



CITY OF  
MENLO PARK

## REGULAR MEETING AGENDA

**Date:** 8/17/2020

**Time:** 6:30 p.m.

**Regular Meeting Location:** [Zoom.us/join](https://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) – Regular 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](http://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](http://menlopark.org/agenda)).

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

- Call to Order**
- Roll Call**
- 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. Approve minutes from the July 17, 2020 Library Commission meeting ([Attachment](#))
- D2. Assign Commission liaisons to other affiliate groups ([Staff Report 20-007-LC](#))
- D3. Review/Discuss: Belle Haven Community Center and Library project updates
- D4. Review/Discuss: Subcommittee report on Library Commission work plan ([Staff Report 20-008-LC](#))
- D5. Review/Discuss: Library services during the COVID pandemic ([Staff Report 20-009-LC](#))
- D6. Review/Update: Library Commission agenda calendar ([Attachment](#))

**E. Informational Items**

- E1. Report from the Library Director ([Staff Report 20-010-LC](#))

**F. Commissioner Reports**

- F1. Individual Commissioner reports

**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.

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](mailto: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](http://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](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 08/13/2020)



## SPECIAL MEETING MINUTES – DRAFT

Date: 7/20/2020  
Time: 6:30 p.m.  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

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

### A. Call to Order

Chair Hadrovic called the meeting to order at 6:37.

### B. Roll Call

Present: Bunyagidj, Cohen, Erhart, Guha, Hadrovic, Leep, Tran  
Absent: None  
Staff: Library Services Director Reinhart, Assistant Library Services Director Szegda,  
Assistant Community Services Director Lee Bird

#### B1. Introductions

New Commissioners Bunyagidj, Guha, and Tran and returning Chair Hadrovic were welcomed. Commissioners gave brief introductions.

### C. Public Comment

None.

### D. Regular Business

#### D1. Select new Library Commission chair and vice chair

**ACTION:** Motion and second (Leep/Bunyagidj) to select Hadrovic as Chair, passed unanimously.

**ACTION:** Motion and second (Hadrovic/Leep) to select Erhart as Vice Chair, passed unanimously.

#### D2. Approve minutes from the January 27, 2020 Library Commission meeting

Assistant Library Services Director Szegda advised that only Commissioners present at the January meeting could vote to approve the minutes (Erhart, Hadrovic and Leep were in attendance).

**ACTION:** Motion and second (Leep/Erhart) to approve the minutes, passed 3-0-4 (Bunyagidj, Cohen, Guha, Tran abstaining).

#### D3. Review and discuss subcommittee report on Library Commission work plan

The Commission discussed the subcommittee report from March, the impacts of COVID-19, and the combination of the library and community services departments.

**ACTION:** By acclamation, the Commission appointed a new subcommittee (Erhart, Hadrovic, and Tran) to draft an updated Commission workplan.

D4. Review: Belle Haven Community Center and Library project updates

Assistant Library Services Director Szegda provided a brief update to the Commission.

The Commission received clarification on the project's timeline. The Commission discussed directing staff to update the public on any developments and received clarification on a telephone town hall meeting in August to provide updates to the public.

D5. Review/update: Library Commission agenda calendar

**ACTION:** By acclamation, the following items were added to the Commission's agenda calendar:

- August – Work plan report from subcommittee/Library Commission liaisons to other library affiliate groups/pandemic response report.
- Unscheduled additions – services to support school-aged children/interim services in Belle Haven neighborhood while branch is closed/Belle Haven Community Center and library updates/web tour of library resources for school aged children.

**E. Informational Items**

E1. Receive and file: Library and Community Services department updates

Library Director Reinhart made the presentation.

The Commission requested the addition of short reports from library affiliate groups to the department updates.

**F. Individual Commissioner Reports**

Chair Hadrovic reported on the activities of the Library Foundation, including the support for the Books by Mail and Seeds by Mail programs.

Commissioner Bunyagidj asked about the availability of library resources for schools and school-aged children.

**G. Adjournment**

Chair Hadrovic adjourned the meeting at 8:25 p.m.

Nick Szegda, Assistant Library Services Director



## STAFF REPORT

### Library Commission

**Meeting Date:** 08/17/2020

**Staff Report Number:** 20-007-LC

**Regular Item:** Assign Commissioner liaisons to affiliate organizations

### Recommendation

That the Commission discuss the utility of assigning individual members as informational liaisons to other library affiliate groups and make the assignments they deem necessary.

### Policy Issues

The assignment of individual Commissioners as information liaisons falls within the scope of the Library Commission's duties to advise the City Council on matters relating to the operations of the City's libraries.

### Background

Previous Library Commissions have assigned members to be informational liaisons to other library affiliate groups. Commission members so assigned make contact with the governing body of the affiliate group, attend affiliate group meetings when possible, and provide informational reports to the Library Commission on the affiliate group's goals and activities.

### Analysis

The Library Commission has previously assigned members as informational liaisons to the following library affiliate groups: The Menlo Park Library Foundation, The Friends of the Menlo Park Library, The Menlo Park Historical Association, and Literacy Partners (formerly Menlo Park Project Read – Literacy Partners). The Commission may want to consider assigning an informational liaison to one or more of these groups, or to other groups that align with the Commission's goals and objectives. The Commission may assign informational liaisons to attend affiliate group meetings that are open to the public, to contact affiliate group governing bodies and receive information through informal means, or gather information from affiliate groups through other available channels.

### Next Steps

Should the Commission assign an informational liaison to a library affiliate group, staff can assist by providing contact information and introductions.

Prepared by:

Nick Szegda, Assistant Director of Library Services

Approved by:

Sean Reinhart, Director of Library Services

# Library and Community Services



## STAFF REPORT

**Library Commission**

**Meeting Date:**

**08/17/2020**

**Staff Report Number:**

**20-008-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 2020<sup>1</sup>.

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.

The impacts of the COVID-19 shelter in place restrictions on the community, the City's budget, and library operations require additional changes to the Library Commission's work plan. New Library Commissioners have been appointed in July 2020, and a new subcommittee of Commissioner Tran, Chair Hadrovic and Vice Chair Erhart was formed to review the draft work plan. The subcommittee met on August 12, and made changes to the draft work plan. Their recommendations are included as Attachment A.

### Next Steps

After further discussion, the Commission may approve the updated work plan. The plan would then be presented to the City Council for their review and approval.

### Attachments

- A. Memo from Subcommittee: recommended work plan goals (August 2020)
- B. Hyperlink – Library Commission work plan 2019-2020:  
[menlopark.org/DocumentCenter/View/1399/Library-Commission-Work-Plan](https://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](https://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](https://menlopark.org/DocumentCenter/View/14194/COMMISSION-WORK-PLAN)

Staff Report #: 20-008-LC

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

Report reviewed by:  
Sean Reinhart, Director of Library Services

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<sup>1</sup>[menlopark.org/DocumentCenter/View/24049/H1-20200128-CC-BHCCL-update](https://menlopark.org/DocumentCenter/View/24049/H1-20200128-CC-BHCCL-update)

**MEMORANDUM****Date: 08/17/2020****To: Library Commission****From: Commission Work Plan Update Subcommittee****Re: Proposed Commission Work Plan Goals**

On July 17, 2020, the Library Commission formed an ad-hoc Subcommittee to develop a new Library Commission Work Plan, and appointed Chair Hadrovic and Commissioner Tran and Vice Chair Erhart to the Subcommittee.

The Subcommittee met on August 12, 2020 and adapted the existing Work Plan by adding an item that focuses on the library's response to the current pandemic, and on preparedness and preserving equitable access during future disruptive events.

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 an understanding of the needs of the community and advise on the library's response to the current COVID-19 pandemic. This may include supporting the library in understanding how the current pandemic is affecting user access (physical and online), reviewing library policies and services related to adaptations made by the library, or developing strategies on how the Commission might help increase library access for community members during emergencies.
5. Establish a plan and timeline to periodically receive staff presentations and reports about major Library service areas and programs
6. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly
7. Encourage and facilitate robust public comment and participation at Commission meetings
8. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
9. 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 September 21, 2020 meeting.





## STAFF REPORT

### Library Commission

**Meeting Date:** 08/17/2020

**Staff Report Number:** 20-009-LC

**Regular Item:** Library services during the COVID pandemic

### Recommendation

That the Library Commission review and discuss services provided during the COVID pandemic and the library's pandemic response plan.

### Policy Issues

This review of library services falls within the scope of the Library Commission's duties to advise the City Council on matters relating to the operations of the City's libraries.

### Background

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.

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 library 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, 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<sup>1</sup> and Seeds By Mail beta tests to provide residents access to library books and the seed lending library via postal mail
- On June 9, the Main library launched a contactless curbside pickup service for book and media items requested in advance<sup>2</sup>. 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

<sup>1</sup> Books By Mail Handbook: [https://www.menlopark.org/DocumentCenter/View/25945/Books-by-mail\\_HANDBOOK-2020](https://www.menlopark.org/DocumentCenter/View/25945/Books-by-mail_HANDBOOK-2020)

<sup>2</sup> Library service adaptation plan – curbside pickup: [https://www.menlopark.org/DocumentCenter/View/25947/LIBRARY\\_service-adaptation-plan\\_curbside-pickup\\_2020-05-15](https://www.menlopark.org/DocumentCenter/View/25947/LIBRARY_service-adaptation-plan_curbside-pickup_2020-05-15)

## Analysis

Efforts were already underway in early 2020 for City departments to develop formal Continuity of Operations Plans (COOP) to prepare for emergency events. At that time, the most likely emergency event that staff were preparing for was a major earthquake that would have regional impacts. With the spread of COVID-19 in January and March, staff began adapting the departmental COOP to provide for a pandemic<sup>3</sup>. The pandemic and subsequent shelter in place orders arrived in March of 2020. In April the City began planning for a relaxation of the San Mateo County Health Officer's shelter in place order that would allow a limited provision of some City services and the return of some City staff to City Hall. Plans were put in place to protect both returning workers and any members of the public that they might come into contact with.<sup>4</sup> A limited number of Planning and Community Development staff began returning to work in late May. In early June, Library and Community Services staff returned to the main library to prepare for the library's curbside pickup program. To protect themselves and others, returning staff must adhere to the San Mateo County Health Officer's orders. Specific procedures for returning staff at all City facilities are spelled out in the reactivation plans, and staff adherence to policies that allow for the control of entry into facilities, mask wearing, social distancing, work station set up, and cleaning protocols is assisted by the work of assigned compliance monitors.

## Next Steps

The merger of the Library and Community Services departments has provided opportunities for collaboration and service adaptations.

- Plans are underway to "piggyback" library services on to an existing meal delivery program to seniors in the Belle Haven neighborhood. Seniors will soon receive a simplified paper order form so that they can select library materials and have them delivered with their meals.
- There are also plans to provide internet enabled devices, Wi-Fi hotspots, and one-on-one training to allow seniors to connect with the library's electronic collections and stay connected to friends and family members. The beginning of the school year and the return of students to distance learning will provide more opportunities for the library to connect learners with library resources.
- Changes are being made by the Library's Collection Development team to adapt to the changes brought about by the pandemic. Funds will be re-apportioned to provide for more direct provisions of high demand and requested materials. This is moving the library closer to an "on demand" model of providing materials, with a smaller footprint of in-house items that are not available during the pandemic.
- The Library's collection on electronic books, streaming audio and video, and distance learning tools is being reinforced and expanded.

The Library and Community Services Department will continue to adjust library programs and services to meet changing community needs.

Prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library Services

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<sup>3</sup> Department of Library Services Continuity of Operations Plan:  
[https://www.menlopark.org/DocumentCenter/View/25946/LIBRARY\\_Continuity-of-Operations-Plan\\_2020-](https://www.menlopark.org/DocumentCenter/View/25946/LIBRARY_Continuity-of-Operations-Plan_2020-)

<sup>4</sup> City of Menlo park service reactivation plan for City facilities:  
<https://www.menlopark.org/DocumentCenter/View/25948/City-of-Menlo-Park-Service-Reactivation-20200421>

## Attachments

- A. Hyperlink – Books by mail handbook: [menlopark.org/DocumentCenter/View/25945/Books-by-mail\\_HANDBOOK-2020](https://menlopark.org/DocumentCenter/View/25945/Books-by-mail_HANDBOOK-2020)
- B. Hyperlink – Library service adaptation plan – main library curbside pickup: [menlopark.org/DocumentCenter/View/25947/LIBRARY\\_service-adaptation-plan\\_curbside-pickup\\_2020-05-15](https://menlopark.org/DocumentCenter/View/25947/LIBRARY_service-adaptation-plan_curbside-pickup_2020-05-15)
- C. Hyperlink – Department of library services continuity of operations plan: [menlopark.org/DocumentCenter/View/25946/LIBRARY\\_Continuity-of-Operations-Plan\\_2020-05-15](https://menlopark.org/DocumentCenter/View/25946/LIBRARY_Continuity-of-Operations-Plan_2020-05-15)
- D. Hyperlink – Service reactivation for City of Menlo Park facilities (April 20, 2020): [menlopark.org/DocumentCenter/View/25948/City-of-Menlo-Park-Service-Reactivation-20200421](https://menlopark.org/DocumentCenter/View/25948/City-of-Menlo-Park-Service-Reactivation-20200421)

## 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
December 16, 2019	<ul style="list-style-type: none"> <li>No meeting – holiday break</li> </ul>
January 27, 2020 4 <sup>th</sup> Monday – 1/20 holiday Location: Belle Haven	<ul style="list-style-type: none"> <li>Discuss – BHCCL project updates</li> <li>Review/recommend: Library meeting room policy</li> <li>Review – Library Commission Work Plan</li> </ul>
February 24, 2020 4 <sup>th</sup> Monday – 2/17 holiday Location: Belle Haven	<ul style="list-style-type: none"> <li>Meeting cancelled</li> </ul>
March 16, 2020 April 20, 2020 May 18, 2020 June 15, 2020	<ul style="list-style-type: none"> <li>Meetings cancelled due to shelter-in-place orders</li> </ul>
July 20, 2020	<ul style="list-style-type: none"> <li>Election of Chair and Vice Chair</li> <li>Discuss – BHCCL project updates</li> <li>Review/discuss: Subcommittee report on Commission work plan update</li> </ul>
August 17, 2020	<ul style="list-style-type: none"> <li>Pandemic response report</li> <li>Library Commission work plan subcommittee report</li> <li>Assign Committee member liaisons to other affiliate groups</li> </ul>
September 21, 2020	<ul style="list-style-type: none"> <li>RFP: Integrated Library System (ILS) and Inter-Library Loan Service</li> <li>Library and Community Services - Strategic Plan 2020 and Beyond</li> <li>Services to seniors and the homebound</li> </ul>
October 19, 2020	<ul style="list-style-type: none"> <li>BHCCL project</li> </ul>
November	<ul style="list-style-type: none"> <li>Diversity, inclusivity and equity policy</li> </ul>
December	<ul style="list-style-type: none"> <li>No meeting – holiday break</li> </ul>
January 2021	<ul style="list-style-type: none"> <li></li> </ul>
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> <li><i>Library Commission semi-annual update to Council</i></li> <li><i>Emergency preparedness and safety policy</i></li> <li><i>Library department annual report</i></li> <li><i>Joint meeting with Parks &amp; Rec Commission to discuss new BH Community Center and Library</i></li> </ul>

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:** 08/17/2020  
**Staff Report Number:** 20-010-LC; 20-004-PRC  
**Informational item:** Department updates

## 1. Commission updates

Due to the shelter-in-place orders, all meetings of City boards and commissions were suspended on March 16, 2020. Some weeks later, the Governor issued an executive order suspending certain provisions of the Brown Act to facilitate virtual meetings of elected and advisory governmental bodies. 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.

## 2. 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 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 continue to be suspended out of necessity while facilities are temporarily closed.

## 3. 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. Most recently, the LCS department restarted a weekly email newsletter to keep the community informed about current events and services.

- The most recent e-newsletter (8/6/20) can be viewed online here: [menlopark.org/CivicSend/ViewMessage/Message/119714](https://menlopark.org/CivicSend/ViewMessage/Message/119714)  
To subscribe to the e-newsletter, click the following link, then sign in with your email address and select "Menlo Park Library News": [menlopark.org/list.aspx](https://menlopark.org/list.aspx)

Prepared by:  
Sean Reinhart, Director of Library and Community Services