



REGULAR MEETING AGENDA

Date: 7/19/2021

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 meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID #971-5664-2294
 - Access the regular meeting real-time via telephone at:
(669) 900-6833
Meeting ID #971-5664-2294
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. 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).

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 Library Commission on any subject not listed on the agenda. Each speaker may address the Library Commission 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 Library Commission cannot act on items not listed on the agenda and,

therefore, the Commission 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 June 21, 2021 Library Commission meeting ([Attachment](#)) (5 minutes)
- D2. Assign Commissioners as informational liaisons to library affiliate groups
([Staff report LC-2021-020](#)) (10 minutes)
- D3. Fiscal year 2021-22 budget and library reopening (Presentation) (15 minutes)
- D4. MPCC project updates (Presentation) (10 minutes)
- D5. Onboarding new commission members ([Staff report LC-2021-021](#)) (10 minutes)

E. Informational Items

- E1. Library Commission agenda calendar ([Attachment](#)) (10 minutes)

F. Commissioner Reports

- F1. Individual Commissioner reports (10 minutes)

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. 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: 7/15/2021)



REGULAR MEETING MINUTES – DRAFT

Date: 6/21/2021

Time: 6:30 p.m.

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

A. Call To Order

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

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Lee, Velagapudi

Absent: Guha, Leep

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

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the May 17, 2021 Library Commission meeting

ACTION: Motion and second (Cohen/ Erhart) to approve minutes from the May 17, 2021 Library Commission meeting, passed 5-0-2 (Guha and Leep absent).

D2. Select new Library Commission Chair and Vice Chair

Assistant Director Szegda made the presentation.

ACTION: Motion and second (Cohen/ Hadrovic) to select Commissioner Erhart as Chair, passed 5-0-2 (Guha and Leep absent).

ACTION: Motion and second (Erhart/ Hadrovic) to select Commissioner Cohen as Vice Chair, passed 5-0-2 (Guha and Leep absent).

D3. Review/recommend: Proposed revisions to the Library Use Guidelines

Assistant Director Szegda made the presentation (Attachment)

ACTION: Motion and second (Lee/ Cohen) to approve recommended changes to the library use policy, passed 5-0-2 (Guha and Leep absent).

E. Informational Items

E1. Department Updates

- Reopening plans
- Library spaces

- City budget hearing

Director Reinhart made the presentation.

E2. Review/Update: Library Commission agenda calendar

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

- July – report out on library re-openings
- July – discuss August recess
- July – assign Commissioner liaisons to library support groups

F. Commissioner Reports

Commissioners Lee and Velagapudi introduced themselves.

Commissioner Lee presented photos of COVID-19 signs and adaptations at the Half Moon Bay Library.

G. Adjournment

Chair Hadrovic adjourned the meeting at 7:30 p.m.

Nick Szegda, Assistant Library Services Director

LIBRARY USE GUIDELINES

Menlo Park Library Policy

Adopted September 16, 2019

Proposed revisions June 21, 2021



Purpose

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.

Prohibited conduct and activities

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.

LIBRARY USE GUIDELINES

Adopted September 16, 2019

Proposed revisions June 21, 2021

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- 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.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines

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.

Additional information

- In case of an emergency, promptly follow all library staff instructions.
- 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:

07/19/2021

Staff Report Number:

LC-2021-020

Regular Item:

Assign Commissioners as informational liaisons to library affiliate groups

Recommendation

That the Commission review current informational liaison assignments and recommend assigning a primary and secondary informational liaison to library affiliate groups.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with advising the City Council on matters related to the City's libraries.

Background

The Library Commission has assigned members to be informational liaisons to library affiliate groups for the last several years. These liaisons attend affiliate group meetings, establish contact with the leadership of the affiliate groups, take note of current and planned activities, and report back to the Commission during the Commissioner Report section of the Library Commission agenda.

Analysis

Library affiliate groups provide critical support to the library's operations. Informational affiliates can provide important updates to the larger Commission, keeping them informed on the activities, goals and challenges of the affiliate groups. This information sharing can help the Commission better inform the Council on the state of the activities at the libraries. Having a primary and a secondary informational liaison can help the Commission cover meetings and maintain contact. Because of the departmental merger and increasing collaboration between the library and community services/childcare teams, staff recommend adding the Parks and Recreation Commission to the list of affiliate groups.

Next Steps

A matrix showing current interest/assignments is included as Attachment A. The Commission can assign members as informational affiliates informally, by acclamation.

Attachments

Attachment A: Informational liaison assignment matrix

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report reviewed by:

Sean Reinhart, Director of Library and Community Services

Attachment A – Affiliate group/informational liaison matrix

Current assignments and expressed interest shown *in italics*

Affiliate Group	Primary informational liaison	Secondary informational liaison
Friends of the Library	<i>Cohen</i>	<i>Lee</i>
Library Foundation	<i>Hadrovic</i>	
Literacy Partners	<i>Velagapudi</i>	
Menlo Park Historical Association	<i>Hadrovic</i>	
Parks and Rec Commission		



STAFF REPORT

Library Commission

Meeting Date:

07/19/2021

Staff Report Number:

LC-2021-021

Regular Item:

Onboarding new commission members

Recommendation

That the Commission review and discuss suggestions for onboarding new Library Commission members.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with advising the City Council on matters related to the City's libraries.

Background

As a City Council-appointed citizen member of a Menlo Park advisory body, Commission members are considered to be a public official serving in an advisory capacity to the City Council. Once a Commissioner is appointed, the City Clerk is responsible for administering the oath of office and for providing mandated training on California law (like the Brown Act).

Analysis

Advisory bodies play an important role in city government by assisting and advising the City Council, providing as a forum for community and public comment, and developing recommendations as directed by the City Council. To better serve in these roles, staff recommends that the Commission consider using a "new member checklist" that can be used to help new Commission members acclimate to their roles as an advisory body member, and become better acquainted with current issues relevant to the Commission's work. The Commission may also want to consider a "buddy system", where an incoming Commissioner is paired with an existing Commissioner, who could serve as a point of contact for questions and concerns. The Commission's staff liaison would continue to serve in their role as the primary contact for interactions with the department. It should be noted that the City's web page will be updated and improved in the fall. Links listed in the checklist should be reviewed at least annually for accuracy and timeliness.

Next Steps

A suggested checklist of items of interest and links for new Commissioners is included as Attachment A. The Commission is encouraged to review the list and suggest any additions or edits. The Advisory Body Handbook, a primary source of information for the roles and responsibilities of advisory body members, is included as a link in Attachment B.

Attachments

Attachment A: Suggested checklist of items for new Commissioners

Attachment B: Advisory body handbook (link):

<https://www.menlopark.org/DocumentCenter/View/15204/Advisory-body-handbook-2021?bidId=>

Staff Report #: LC-2021-021

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

Report approved by:
Sean Reinhart, Director of Library and Community Services

Attachment A – Suggested checklist of items for new Library Commissioners

Library Commission webpage: <https://www.menlopark.org/322/Library-Commission>

Includes links to the Commission's work plan, current meeting agenda, and past meeting minutes.

Notify Me page: <https://www.menlopark.org/list.aspx>

Sign up for alerts on topics of interest including meeting agendas, newsletters and calendar events

Library affiliate groups:

Friends of the Menlo Park Library: <https://friendsmpl.org/>

The Friends of the Library (nicknamed "The Moles" because of their primary sorting location in the main library's basement) has been around in some form since the 1950's. The Friends collect and sort thousands of donated books, sell them online and onsite, and give the money raised to the library to support programs, materials, and special projects.

Menlo Park Library Foundation: <https://www.menlolibrary.org/>

"Menlo Park Library Foundation connects private financial support to enhance community library programs, facilities, and services. We partner with the City of Menlo Park and the community to fund multiple Library projects." The Library Foundation will be the lead nonprofit partner raising funds for the new Menlo Park Community Campus project. The Foundation also funds special projects including the Seed Lending Library, the Little Free Libraries project, and the Youth Poetry and Youth Poster contests.

Literacy Partners Menlo Park: <https://www.literacypartnersmenlopark.org/>

LPMP is a nonprofit dedicated to supporting literacy programs and projects through fundraising and community awareness. LPMP supports the library's literacy efforts.

Menlo Park Historical Association: <https://sites.google.com/site/mphistorical/>

Housed in the basement of the main library, MPHA was formed "to collect, preserve and disseminate historical data, information, relics and objects or records of historical interest relating to the City of Menlo Park and environs"

Parks and Recreation Commission: <https://www.menlopark.org/330/Parks-and-Recreation-Commission>

With the merger of the Library and the Community Services departments in 2020, collaboration between the library, child care, and recreation teams will continue to grow.

City of Menlo Park Open Government page: <https://www.menlopark.org/484/Open-government>

Links to budgets, planning documents, public notices, and more

Staff Report #: LC-2021-021

LCS Strategic Plan: 2020 and beyond:

https://www.menlopark.org/DocumentCenter/View/27206/Staff-report_LC_21-006_LCS-Strategic-Plan-Update

Guiding document for the Library and Community Services department. Update to be presented to the Commission by January 2022.

Menlo Park Community Campus project page: <https://www.menlopark.org/bellehaven>

Construction updates and meeting documents on the new combined library and recreation facility.

**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
May 17, 2021	<ul style="list-style-type: none"> • Expanding public access to library facilities (Presentation) • Library user feedback form – submissions and responses • City Manager’s proposed FY 21-22 operating budget • Standing item – MPCC updates
June 21, 2021	<ul style="list-style-type: none"> • Standing item – Department updates • Welcome new Commissioners • Election of Chair and Vice Chair • Library Policies – COVID revisions
July 19, 2021	<ul style="list-style-type: none"> • MPCC project updates • FY 2021/22 budget and library reopening • Assign Commissioners as informational liaisons to library affiliate groups • Onboarding new Commission members • Agenda calendar
August 16, 2021	<ul style="list-style-type: none"> • Summer Reading Adventure and collaboration with child care •
September 20, 2021	<ul style="list-style-type: none"> •
October 18, 2021	<ul style="list-style-type: none"> •
November 15, 2021	<ul style="list-style-type: none"> •
December 20, 2021	<ul style="list-style-type: none"> •
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Diversity, inclusivity, and equity policy (awaiting Council action)</i> • <i>Library Commission semi-annual update to Council</i> • <i>Library department annual report</i> • <i>City Emergency preparedness and safety policy *pending citywide policy update</i> • <i>Groundbreaking - MPCC</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