



SPECIAL MEETING AGENDA

Date: 7/20/2020

Time: 6:30 p.m.

Special Meeting Location: Zoom.us/join – ID# 971 5664 2294

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Library Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the special meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Special Meeting ID 971 5664 2294

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Special Session ([Zoom.us/join](https://zoom.us/join) – ID# 971 5664 2294)

A. Call To Order

B. Roll Call

B1. Welcome newly appointed and reappointed Commission members

C. Public Comment

Under "Public Comment," the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council 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 City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide

general information.

D. Regular Business

- D1. Select new Library Commission chair and vice chair ([Staff Report #20-004-LC](#))
- D2. Approve minutes from the January 27, 2020 Library Commission meeting ([Attachment](#))
- D3. Review and discuss subcommittee report on Library Commission work plan ([Staff Report #20-005 LC](#))
- D4. Review: Belle Haven Community Center and Library project updates
- D5. Review/update: Library Commission agenda calendar ([Attachment](#))

E. Informational Items

- E1. Library and community services department update ([Staff Report #20-006-LC](#))

F. Commissioner Reports

- F1. Individual Commissioner reports

D. 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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council 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 by request by emailing the city clerk at jaherren@menlopark.org. 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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted:07/16/2020)



STAFF REPORT

Library Commission

Meeting Date: 07/20/2020

Staff Report Number: 20-004-LC

Regular Item: Select new Library Commission chair and vice chair

Recommendation

That the Library Commission select a chair and vice chair for the remainder of the 2020-2021 fiscal year.

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 elect a chair and vice chair and to rotate those positions annually. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.” Because of COVID19 restrictions on in-person meetings and the subsequent Commission meeting cancellations, the elections of chair and vice chair are taking place at the July 2020 meeting.

Analysis

The Library Commission chair works with staff to set the agenda for the Commission’s meetings, and presides over those meetings. The chair has often delivered the Commission’s semi-annual update to the City Council. The vice chair serves as chair in the chair’s absence. The chair and vice chair are sometimes called upon to represent the Commission at ceremonial events.

Staff recommend that the Commission open the floor to nominations for Chair and Vice Chair. Staff will tally nominations and votes.

Next Steps

The new Commission chair and vice chair will begin their duties at the July 2020 Library Commission meeting and will serve until May of 2021.

Prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library Services

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



REGULAR MEETING MINUTES - DRAFT

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

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

B. Roll Call

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

B1. Public Comment

- Pam Jones spoke in support of the outreach for the Belle Haven Community Center and Library project and recommended the Commissioners to attend upcoming community meetings about the project.

C. Regular Business

C1. Approve the minutes from the November 18, 2019 Library Commission Meeting

ACTION: Motion and second (Chambers/ Erhart) to approve the minutes from the November 18, 2019, passed 5-0-1 (Cohen absent).

C2. Discuss: New Belle Haven library updates

Director Reinhart advised Commissioners about the dates of upcoming public meetings related to the proposed Belle Haven Community Center and Library (BHCCL) project, and advised that a new project webpage has been created at menlopark.org/bellehaven.

The Commission discussed the need for the Commissions involvement in the proposed BHCCL and the need for Commissioners to attend each of the public meetings regarding the BHCCL. The Commission also discussed integrating library and community services functions.

C3. Review/Recommend: Library meeting room policy

Director Reinhart presented the proposed meeting room policy updates.

The Commissioners recommended the following changes to the “Reservations” section:

- Reduce from 4 weeks to 2 weeks the length of time applications must be submitted in advance.
- Delete the reference to “at the discretion of the library director.”

ACTION: Motion and second (Chambers/ Erhart) to recommend the updated meeting room policy with above-noted changes, passed 5-0-1 (Cohen absent).

C4. Review/discuss Library Commission work plan

Director Reinhart suggested that the Commission form a subcommittee to work out details of a proposed new Commission work plan and bring it back to the full Commission for review at the next meeting.

ACTION: By acclamation, the Commission selected members Hadrovic and Erhart to the Work Plan Subcommittee, passed 5-0-1 (Cohen absent).

C5. Review and update: Library Commission agenda calendar

The Commissioners requested that the following items be added to the agenda calendar

- Commission work plan (February 2020)
- Commissioner attendance report (February 2020)
- Joint meeting with Park and Recreation Commission to discuss the BHCCL project (2020 date to be determined)

The Commission requested a liaison role to be created to communicate between the Library Commission and the three independent nonprofit organizations whose mission is to support Menlo Park library.

ACTION: By acclamation, the Commission selected member Hadrovic to serve as the liaison to the Menlo Park Library Foundation and member Leep to serve as the liaison to the Friends of the Library and Literacy Partners, passed 5-0-1 (Cohen absent).

D. Informational Items

D1. Report from the Library Director

Director Reinhart provided an overview of departmental activities contained in the January 2020 report.

D2. Update on 2020-21 capital improvement project budget development.

Director Reinhart provided an overview of the report's contents.

E. Individual Commissioner reports

Commissioners reported on recent library-related experiences and observations.

F. Adjournment

Chair Hadrovic adjourned the meeting at 8:02 p.m.

Sean Reinhart, Library Service Director

Library and Community Services

**STAFF REPORT****Library Commission****Meeting Date:****07/20/2020****Staff Report Number:****20-005-LC****Regular Item:****Review and discuss subcommittee report on Library Commission work plan****Recommendation**

Review and discuss the subcommittee's proposed goals for the Library Commission's approved work plan for 2019-2020.

Background

City Council Policy CC-19-004 was adopted in 2019 to establish the procedures, roles and responsibilities of Council-appointed advisory bodies. The policy requires that each Commission submit an annual work plan to the City Council for approval, and that the work plan be recommended by a majority of the Commission's members. The Library Commission adopted its current two-year work plan on May 20, 2019.

Analysis

On January 28, City Council accepted Facebook's offer to fully fund the construction of a new community center and library in Belle Haven (BHCCL project) and designated the project as a top City priority for 2020¹.

In anticipation of this priority emphasis, the Library Commission formed a subcommittee on January 27, 2020, and tasked it with updating the Commission's work plan to maintain close alignment with Council's direction. The subcommittee met on February 12, and March 3, and developed a set of eight recommended work plan goals (Attachment A).

During their discussion of potential work plan goals, the subcommittee surfaced several topics that they thought appropriate for discussion and consideration by the Commission. These include receiving updates from the City's architect team, Noll & Tam; coordinating to have Library Commissioners attend key planning and public meetings throughout the BHCCL design process so that they can update the full Commission; receive reports on funding and resource allocation for the new facility; and support efforts for programming at both library locations. While not included in the work plan, these items may be brought forward as agenda items at future Library Commission meetings.

The subcommittee also compared the format of the current work plan (Attachment B) with the formats of other City commissions' work plans (Attachments C and D.) The subcommittee recommends simplifying the format of the Library Commission's work plan to make it more concise and easier to read; and recommends adopting the work plan format used by the Complete Streets and the Parks and Recreation Commissions.

The impacts of the COVID-19 shelter in place restrictions on the community, the City's budget, and library operations may require additional changes to the Library Commission's work plan. After discussion, the Commission may choose to return the draft work plan to the existing subcommittee for further review and editing.

Library and Community Services

Next Steps

After further discussion, the Commission may return the draft work plan to a subcommittee for further review and editing. The subcommittee will reconvene to develop an updated draft work plan for Commission review at a future meeting.

Attachments

- A. Memo from Subcommittee: recommended work plan goals (March 2020)
- B. Hyperlink – Library Commission work plan 2019-2020:
menlopark.org/DocumentCenter/View/1399/Library-Commission-Work-Plan
- C. Hyperlink – Parks and Recreation Commission work plan 2016-2018:
menlopark.org/DocumentCenter/View/1483/Commission-Work-Plan-2016-2018
- D. Hyperlink – Complete Streets Commission 2019-20 work plan:
menlopark.org/DocumentCenter/View/14194/COMMISSION-WORK-PLAN

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

Report reviewed by:
Sean Reinhart, Director of Library Services

¹ menlopark.org/DocumentCenter/View/24049/H1-20200128-CC-BHCCL-update

Staff Report #: 20-004-LC

**MEMORANDUM****Date: 03/16/2020****To: Library Commission****From: Commission Work Plan Update Subcommittee****Re: Proposed Commission Work Plan Goals**

On January 27, 2020, the Library Commission formed an ad-hoc Subcommittee to develop a new Library Commission Work Plan, and appointed Chair Hadrovic and Commissioner Erhart to the Subcommittee.

The Subcommittee met on February 12 and March 3, 2020 and developed eight recommended Commission Work Plan goals:

1. Support and advise the development of the Belle Haven Community Center and Library project (BHCCL) in the areas of library programming, service integration, and library policies within the shared space environment in the new facility, as directed by City Council
2. Support and advise the advancement of the overall Library Systems Improvement Program, as directed by City Council
3. Establish a plan and timeline to periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new BHCCL
4. Establish a plan and timeline to periodically receive staff presentations and reports about major Library service areas and programs
5. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly
6. Encourage and facilitate robust public comment and participation at Commission meetings
7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners

If the Library Commission finds the above goals agreeable, then the Subcommittee will develop them into a final draft work plan for Commission approval at the April 20, 2020 meeting.

Staff Report #: 20-004-LC



MEMORANDUM

Date: 03/16/2020
To: Library Commission
From: Commission Work Plan Update Subcommittee
Re: Proposed Commission Work Plan Goals

On January 27, 2020, the Library Commission formed an ad-hoc Subcommittee to develop a new Library Commission Work Plan, and appointed Chair Hadrovic and Commissioner Erhart to the Subcommittee.

The Subcommittee met on February 12 and March 3, 2020 and developed eight recommended Commission Work Plan goals:

1. Support and advise the development of the Belle Haven Community Center and Library project (BHCCCL) in the areas of library programming, service integration, and library policies within the shared space environment in the new facility, as directed by City Council
2. Support and advise the advancement of the overall Library Systems Improvement Program, as directed by City Council
3. Establish a plan and timeline to periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new BHCCCL
4. Establish a plan and timeline to periodically receive staff presentations and reports about major Library service areas and programs
5. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly
6. Encourage and facilitate robust public comment and participation at Commission meetings
7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners

If the Library Commission finds the above goals agreeable, then the Subcommittee will develop them into a final draft work plan for Commission approval at the April 20, 2020 meeting.

**City of Menlo Park Library Commission
2020 Tentative 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
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"> • No meeting – holiday break
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"> • Meeting cancelled
March 16, 2020 April 20, 2020 May 18, 2020 June 15, 2020	<ul style="list-style-type: none"> • Meetings cancelled due to shelter-in-place orders
July 20, 2020	<ul style="list-style-type: none"> • Election of Chair and Vice Chair • Discuss – BHCCL project updates • Review/discuss: Subcommittee report on Commission work plan update
August 17, 2020	<ul style="list-style-type: none"> • Services to seniors and the homebound • RFP: Integrated Library System (ILS) and Inter-Library Loan Service
September 21, 2020	<ul style="list-style-type: none"> • Library and Community Services - Strategic Plan 2020 and Beyond
October 19, 2020	<ul style="list-style-type: none"> • BHCCL project
November	<ul style="list-style-type: none"> • Diversity, inclusivity and equity policy
December	<ul style="list-style-type: none"> • No meeting – holiday break
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Library Commission semi-annual update to Council</i> • <i>Emergency preparedness and safety policy</i> • <i>Library department annual report</i> • <i>Joint meeting with Parks & Rec Commission to discuss new BH Community Center and Library</i>

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 7PM

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



To: Library Commission
Parks and Recreation Commission

Date: 07/20/2020
Staff Report Number: 20-006-LC; 20-003-PRC
Informational item: Department updates

1. Commission updates

Due to the shelter-in-place orders, all meetings of City boards and commissions were suspended as of March 16, 2020. The City Council authorized virtual Commission meetings to commence starting in July. Meetings will be held 100 percent remotely on the Zoom Webinar platform until further notice.

On June 9, the City Council reappointed Commissioners Johnson and Baskin to the Parks and Recreation Commission; appointed first-time Commissioners Bunyagidj, Guha, and Tran to the Library Commission; and reappointed Library Commission Chair Hadrovic to the Library Commission.

2. Fiscal year 2020-21 operating budget

The COVID-19 pandemic and shelter-in-place order had a profound negative impact on the City's finances. Precipitous declines in revenues from transient occupancy tax (aka hotel tax,) sales tax, and fees for services like child care and building permits, caused massive budget deficits of approximately \$8.8 million in fiscal year 2019-20 and approximately \$12.7 million in fiscal year 2020-21.

On April 28, the City Council took action to amend the fiscal year 2019-20 budget and authorized a package of cuts to personnel (vacant positions,) operating expenditures, and judicious use of emergency reserves to close the \$8.8 million gap through June 30.

On June 23, the City Council adopted a fiscal year 2020-21 operating budget that closes the additional \$12.7 million deficit primarily through expenditure reductions in every City department on the order of 25 percent across the board. The operating budget preserves resources for the anticipated difficult financial times ahead, and results in significant reductions to City personnel, programs and services. The community services and library departments had no choice but to implement reductions affecting entire program areas, hours of service, and, unfortunately, staff positions.

On June 9, the city manager combined the community services and library departments and created a new department: library and community services. The department merger was implemented to maximize opportunities for operational efficiency and provide for the most robust services possible given the available resources. The city manager promoted Library Director Sean Reinhart the lead the new department, and eliminated the community services director position. Assistant Directors Adriane Lee Bird and Nick Szegda continue in those roles. Additionally, the city manager approved the provisional appointment of Rani Singh

to the role of business manager for the new department's administrative division.

The library and community services team has come together admirably to begin the complex process of merging the many operational details of the department to find efficiencies and adapt services to preserve and continue critically important department services to meet changing community needs.

3. City facility closures

On March 16, the City Council declared a local emergency and directed all City facilities closed to the public to protect health and safety during the COVID-19 pandemic. City facilities remain closed to the public at this time, and are not projected to reopen during calendar year 2020.

On June 29, City Manager Starla Jerome-Robinson provided updated direction and timelines regarding the facility closures:

“Protecting the health and safety of our community is the top concern of City staff during the pandemic. Staff also have an obligation to protect the lives of our employees who provide services, the lives of their families, and the lives of people in our community who are most vulnerable like the elderly, the sick, and the immunocompromised for whom the virus is most deadly. Indoor environments where members of the general public typically congregate and linger in large numbers are known to be vectors for the uncontrolled and untraceable spread of Covid-19. City facilities including libraries, community centers, city hall and city council chambers will continue to be closed to the public through the end of the calendar year 2020, or until effective therapeutics and/or a vaccine are made widely available to medically halt the spread and lethality of Covid-19. Where feasible the services, programs and classes, typically provided inside those facilities will be temporarily converted to contactless, remote or outdoor service models. Not all services can be easily converted and some will be suspended out of necessity while facilities are temporarily closed.”

4. Service adaptation during the pandemic

In light of the extended facility closures and the critical importance of providing public services during a time of great community need, the library and community services department has successfully adapted several service areas during the pandemic, in accordance with public health orders and safety precautions to prevent the spread of COVID-19.

- Public access to library online resources, being already 100 percent virtual in nature, continued uninterrupted during the shelter-in-place including e-books, online periodicals, streaming music and video, and related services
- In March, the Menlo Park Senior Center initiated meal delivery directly to the homes of senior program participants three days per week, six meals per week. The Senior Center also provides wellness checks and distance learning opportunities for seniors, and hosts a thrice-monthly food pantry pickup service for approximately 300 families in need.
- In March, multiple department programs were converted to virtual events via Zoom, including library book discussion groups, story times, virtual trivia night, crafting and cooking events, author appearances, virtual “escape rooms” for teens, virtual loteria, summer reading program, and other special events and

performances

- In April, the department launched the Books by Mail and Seeds By Mail beta tests to provide residents access to library books and the seed lending library via postal mail
- On May 8, the city manager revised the local emergency order to allow Bedwell-Bayfront Park to reopen, with health and safety restrictions, for safe outdoor recreation opportunities
- On June 9, the Main library launched a contactless curbside pickup service for book and media items requested in advance. On July 7 the service was expanded to the Belle Haven neighborhood with a curbside pickup service at Menlo Park Senior Center. The Belle Haven branch library is inaccessible at this time because it is located inside Belle Haven School, which is owned by Ravenswood City School District and remains closed at this time due to the pandemic
- On June 10, the city manager revised the local emergency order to allow Burgess Pool and Belle Haven Pool to reopen with substantial modifications and safety precautions to comply with health orders and prevent the spread of COVID-19
- On July 6, the Belle Haven Child Development Center reopened with substantial modifications and safety precautions to comply with public health orders and prevent the spread of COVID-19. The center is permitted and licensed to provide child care services to up to 48 families at this time. This is 50 percent of the center's normal capacity due to lower teacher-to-child ratios in compliance with COVID-19 safety restrictions.
- On June 24, the city manager revised the local emergency order to allow tennis courts, outdoor basketball courts, and the skate park to reopen with substantial modifications and safety precautions to comply with health orders and prevent the spread of COVID-19
- On July 6, Menlo Children's Center summer camps and Onetta Harris Community Center summer camps with substantial modifications and safety precautions to comply with public health orders and prevent the spread of COVID-19.
- On July 20, the Menlo Child Center will reopen with substantial modifications and safety precautions to comply with public health orders and prevent the spread of COVID-19. The center is permitted to provide child care services at 50 percent of the center's normal capacity due to lower teacher-to-child ratios in compliance with COVID-19 safety restrictions.

5. Strategic plan 2020 and beyond.

The library and community services team have begun the process of merging two departments into one, and will begin by developing a new strategic plan. The plan will build on the work previously completed in the library strategic plan update and the parks and recreation facility master plan, among other planning documents, and will involve public input and review including by the Parks and Recreation Commission and Library Commission. More details about the planning process will be presented at the commissions' August meetings.

Prepared by:

Adriane Lee Bird, Assistant Director of Community Services
Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services