibility and selection criteria, passed unanimously.

D4. Review: Menlo Park Library strategic plan 2016-2020 scorecard and 2019 update

The Commission reviewed a draft update of the Library's strategic plan and plan scorecard and

suggested allowing patrons to use the same brainstorming process that staff used for update ideas, measures to evaluate new programs, and a desire to see further updates as they are developed.

No action taken.

- D5. Discuss changing the time of the January 2019 Library Commission meeting to 7:00 p.m.

The Commission discussed changing the meeting time for the January 28 Special Meeting to 7 p.m. from 6:30 p.m. Chair Leep asked that the agenda for the meeting state clearly that the study session for the Belle Haven Space Needs Study begins at 7 p.m.

No action taken.

- D6. Discuss the criteria for Library support group presentations at March 2019 meeting

By acclamation, Commissioners requested that the affiliate groups work from a presentation that staff will develop and distribute prior to the presentation date. The presentation template should include: affiliate group goals, strategic plan, resources/assets/budget, progress or highlights since September 2018 presentation, and action the Commission could take to assist each group.

- D7. Review/update Commission agenda schedule

The Commission discussed adding their update to City Council to the February meeting agenda.

E. Informational Items

- E1. Report: Belle Haven Space Needs Study

Assistant Library Services Director Szegda reported on the focus groups that were held on November 28 and 27, and the Community Meeting on December 13.

- E2. Specialized Library services for seniors and people who are differently abled

Assistant Library Services Director Szegda reported on the services the library currently provides for seniors and those who are differently abled.

Chair Leep opened the meeting to public comment.

- Aldora Lee spoke in support of home delivery of library materials.

Commissioner Chambers left the meeting at 7:50 p.m.

- E3. Report from the Park and Recreation Master Plan Committee

Nothing to report.

F. Commissioner Reports

- F1. Individual commissioner reports

- Commissioner Hadrovic attended a focus group discussion as part of the Belle Haven Library

Space Needs Study, and attended the new City Council member swearing-in ceremony. She encouraged Commissioners to attend library-related City Council events and meetings.

- Commissioner Lemons: listening to the audiobook version of “World War Z”. Noted that libraries could be critical community resources in the aftermath of disasters such as the Camp Fire.
- Commissioner Cohen: currently reading “Waging Heavy Peace” by Neil Young
- Chair Leep attended a focus group discussion as part of the Belle Haven Library Space Needs Study

Chair Leep opened the meeting for public comment

- Lynne Bramlett spoke about her research into library services to seniors.

G. Adjournment

Chair Leep adjourned the meeting at 8:06 p.m.

Minutes approved at January 28, 2019 Special Meeting of the Library Commission