



SPECIAL MEETING AGENDA

Date: 1/27/2020
Time: 6:30 p.m.
Belle Haven Branch Library
413 Ivy Dr., Menlo Park, CA 94025

A. Call to Order

B. Roll Call

C. Regular Business

- C1. Approve minutes from the November 18, 2019 Library Commission meeting ([Attachment](#))
- C2. Discuss: New Belle Haven library updates
- C3. Review/Recommend: Library meeting room policy ([Staff Report 2020-001 LC](#))
- C4. Review/Discuss Library Commission work plan ([Staff Report 2020-002 LC](#))
- C5. Review and update: Library Commission agenda calendar ([Attachment](#))

D. Informational Items

- D1. Report from the Library Director ([Staff Report 2020-003 LC](#))
- D2. Update on 2020-21 capital improvement project budget development ([Attachment](#))

E. Commissioner Reports

- E1. Individual commissioner reports

F. 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.

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. Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours. 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.

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REGULAR MEETING MINUTES - DRAFT

Date: 11/18/2019
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call to Order

Chair Hadrovic called the meeting to order at 6:30

B. Roll Call

Present: Chambers, Cohen, Erhart, Hadrovic
Absent: Leep, Lemons, Pandey
Staff: Library Services Director Reinhart, Assistant Library Services Director Szegda

C. Public Comment

None.

D. Regular Business

D1. Approve the minutes from the October 21, 2019 Library Commission Meeting

ACTION: Motion and second (Chambers/ Erhart) to approve the minutes from the October 21, 2019 Library Commission Meeting, passed (4-0-3, Leep, Lemons, and Pandey absent).

D2. Discuss: New Belle Haven Library updates

Staff gave a brief update on the new branch library process and awaiting details beyond what was announced by Facebook at the October 15 City council meeting.

- Pam Jones commented that there was a significant difference between the Onetta Harris/Facebook rebuild and the earlier main library/Arrillaga proposal.

The Commission received clarification on those involved with the Facebook proposal. The Commission requested that the results of the community survey from the conceptual design phase in October and updates to the new branch library timeline be brought to the Commission.

D3. Review: Library Commission presentation to the City Council

Chair Hadrovic shared a draft of the presentation with the Commission and suggested a joint meeting on the new branch library process with the Parks and Recreation Commission.

D4. Review and update: Library Commission agenda calendar

Check for a quorum for December 16 meeting 10-days prior

January 27, 2020 meeting (fourth Monday because of holiday) to be held at branch. Add current Library Commission work plan to the agenda and send out earlier so Commissioners can review.

April 20, 2020 meeting to be held at the Senior Center (discussing library services to seniors).

E. Informational Items

E1. Receive and file: Department updates November 2019

Library Director Reinhart made the presentation.

The Commission discussed a sign notifying customers about the availability of bike locks for loan, placed near the bike racks in front of the library.

F. Individual Commissioner Reports

Chair Hadrovic attended a “Color of Law: Menlo Park Edition” presentation on historic redlining practices nationwide and the impacts of these practices locally. There was interest by the event coordinators in having an exhibit at the library.

G. Adjournment

Chair Hadrovic adjourned the meeting at 7:20 p.m.

Nick Szegda, Assistant Library Services Director



STAFF REPORT

Library Commission

Meeting Date: 01/27/2020

Staff Report Number: 20-001-LC

Informational Item: Library meeting room use policy update

Recommendation

That the Commission review the updated library meeting room use policy (Attachment A) and recommend it for implementation.

Policy Issues

The library meeting room use policy governs the public's use of library meeting space. Important considerations associated with the library meeting room use policy include:

- Assuring equitable access to library facilities and resources for all community members;
- Maintaining a safe and welcoming library environment for all library visitors;
- Facilitating the smooth and effective functioning of library operations; and
- Ensuring that library meeting spaces are not used for proscribed purposes.

Background

As a duly appointed advisory body to the City Council, the Library Commission is charged with reviewing and recommending library public policies and guidelines.

The 2015 operational and administrative review¹ of the library department recommended that library staff work with the Library Commission to update all the library's public policies and make them available to the public.

Library staff and the Commission in 2018 began the process of reviewing and updating the library's public policies. The library meeting room use policy is the current focus of review, and were most recently updated in March of 2013.

A draft of the proposed library meeting room use policy is included with this report as Attachment A.

Analysis

The library maintains library meeting room use policy in order to make meeting space available to the public in a transparent and equitable manner. The meeting room use policy establishes clear expectations and rules for the shared use of library meeting spaces, including: eligibility for use; applicable fees for use; methods for reserving space; rules for using shared space; and balancing the space needs of library users, staff, and affiliate organizations. It is appropriate and necessary to conduct regular reviews of library policies and guidelines and to update them as the need arises and in response to changing community needs and expectations over time.

¹ URL: <https://www.menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId=>

Process. Library staff collaboratively developed the most recent library meeting room use policy by circulating the existing policy to library staff and requesting their professional recommendations and input regarding needed updates to the policy. Staff also conducted a robust review of best practices and policies adopted by other public libraries in the Bay Area. Staff comments were collected and compiled into a working document that was reviewed by the library management team.

The resulting draft library meeting room use policy is here presented for Library Commission review and recommendation as Attachment A to this report.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Next Steps

Should the Library Commission recommend and ratify the library meeting room use policy in Attachment A, library staff will implement the new policy and post it for the public view in the library facilities and online.

Attachments

- A. Draft library meeting room use policy
- B. Current library meeting room policy with changes in redline
- C. Library Use Guidelines

Report prepared by:
Nick Szegda, Assistant Director of Library Services

Report approved by:
Sean Reinhart, Director of Library Services

ATTACHMENT A: DRAFT UPDATED LIBRARY MEETING ROOM USE POLICY



Menlo Park Library Meeting Room Use Policy

Definitions

For the purposes of this policy, the term “meeting” includes any event, gathering, meeting, tabling, consultation, workshop, or other activity that takes place in the Library meeting rooms or public spaces.

The term “Meeting Room” includes all meeting rooms and open public spaces inside the Library building and surrounding grounds.

Rental rate

Meeting room rental fees are charged according to the City’s Master Fee Schedule ([link](#)). Rental fees must be paid in full prior to the start of the meeting.

Meeting/Event Hours

Meeting Rooms are available only when the library is open to the public. Meetings must conclude 15 minutes before the library closes to allow sufficient time for clean-up. All attendees must exit the meeting room no later than 15 minutes before closing.

Room Set-Up and Take Down

Meeting Room capacity and available equipment may be found at the Library’s Meeting Room page ([link](#)). Chairs and tables are available for groups to set up to meet their individual needs.

The library does not assume responsibility for setting up the room. Renting groups are responsible for setting up the room and returning it to the required room setup, as posted on the meeting room door. Meeting Rooms must be left in a clean and orderly condition. Diagrams for the required room set-up are posted on the door of the meeting room.

Reservations

Meeting Room reservations may be made by calling the library at 650-330-2514 during open hours.**

Submit Rental Application ([link](#)) by mail to:
Library Administration
800 Alma Street
Menlo Park, CA 94025

- Rental fees must be paid in full prior to the start of the meeting.
- Rental fees are non-refundable.
- Individuals applying for Meeting Room use must be 18 years of age or older.
- Applications must be filed at least 4 weeks prior to the meeting date.
- Reservations may not be made more than 6 months in advance.
- Applications may be denied based on schedule availability, applicant ineligibility, and/or library policy conflicts at the discretion of the Library Director, whose decision is final.
- All applications shall be public record and available for inspection.

Room Scheduling Priorities

When resolving schedule availability conflicts, Meeting Room reservations will be subject to the following prioritization.

1. Library events and meetings receive the first priority for meeting room reservations. These activities include but are not limited to: story hours; lecture, craft and film programs; book review and discussion groups; Library Commission meetings; staff meetings; and other events sponsored by the Library that encourage use of library materials and services.
2. Meetings and events that are co-sponsored by the Library (for example, Friends of the Library book sales) receive second priority.
3. Menlo Park based charitable non-profit organizations* receive third priority.
4. Other groups not described above and not excluded as provided in this policy receive the fourth priority.

Rules

Organizations that use library facilities must abide by the following rules.

1. All meetings must conform to the Library Use Guidelines [link](#)
2. All meetings must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules.
3. All meetings must be open to the general public at all times.
4. Children and teens must have adult supervision at all times.
5. Political activities are prohibited.
6. Commercial activities are prohibited.
7. Use of the Meeting Rooms does not constitute an endorsement by the Library of the meeting's content or the meeting organizer's views.

8. Any advertisements, announcements, press releases, flyers, or other promotional materials relating to use of the Library Meeting Rooms must clearly state the meeting is not sponsored by the Menlo Park Library, except in cases where the Library is an official co-sponsor of the event.
9. Posting of flyers, posters, or other promotional materials in the Library is prohibited.
10. Charging registration or admission fees is prohibited.
11. Requiring the purchase of any goods or services as a condition of attending a meeting is prohibited.
12. Membership dues and/or incidental donations (such as coffee money or the recovery of photocopy costs) may be solicited on a voluntary basis only, and only for verifiable nonprofit purposes.
13. The library's address and contact information may not be used as an official headquarters for any organization using the meeting room.
14. Meeting Room users are responsible for transporting their own supplies and operating equipment. No storage space is available.
15. The Library reserves the right to limit or prohibit any use of the Meeting Room which represents a threat to the health or safety of library customers or to the orderly use of the library.
16. Meeting Room applicants shall be held financially responsible for any and all damage to library property resulting from their use of the Meeting Room. This includes but is not limited to: walls, floors, ground, equipment, and furniture.
17. The Library is not responsible for loss or damage to non-Library property before, during or after the meeting or event.
18. The Library cannot supervise exhibits or group displays, nor provide any staff support or assistance to Meeting Room users beyond basic informational questions.
19. Failure to comply with these rules may result in the meeting participants being asked to leave the library immediately and the applicant being prohibited from using library facilities in the future.
20. Library staff reserves the right to remove any person from library property for failing to follow library policies.

Indemnification

For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the City of Menlo Park from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the City of Menlo Park for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

*For purposes of this policy "non-profit group" means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax exempt status may be required to establish eligibility to use the room.

**Reservations made by phone are provisional and remain so until a Rental Application has been submitted and confirmed.

Updated March 2013
Updated January 2020

ATTACHMENT B – CURRENT LIBRARY MEETING ROOM USE POLICY WITH REDLINE CHANGES



Menlo Park Library Meeting Room Use Policy

Definitions

For the purposes of this policy, the term “meeting” includes any event, gathering, meeting, tabling, consultation, workshop, or other activity that takes place in the Library meeting rooms or public spaces.

The term “Meeting Room” includes all meeting rooms and open public spaces inside the Library building and surrounding grounds.

General Usage Policy

~~The Library's Meeting Room was designed to be used for the library's own programs. Library use of the Meeting Room is the first priority. When it is not needed for library activities, it may be available for use by Menlo Park based non-profit community groups* subject to policies established by the Menlo Park Library. The room may not be used by organizations for commercial purposes or for private social events for individuals. Use of the meeting room does not constitute an endorsement of the views of the user of the room by the Library.~~

~~Meetings or events held in the meeting room must be open to the public and free of charge. Groups using the room are not permitted to charge fees or require purchase of items by any attendee. Voluntary incidental donations may be collected. Meetings or events that have been scheduled in the meeting room must be open to the public and free of charge. Any member of the public or Library staff may enter the room at any time during such meeting or event. No entrance fee may be charged, no donations or dues may be solicited, and no purchase may be required of those attending the meeting or event.~~

~~Programs for the public must be consistent with the informational, educational or cultural purposes of the Library and must be non-solicitational, non-political and/or non-commercial in nature. Groups using the room are required to have a non-profit status and be eligible for tax-exempt status under sections 501(c)(3)-(11) of the Internal Revenue Code.~~

~~Except for Friends of the Library, Library Foundation or Literacy Partners events, events that have as their primary purpose the sale or marketing of goods or services are prohibited. Ancillary selling or marketing – such as selling recordings at the end of a concert – is permitted. The Library reserves the right to limit selling or marketing activities.~~

Rental rate

Meeting room rental fees are charged according to the City's Master Fee Schedule ([link](#)). ~~The room is available at the rate of \$35 per hour calculated at one-half hour intervals.~~

Rental fees must be paid in full prior to the start of the meeting.

Meeting/Event Hours

Meeting Rooms are available only when the library is open to the public. Meetings must conclude 15 minutes before the library closes to allow sufficient time for clean-up. All attendees must exit the meeting room no later than 15 minutes before closing. ~~Meetings must conclude 15 minutes before library closing time to allow sufficient time for the room to be restored to its set-up arrangement.~~

Room Set-Up and Take Down

Meeting Room capacity and available equipment may be found at the Library's Meeting Room page ([link](#)). ~~The meeting room has a maximum capacity of 65 seated or 100 standing persons. The room comfortably seats up to 65 persons with a maximum of 100 standing persons. Folding chairs, tables, and a pull-down projection screen are available for use. No other equipment in the room is available for public use. The room contains folding chairs and tables and a pull-down projection screen which may be used. No other equipment in the room is available for public use.~~ Chairs and tables are available for groups to set up to meet their individual needs.

The library does not assume responsibility for setting up the room. Renting groups are responsible for setting up the room and returning it to the required room setup, as posted on the meeting room door. Meeting Rooms must be left in a clean and orderly condition. ~~The Library does not assume responsibility for setting up the room. Each group is responsible for setting up the room and is responsible for returning the room to the required room set-up. The rooms must be left in a clean and orderly condition.~~ Diagrams for the required room set-up are posted on the door of the meeting room.

Reservations

Meeting Room reservations may be made by calling the library ~~during open hours~~ at 650-330-~~2514~~ 2501 during open hours.**

[Submit Rental Application \(link\)](#) by mail to:
[Library Administration](#)
[800 Alma Street](#)
[Menlo Park, CA 94025](#)

- Rental fees must be paid in full prior to the start of the meeting.
- Rental fees are non-refundable.
- Individuals applying for Meeting Room use must be 18 years of age or older.
- Applications must be filed at least (1) week4 weeks prior to the meeting date~~Permission to use a Library meeting room shall be obtained by application filed at least one week prior to the scheduled meeting date.~~
- Reservations may not be made more than 6 months in advance.
- ~~Reservations can only be made more than two (2) weeks in advance twice per year. The meeting room cannot be reserved more than two weeks in advance more than twice per year~~Applications may be denied based on schedule availability, applicant ineligibility, and/or frequency of requests, library policy conflicts at the discretion of the Library Director, whose decision is final.
- ~~and/or the purposes of the meeting room.~~All applications shall be public record and available for inspection.

Room Scheduling Priorities

When resolving schedule availability conflicts, Meeting Room reservations will be subject to the following prioritization.

1. ~~Reservations for meeting rooms involving Library-sponsored events and meetings activities~~receive the first priority for meeting room reservations. These activities include but are not limited to: story hours; lecture, craft and film programs; book review and discussion groups; Library Commission meetings; staff meetings; and other events sponsored by the Library that encourage use of library materials and services.
2. ~~Reservations for meeting rooms made by Friends of the Library groups, the Library Foundation, Literacy Partners and other groups closely associated with the Library~~Meetings and events that are co-sponsored by the Library (for example, Friends of the Library book sales) receive second priority.
3. Menlo Park -based charitable non-profit organizations* receive third priority.
4. Other groups not described above and not excluded as provided in this policy have receive finalthe fourth. All others have third priority on all dates.

~~This right will not be exercised except in emergency situations. The library reserves the right to cancel a reservation if the room is needed for library use. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in emergency situations.~~

Responsibilities

All meetings and events held in the library must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules. Childrens and teen groups must have adult supervision at all times. Failure to comply may result in the meeting or event participants being asked to leave the library immediately and in the group being prohibited from using library facilities in the future. In such cases the library use fee will be forfeited. Library staff reserves the right to remove any person from library property for failing to follow patron behavior guidelines or other library policies and procedures.

Regulations-Rules

Organizations that use library facilities must abide by the following regulationsrules.

1. All meetings must conform to the Library Use Guidelines [\[link\]](#)
2. All meetings must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules.
3. All meetings must be open to the general public at all times.
4. Children and teens must have adult supervision at all times.
5. Political activities are prohibited.
6. Commercial activities are prohibited.
7. Use of the Meeting Rooms does not constitute an endorsement by the Library of the meeting's content or the meeting organizer's views.
- ~~4.8.~~ All Any advertisements, announcements, press releases, flyers, or other promotional materials relating to use of the Library Meeting Rooms must clearly state the meeting is not sponsored by the Menlo Park Library, except in cases where the Library is an official co-sponsor of the event.
- ~~2.~~ DisplaysPosting of flyers, posters, and literature or other promotional materials may not be placed anywhere in the Library is prohibited.
- ~~3.9.~~
- ~~4.10.~~ Groups using the meeting room are not permitted to eChargeing registration or admission fees is prohibited.
- ~~5.11.~~ or to rRequireing the purchase of any item goods or services as a condition of attending a meeting is prohibited.
- ~~6.12.~~ Membership dues and/or voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collectedsolicited on a voluntary basis only, and only for verifiable nonprofit purposes.
- ~~7.~~ The library's address and contact information may not be used as an official headquarters for any organization using the meeting room. The use of the name, address, or telephone number of the Menlo Park Library as the address or headquarters of any group using the library for meetings is prohibited.
- ~~8.~~ Food and drink may not be served in the meeting room by any group unless written approval has been secured from the Director of Library Services at least one week in advance of the scheduled meeting.
- ~~9.13.~~ Smoking or serving of alcohol or malt beverages is not permitted.

- ~~10. A group composed of minors (under eighteen years of age) must have adult chaperones attend the meeting at the ratio of one adult per every seven children. An adult must also sign the meeting room application form.~~
- ~~11. Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.~~
- ~~12. Meeting room users are responsible for carrying their own supplies and operating equipment they use.~~
- ~~13.~~ 14. Meeting Room users are responsible for transporting their own supplies and operating equipment. No storage space is available.
- ~~14. The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.~~
15. The Library reserves the right to limit or prohibit any use of the Meeting Room which represents a threat to the health or safety of library customers or to the orderly use of the library.
16. Meeting Room applicants shall be held financially responsible for any and all damage to library property resulting from their use of the Meeting Room. This includes but is not limited to: walls, floors, ground, equipment, and furniture. ~~Any group using Library meeting room space must pay for any and all damage to Library property resulting from the group's use. This includes but is not limited to walls, floors, ground, equipment and furniture.~~
17. The Library is not responsible for loss or damage to non-Library property before, during or after the meeting or event.
18. The Library cannot supervise exhibits or group displays, nor provide any staff support or assistance to Meeting Room users beyond basic informational questions.
- ~~19. Gambling, bingo, casinos or wagering of any kind is prohibited.~~
19. Failure to comply with these rules may result in the meeting participants being asked to leave the library immediately and the applicant being prohibited from using library facilities in the future.
20. Library staff reserves the right to remove any person from library property for failing to follow library policies.

Indemnification

For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the City of Menlo Park from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the City of Menlo Park for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

*For purposes of this policy "non-profit group" means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax exempt status may be required to establish eligibility to use the room. ~~*In cases where a non-profit designation is not readily apparent, proof of tax exempt status may be required to establish eligibility to use the room. For purposes of this policy, "non-~~

~~profit group” means a group that is eligible for tax-exempt status under sections 501(c)(3)-(11) of the Internal Revenue Code.~~

**Reservations made by phone are provisional and remain so until a Rental Application has been submitted and confirmed.

Updated March 2013
Updated January 2020



Library Use Guidelines

Ratified by the Library Commission 09-16-2019

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these Guidelines.

Entering the library constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency follow library staff instructions promptly.

We **WELCOME EVERYONE** to:

- Study, read and enjoy our environment within the limits of its intended use.
- Find materials in good condition.
- Feel safe and secure.

In consideration of all Library visitors and staff, the following activities **ARE NOT ALLOWED**:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or without a demonstrated need to access the children's collection.
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or without a demonstrated need to access the teen collection.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please **do use** headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at library-sponsored events
- Drinking—except for covered beverages in the designated areas, or beverages provided at library-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Entering the library without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the library, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards or similar items into the library or leaving them at the entrance--except when the vehicle is: used by disabled people or is used to carry an infant/child.
- Wearing skates or roller blades inside the library.
- Changing your child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on library furniture, rearranging the furniture or using the furniture for other than its intended purpose.
- Bringing weapons of any kind into the library.
- Harassing library users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting or using illegal drugs on library premises.
- Alcohol is prohibited, except at library-sponsored after-hours events.
- Soliciting or begging for money, donations or signatures, or the distribution or posting of any printed material except by Library support groups or as a part of a Library-sponsored event.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building.
- Vandalizing library facilities, equipment or materials.
- Removing library materials from the building without checking them out.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the Library.
- Illegal activity of any kind will be reported to law enforcement.

FAILURE to follow these Guidelines will result in the **FOLLOWING ACTIONS**:

- Individuals will be asked to leave.
- Library visiting privileges may be suspended for an extended time period.
- Library staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges.
- Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing.
- Theft of Library property, or property of Library staff, or property of Library visitors is prohibited. State law permits library staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of books and library materials, and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)

**STAFF REPORT****Library Commission****Meeting Date:****01/27/2020****Staff Report Number:****20-002-LC****Regular Item:****Review and Discuss Library Commission Work Plan****Recommendation**

That the Commission discuss and review their approved work plan for 2019-2020 and make any changes they deem necessary to realign the plan with emerging Library and City Council priorities.

Policy Issues

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, and 2019.

Background

City Council Policy CC-01-004¹ requires commissions to develop a two year work plan and then report on the status of that work plan to the Council. The Commission approved their two year work plan at their May 20, 2019 meeting. The Commission's work plan discussion was informed by the City Council's Work Plan and the Library's Strategic Plan Update. The Commission's current work plan is included as a link in Attachment A.

Analysis

Since the May 2019 approval of the Commission's work plan, the City has received an offer from Facebook to partner in the construction of a new community center and library (CCL) to replace the current facilities at the Onetta Harris campus in the Belle Haven neighborhood. This significant event is expected to become the Library's and the City's main priority for 2020 and could impact the Commission's work for the next two years. The City Council will begin making decisions surrounding the new CCL at their January 28 meeting and will hold their annual goal setting session on January 30. Staff recommends that the Commission review their current work plan with an eye toward aligning the Commission's work with any direction given by the City Council. The Library Commission, along with the Parks and Recreation Commission, may be tasked with reviewing the space programming for the new combined facility, reviewing planned interim services to be provided during construction, and may play a role in planning for new services. Library staff will continue to update the Commission during the facility planning process. Given the swift pace of the current building planning, the Commission may consider forming a subcommittee to meet and work on updating the work plan between regularly scheduled Commission meetings.

Next Steps

If the Commission makes changes to their work plan, it will be submitted to the City Council for their approval.

¹ <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>

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

Attachment A: Link - Library Commission Work Plan 2019-2020

<https://www.menlopark.org/DocumentCenter/View/1399/Library-Commission-Work-Plan?bidId=>

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report approved by:

Sean Reinhart, Director of Library Services

**City of Menlo Park Library Commission
2020 Agenda Schedule**

Meetings are held at the Main Library at 6:30pm on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
September 16, 2019 Location: Belle Haven	<ul style="list-style-type: none"> • Belle Haven branch library conceptual design • Review/Recommend: Updated Library Use Guidelines • Discuss – Library Commission quarterly update to Council
October 21, 2019 Location: Belle Haven	<ul style="list-style-type: none"> • Review/recommend: Computers & internet use policy • Discuss – New Belle Haven Library updates • Discuss – Library Commission semi-annual update to Council • Discuss – 2019-20 Library Commission Agenda Calendar
November 18, 2019	<ul style="list-style-type: none"> • Discuss – New Belle Haven Library updates • Discuss – Improvements to Main Library • Review – Library Commission Work Plan
December 16, 2019	<ul style="list-style-type: none"> • Meeting cancelled
January 27, 2020 4 th Monday – 1/20 holiday Location: Belle Haven	<ul style="list-style-type: none"> • Discuss – BHCCL project updates • Review/recommend: Library meeting room policy • Review – Library Commission Work Plan
February 24, 2020 4 th Monday – 2/17 holiday Location: Belle Haven	<ul style="list-style-type: none"> • Discuss – BHCCL project updates • Review/discuss: Seed Lending Library • Library department annual report
March 16, 2020	<ul style="list-style-type: none"> • Discuss – BHCCL project updates • Report: City of Menlo Park operating budget FY 2020-21 • Review/recommend: Diversity, inclusivity and equity policy
April 20, 2020 Location: Senior Center	<ul style="list-style-type: none"> • Review/discuss: Services to seniors and the homebound • Discuss – Library Commission semi-annual update to Council • Discuss – BHCCL project updates
May 18, 2020	<ul style="list-style-type: none"> • Review/discuss: Emergency preparedness and safety policy
June 15, 2020	<ul style="list-style-type: none"> • Report: LINK, Auto-renewal program updates
July 20, 2020	<ul style="list-style-type: none"> • Annual commission appreciation dinner
August 17, 2020	NO MEETING – SUMMER RECESS
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Vending machines</i> • <i>Sister City book exchange</i> • <i>Discuss: external partner coordination</i>

Recurring board meetings of library-related external nonprofit orgs:

Friends of the Library: Typically meets second Monday of each quarter, 1pm.

Library Foundation: Typically meets first Thursday of each month, 6:30pm.

Literacy Partners: Typically meets third Wednesday of each month, 7pm

**STAFF REPORT****Library Commission****Meeting Date: 1/27/2020****Staff Report Number: 20-003-LC****Informational Item: Department updates-in-brief - January 2020**

1. Belle Haven Community Center and Library (BHCCL) Project. On December 16, 2019, Facebook submitted its proposed framework for exploring the funding and development of a new multi-generational community center and library at the current site of the Onetta Harris Community Center, Menlo Park Senior Center and Belle Haven Youth Center, near Kelly Park.

City staff is now developing the potential project timeline, milestones and recommendations for the City Council to consider on January 28.

- The staff report for the January 28 City Council discussion will be released on January 23 (Attachment A)
- City staff has created a comprehensive webpage for compiling and sharing information about the BHCCL project (Attachment B)
- The Library Commission will continue to be involved in the project's development, in regular and special meetings and through written updates provided by City staff.

2. "My Community" Youth Poster Exhibition and Awards. Menlo Park Library, in partnership with Facebook Analog Research Lab and Menlo Park Library Foundation, is organizing a Youth Poster Exhibition and Awards on the theme, "My Community".

The Menlo Park youth poster exhibition celebrates youth creative expression and inclusive community spirit. Original works of poster art on the theme, "My Community" may be entered for consideration in one of the following school grade categories:

- Grades 2-3
- Grades 4-6
- Grades 7-8
- Grades 9-12

Cash prizes sponsored by Menlo Park Library Foundation will be awarded in each school grade category. Award winners and honorable mentions also will receive a set of high-quality prints of their posters, provided by Facebook Analog Research Lab. All accepted posters will be exhibited at the Belle Haven Branch Library, starting with an artist's reception on February 28. Additionally, all youth artists who submit posters be honored in a special ceremony at the Menlo Park City Council on Tuesday, March 10.

The deadline for entries is February 12, 2020. Limit one entry per youth/child. Entrants must live or attend school in Menlo Park, California. Entry forms and rules are available at the Main Library, Belle Haven Branch Library (Attachment C.)

3. Menlo Park Library Foundation membership drive. Menlo Park Library Foundation is an independent, all-volunteer 501c3 nonprofit organization whose sole mission is to raise capital funding and support for Menlo Park Library. To that end, the Foundation launched its inaugural membership drive in November 2019. To date, the drive has resulted in 90 new members and over \$20,000 raised. One hundred percent of the proceeds from the Foundation's fundraising activities are used to support Menlo Park Library. More information about the membership drive (Attachment D.)

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

- A. Hyperlink – January 28 City Council staff report: menlopark.org/citycouncilagenda
- B. Hyperlink – BHCCL project: menlopark.org/bellehaven
- C. Hyperlink – Entry forms and rules: menlolibrary.org/poster
- D. Hyperlink – Membership drive information: menlolibrary.org

Prepared by:

Sean Reinhart, Director of Library Services



MEMORANDUM

Date: 1/2/2020
To: Commissioners and Committee Members
From: Nick Pegueros, Assistant City Manager
Re: 2020-21 Capital Improvement Plan (CIP) Budget Development

Happy New Year!

As with previous years, the City Manager's Office is transmitting this memorandum to advise the Commissions and Committees of the CIP budget development process for the upcoming year.

Before a discussion of the 2020 process, I want to commend our staff and dedicated volunteers comprising the Commissions and Committees for a very productive 2019. Several highlights include:

- New energy reach codes
- Transportation impact fee update
- New Nealon Park nature playground
- Parks and recreation facilities master plan
- Heritage tree ordinance update
- Green stormwater infrastructure plan adoption
- Citywide street resurfacing

And work continues on a number of projects! Staff continues to work diligently to complete the City Council's adopted priorities and work plan for 2019-20 as well as several CIP projects approved by the current city council and previous city councils. For more information on the City Council's adopted priorities and work plan, please visit menlopark.org/goalsetting.

The development of this year's CIP will differ from previous years in light of the proposal from Facebook to partner on the construction of a new Multigenerational Community Center and Library (MGCCL) in the Belle Haven neighborhood. The MGCCL proposal is an exciting opportunity to develop a state of the art facility for the community. If the City Council accepts the proposal and directs staff to move forward, staff expects that the MGCCL will require a great deal of interdepartmental collaboration in 2020. Specifically, the proposal outlines an aggressive construction schedule that results in the facility opening in July 2022.

At the City Council's January 28 meeting, staff will present a project plan for the MGCCL project plan, which outlines the resources necessary to entitle the project by June 2020 and begin construction in January 2021. Staff expects that the ambitious timeline for the MGCCL project will require adjustments to business as usual. Such adjustments are likely to include clear roles for the Planning Commission in the project's review and how City Council advisory bodies participate in the project.

Additionally, if the City Council accepts the Facebook proposal, staff anticipates that

the MGCCL project will be the highest priority for 2020 and require resources that have previously been committed to other projects. At their goal-setting session, tentatively scheduled for January 30, the City Council will consider recommendations from staff to suspend or cancel projects so that resources are available to meet deliverable deadlines for the MGCCL project.

Staff liaisons to the Commissions and Committees will include this memorandum for discussion at your next commission/committee meeting. At that time, I anticipate that there will be an update following the scheduled meetings below:

January 9 – Budget process informational workshop
5:30–7 p.m.; City Council Chambers

January 11 – Community meeting on the MGCCL
10 a.m.–Noon; Menlo Park Senior Center

January 14 – City Council meeting
5:30 p.m.; City Council Chambers
Study session: Resource capacity analysis for anticipated projects
Informational item: MGCCL proposal

January 28 – City Council meeting
7 p.m.; City Council Chambers
Regular business item: Accept the MGCCL offer

January 30 – City Council goal setting session
tentative 1–5 p.m.; City Council Chambers

You are invited to attend any of the meetings above. Again, happy New Year, thank you for your service to our community, and looking forward to a very productive 2020.

cc: City Council
Executive and Management Teams
Commission and Committee staff liaisons