



# Library Commission Parks & Recreation Commission

## SPECIAL JOINT MEETING AGENDA

**Date:** 11/15/2021

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

**Special Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 840 6370 2195

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, Parks and Recreation 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 meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID #840 6370 2195
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID #840 6370 2195  
Press \*9 to raise hand to speak

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)).

### Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 840 6370 2195)

#### A. Call To Order

#### B. Roll Call

#### C. Regular Business

C1. Approve minutes from the October 18, 2021 Library Commission meeting ([Attachment](#))

C2. Approve minutes from the October 27, 2021 Parks and Recreation Commission meeting ([Attachment](#))

C3. Cancel the December 22, 2021 regular meeting of the Parks and Recreation Commission and

schedule a special meeting of the Parks and Recreation Commission for December 8, 2021

**D. Presentations**

D1. Presentation: Menlo Park Community Campus project update

**E. Study Session**

E1. Anticipated timeline and sequence for developing Menlo Park Community Campus programming elements ([Staff Reports LC-2021-029 / PRC-2021-029](#))

**F. Informational Items**

F1. Library Commission tentative agenda calendar ([Attachment](#))

F2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

**G. Commissioner Reports**

G1. 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 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 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: 11/12/2021)



## REGULAR MEETING MINUTES – DRAFT

Date: 10/18/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 838 6184 1082

### A. Call To Order

Chair Erhart called the meeting to order at 6:34 p.m.

### B. Roll Call

Present: Cohen, Erhart, Leep, Singh, Velagapudi

Absent: Hadrovic, Lee

Staff: Assistant Library Services Director Szegda

B1. Welcome new Commissioner Pavneet Singh.

The Commission welcomed new Commissioner Singh.

### C. Public Comment

None.

### D. Regular Business

D1. Approve minutes from the September 20, 2021 Library Commission meeting ([Attachment](#)) (5 minutes)

**ACTION:** Motion and second (Cohen/ Velagapudi), to approve minutes from the September 20, 2021 Library Commission meeting, passed 5-0 (Hadrovic and Lee absent).

D2. Menlo Park Community Campus programming – background information ([Staff Report LC-2021-028](#)) (20 minutes)

Assistant Director Szegda introduced the item.

- Pam Jones spoke in support of the Commissioners reading the detailed comments made by design workshop participants and provided links to community member input on the Menlo Park Community Campus project page ([Attachment](#)).

### E. Informational Items

The Commission reordered the agenda.

E2. Report out – planning session for joint meeting (5 minutes)

Chair Erhart made the report.

E3. Menlo Park Community Campus groundbreaking ceremony, November 6, 2021 10:00 a.m. (5 minutes)

Assistant Director Szegda spoke about the groundbreaking ceremony scheduled for Saturday, November 6, 2021.

E1. Review/Update: Library Commission agenda calendar ([Attachment](#)) (10 minutes)

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

- November – joint meeting with the Parks and Recreation Commission
- November – groundbreaking ceremony debrief
- November – revisit informational liaison assignments with Commissioner Singh

E4. Department updates (5 minutes)

Assistant Director Szegda made the report.

**F. Commissioner Reports**

F1. Individual Commissioner reports (10 minutes)

Commissioner Velagapudi reported on attending the Literacy Partners board meeting on October 19, 2021.

**G. Adjournment**

Chair Erhart adjourned the meeting at 7:25 p.m.

Nick Szegda, Assistant Library Services Director



## REGULAR MEETING MINUTES – DRAFT

**Date:** 10/27/2021

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

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358

### A. Call to Order

Chair Thomas called the meeting to order at 6:32 p.m.

### B. Roll Call

**Present:** Baskin, Brosnan, Bryman, Diepenbrock, Payne, Thomas

**Absent:** Joshua

**Staff:** Library and Community Services Director Reinhart, Assistant Library Services Director Szegda

### C. Public Comment

- Jennifer H. spoke on concerns about the behavior of off-leash dogs at Willow Oaks Park.

### D. Regular Business

- D1. Accept the Parks and Recreation Commission minutes for the meeting of September 22, 2021 ([Attachment](#))

**ACTION:** Motion and second (Baskin/ Diepenbrock), to approve the Parks and Recreation Commission minutes for the meeting of September 22, 2021, passed 4-0 (Joshua absent, Bryman and Payne abstaining)

- D2. Parks and Recreation Commission work plan subcommittee ([Staff Report PRC-21-025](#))

**ACTION:** By acclamation, Commissioners Bryman, Payne and Thomas were selected to serve on the work plan subcommittee.

- D3. Menlo Park Community Campus programming – background information ([Staff Report PRC-21-028](#))

Assistant Director Szegda introduced the item.

- David Erhart encouraged the Parks and Recreation Commission and the Library Commission to work together to make the best use of the new joint facility.

### E. Informational Items

- E1. Report out on joint meeting agenda planning with the Library Commission

Chair Thomas made the report.

- E2. Department updates

Director Reinhart and Assistant Director Szegda provided department updates.

E3. Tentative agenda calendar ([Attachment](#))

**ACTION:** By acclamation, the following were added to the tentative agenda calendar:

- November joint meeting – report out from work plan subcommittee
- November joint meeting – discuss rescheduling December 22, 2021 regular meeting to December 15, 2021

**F. Commissioner Reports**

F1. Individual Commissioner reports

Chair Thomas encouraged the addition of a parks and facilities tour to a future agenda and provided a recording from the pickleball courts.

Vice Chair Baskin reported on bike and pedestrian safety near parks and schools.

**G. Adjournment**

Chair Thomas adjourned the meeting at 7:51 p.m.

Nick Szegda, Assistant Library Services Director



## STAFF REPORT

### Library Commission / Parks and Recreation Commission

Meeting Date: 11/15/2021

Staff Report Number: LC-2021-029 / PRC-2021-029

Study Session: Anticipated timeline and sequence for developing Menlo Park Community Campus programming elements

### Recommendation

Staff recommends that the Library Commission and the Parks and Recreation Commission jointly review an anticipated timeline and sequence for developing the various programming elements of the Menlo Park Community Campus (MPCC).

### Policy Issues

As duly appointed advisory bodies to the City Council, the Library Commission and the Parks and Recreation Commission are charged with advising the City Council on matters related to the City's libraries, parks and recreation facilities.

### Background

Construction of the MPCC project has begun, and the new facility is scheduled to open in 2023. The MPCC is designed to be a complex, multigenerational center that combines a wide range of community programs and services under one roof. Because of this complexity and the associated workload, developing the facility's various programming elements will require careful planning and sequencing over time.

Relevant background information about the MPCC project was most recently transmitted to the Library Commission on October 18, 2021 (Attachment A) and to the Parks and Recreation Commission on October 27, 2021 (Attachment B). Per the overall project timeline approved by City Council on January 12, 2021 (Attachment C), focus now turns to developing the programming at the new facility, a process that is anticipated to involve robust public engagement and last several months during calendar year 2022.

### Analysis

#### *A community effort with multiple stakeholders*

Multiple stakeholders are engaged in the MPCC project and are working to ensure the new facility is successful at achieving the vision that inspired its creation.

- As the MPCC will be a public facility, every Menlo Park resident is a stakeholder in the project's success, especially neighborhood residents
- The City Council is the governing body of the City with decision making authority over essentially all aspects of the MPCC project
- The City Council created the MPCC subcommittee, comprised of Vice Mayor Betsy Nash and Councilmember Cecilia Taylor and further supported by a working group of Menlo Park residents, to provide more detailed direction and public engagement as the project advances
- As advisory bodies to the City Council, the Library Commission and Parks and Recreation Commission have an essential role to advise the project details and provide additional avenues for

public comment and input

- Many community groups, individuals, volunteers, and external partners have an interest in the new facility's success.

The overall goal is to engage these multiple stakeholders in an efficient and productive manner, under the leadership of the City Council and MPCC subcommittee, that results in a programming plan for the new MPCC facility that:

- Fulfills the vision of a multigenerational community center that delivers high-quality services and programs in a way that is inclusive for all Menlo Park residents
- Fosters a sense of belonging, safety, and welcome to all visitors, especially neighborhood residents
- Meets a wide range of community needs and expectations, especially the needs of neighborhood residents
- Inspires creativity, community, learning, discovery, wellness and growth in the minds and hearts of people of all ages and walks of life
- Provides traditional programs of a branch library, recreation center, senior center, afterschool care, and swim center
- Leverages the synergies of a combined multigenerational facility through innovative programs that benefit the community
- Creates new, high-quality programs that previously were not available but are made possible by the new facility.

#### *Study session focus*

The purpose of this study session is to review a draft timeline and sequence for developing the various elements of the programming plan over the next several months; and to receive feedback from the Library Commission and the Parks and Recreation Commission at the outset of the process. (Attachment D)

This study session is not focused on developing the programming elements themselves in detail. Developing the individual program elements will be undertaken in the months ahead.

This study session is not focused on naming the new facility. The facility naming will be undertaken through a separate public engagement process at the direction of the City Council.

#### **Attachments**

- Hyperlink: [https://www.menlopark.org/DocumentCenter/View/29868/Staff-report\\_LC\\_2021-028-MPCC-Programming-background](https://www.menlopark.org/DocumentCenter/View/29868/Staff-report_LC_2021-028-MPCC-Programming-background)
- Hyperlink: [https://www.menlopark.org/DocumentCenter/View/29911/Staff-report\\_PRC\\_2021-028-MPCC-Programming-background](https://www.menlopark.org/DocumentCenter/View/29911/Staff-report_PRC_2021-028-MPCC-Programming-background)
- Hyperlink: <https://beta.menlopark.org/files/sharedassets/public/our-community/documents/e1-20210112-cc-mpcc-final-approvals-ph.pdf>
- Anticipated timeline and sequence for developing the programming elements

Report prepared by:

Sean Reinhart, Director of Library and Community Services



**\*\* DRAFT \*\* FOR DISCUSSION PURPOSES ONLY \*\***  
**ALL DATES AND CONTENT ARE SUBJECT TO CHANGE**

**Anticipated timeline and sequence for developing the MPCC programming elements**  
**Draft - November 15, 2021**

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
January 2022	<ul style="list-style-type: none"> <li>• Aquatics analysis</li> </ul>	
February 2022	<ul style="list-style-type: none"> <li>• Senior program</li> <li>• Maker space</li> <li>• Library – 2<sup>nd</sup> floor</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatics - direction from Council</li> </ul>
March 2022	<ul style="list-style-type: none"> <li>• Teen space</li> <li>• Fitness center</li> <li>• Gymnasium</li> <li>• Movement studio</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatics plan</li> </ul>
April 2022	<ul style="list-style-type: none"> <li>• Children’s library</li> <li>• Afterschool care (youth center)</li> </ul>	
May 2022	<ul style="list-style-type: none"> <li>• Meeting rooms</li> <li>• Dining hall/ kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Library material collections plan</li> </ul>
June 2022	<ul style="list-style-type: none"> <li>• Volunteers</li> <li>• External partners</li> </ul>	
July 2022	<ul style="list-style-type: none"> <li>• Community art gallery</li> </ul>	<ul style="list-style-type: none"> <li>• Reception / service points</li> <li>• Registration</li> <li>• Payment processing</li> </ul>
August 2022		
September 2022	<ul style="list-style-type: none"> <li>• Memberships / fees</li> <li>• Residents / nonresidents</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing plan</li> <li>• Maintenance plan</li> </ul>
October 2022	<ul style="list-style-type: none"> <li>• Meeting room use policy</li> <li>• Maker space use policy</li> <li>• Fitness center use policy</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency prep/ safety plan</li> <li>• Budget authorization – staff, operations, fees</li> </ul>
November 2022	<ul style="list-style-type: none"> <li>• Facility use guidelines (behavior policy)</li> <li>• ADA inclusion policy</li> </ul>	<ul style="list-style-type: none"> <li>• Move-in plan</li> <li>• BH library decommissioning plan</li> </ul>
December 2022		
2023	<ul style="list-style-type: none"> <li>• Grand opening</li> <li>• Facility tours</li> <li>• Event calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Red Cross shelter agreement</li> <li>• LEED/ NZE certification</li> <li>• Cooling center activation procedure</li> </ul>



**City of Menlo Park Library Commission  
2021 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
June 21, 2021	<ul style="list-style-type: none"> <li>• Standing item – Department updates</li> <li>• Welcome new Commissioners</li> <li>• Election of Chair and Vice Chair</li> <li>• Library use guidelines (behavior policy)</li> </ul>
July 19, 2021	<ul style="list-style-type: none"> <li>• MPCC project updates</li> <li>• FY 2021/22 budget and library reopening</li> <li>• Assign Commissioners as informational liaisons to library affiliate groups</li> <li>• Onboarding new Commission members</li> <li>• Agenda calendar</li> </ul>
August 16, 2021	<ul style="list-style-type: none"> <li>• Summer Reading Adventure and collaboration with child care</li> <li>• Review Commission work plan and prepare report to City Council</li> <li>• Strategic Plan scorecard</li> </ul>
September 20, 2021	<ul style="list-style-type: none"> <li>• Assign Commissioners as informal liaisons (one assignment)</li> <li>• Library use guidelines for children and teens</li> <li>• Department updates</li> </ul>
October 18, 2021	<ul style="list-style-type: none"> <li>• MPCC Programming background information</li> <li>• Report out on joint meeting topic development</li> <li>• Department updates</li> </ul>
November 15, 2021	<ul style="list-style-type: none"> <li>• Timeline and sequence for developing Menlo Park Community Campus programming elements</li> </ul>
December 20, 2021	<ul style="list-style-type: none"> <li>•</li> </ul>
January 24, 2022 (Date change due to MLK holiday)	<ul style="list-style-type: none"> <li>• 6-month review – program reactivation</li> </ul>
February 28, 2022 (Date change due to President's Day holiday)	<ul style="list-style-type: none"> <li>• MPCC programming elements</li> </ul>
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> <li>• <i>DEI initiative update</i></li> <li>• <i>Library division annual report</i></li> <li>• <i>City Emergency preparedness and safety policy *pending citywide policy update</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

**City of Menlo Park - Parks and Recreation Commission  
2020-21 Tentative Agenda Schedule  
November 15, 2021**

*Meetings are held virtually via videoconference at 6:30pm on the fourth Wednesday of the month unless otherwise specified*

MEETING DATE	PROPOSED AGENDA TOPICS
August 25, 2021	<ul style="list-style-type: none"> <li>• City Council/Mayor Liaison welcome message</li> <li>• Presentation: Chamber of Commerce community, economic development events</li> <li>• Gymnastics program reactivation</li> <li>• Bedwell Bayfront Park Master Plan update</li> <li>• Measure T bond issuance update – Parks &amp; Rec Master Plan</li> <li>• LCS suggestion box responses</li> <li>• Potential joint meeting with Library Commission</li> <li>• LCS Strategic Plan Scorecard</li> </ul>
September 22, 2021	<ul style="list-style-type: none"> <li>• Elect new Commission Chair</li> <li>• Holiday observances and special events (presentation)</li> <li>• Parks and Recreation Commission work plan subcommittee</li> <li>• Updated facility use guidelines</li> </ul>
October 27, 2021	<ul style="list-style-type: none"> <li>• MPCC programming – background information</li> <li>• Parks and Recreation Commission work plan subcommittee</li> <li>• Department updates</li> </ul>
November 15, 2021 <b>Special joint meeting with Library Commission</b>	<ul style="list-style-type: none"> <li>• Timeline and sequence for developing Menlo Park Community Campus programming elements</li> </ul>
<del>November 24, 2021</del> <b>Cancelled</b>	<ul style="list-style-type: none"> <li>• <i>Cancelled – attend November 15 joint meeting with Library Commission instead</i></li> </ul>
<del>December 22, 2021</del> <b>December 8, 2021</b> <b>Tentative – Special meeting</b>	<ul style="list-style-type: none"> <li>• Report out from Commission work plan subcommittee</li> </ul>
January 26, 2022	<ul style="list-style-type: none"> <li>• Pickleball pilot program review</li> <li>• Aquatics program comparative data</li> <li>• Approve field users for 2022-2023</li> </ul>
February 23, 2022	<ul style="list-style-type: none"> <li>• 6-month review – program reactivation</li> <li>• MPCC programming elements</li> </ul>
<i>Unscheduled future items (tentative)</i>	<ul style="list-style-type: none"> <li>• <i>Presentation: New public park on Facebook property</i></li> <li>• <i>Inclusion Programs/Classes update</i></li> <li>• <i>DEI initiative update</i></li> <li>• <i>Nealon Park update</i></li> <li>• <i>Parks and Recreation Facilities Master Plan update</i></li> <li>• <i>Parks tour locations</i></li> </ul>