



REGULAR MEETING MINUTES

Date: 11/16/2020
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

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

A. Call to Order

Chair Hadrovic called the meeting to order at 6:32

B. Roll Call

Present: Bunyagidj, Cohen, Erhart, Guha, Hadrovic, Leep (arrived at 6:40 p.m.), Tran
Absent: None
Staff: Library Services Director Reinhart, Assistant Library Services Director Szegda, City Clerk Judi Herren

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the October 19, 2020 Library Commission meeting

ACTION: Motion and second (Guha/Bunyagidj) to approve the minutes from the October 19, 2020 Library Commission meeting, passed (6-0-1, Leep absent).

D2. Presentation: Commission policies and procedures, roles and responsibilities

City Clerk Herren gave a presentation on the roles and responsibilities of advisory body members as outlined in City Council Policy CC-19-0004 (Attachment).

The Commission received clarification on the duration of advisory body workplans.

D3. Discussion: Library and Community Services department strategic plan 2020 and beyond

Assistant Director Szegda provided an update to the Commission on the revised draft of the department's strategic plan. Staff will return with a completed plan for the Commission's recommendation in January or February of 2021.

D4. Review/update: Library Commission agenda calendar

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

- January 2021 – Strategic plan review/recommendation; Results of the request for proposals

(RFP) for the new library ILS; Commission work plan review.

ACTION: By acclamation, the following changes were made to the Commission's meeting calendar:

- December 21, 2020 meeting cancelled.
- January 18, 2021 meeting moved to January 25, 2021 to accommodate the holiday.
- February 15, 2021 meeting moved to February 22, 2021 to account for the holiday.

E. Informational Items

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

Library Director Reinhart made the presentation.

E2. Update: Menlo Park Community Campus project

Assistant Director Szegda provided an update on the project.

E3. Update: Request for Proposals – Integrated Library System and Interlibrary Loan System

Assistant Director Szegda gave an update on the RFP process and will be providing email updates to the Commission on the RFP process and the selection of any vendor. The Commission discussed City Council approval of a selected vendor before the next Library Commission meeting.

F. Individual Commissioner Reports

Chair Hadrovic reported on the activities and accomplishments of the Menlo Park Historical Association.

Chair Hadrovic reported on the activities of the Library Foundation, including custom masks sent as donor recognition gifts, and preparation for fundraising for the Menlo Park Community Center project.

G. Adjournment

Chair Hadrovic adjourned the meeting at 7:35 p.m.

Nick Szegda, Assistant Library Services Director

Minutes approved at January 25, 2021 Library Commission meeting