



REGULAR MEETING AGENDA

Date: 9/20/2021

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 August 16, 2021 Library Commission meeting ([Attachment](#))
- D2. Assign Commissioners as liaisons to library affiliate groups – one assignment

E. Informational Items

- E1. Library use guidelines for children and teens ([Staff report LC-2021-026](#))
- E2. Department updates ([Staff report LC-2021-027](#))
- E3. Library Commission tentative agenda calendar ([Attachment](#))

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 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: 9/15/2021)



REGULAR MEETING MINUTES – DRAFT

Date: 8/16/2021

Time: 6:30 p.m.

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

A. Call To Order

Chair Erhart called the meeting to order at 6:36 p.m.

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Lee, Leep, Velagapudi

Absent: None

Staff: Library and Community Services Director Reinhart, Senior Librarian Giuliano Costantini, Librarian II Rose Waldman

Chair Erhart announced the resignation of Commissioner Guha.

C. Public Comment

None.

D. Regular Business

Chair Erhart reordered the agenda bringing D3. before D2.

D1. Approve minutes from the July 19, 2021 Library Commission meeting

ACTION: Motion and second (Hadrovic/ Cohen) to approve minutes from the July 19, 2021 Library Commission meeting, passed unanimously.

D3. Review Commission work plan and report to City Council

Chair Erhart made the presentation (Attachment).

ACTION: Motion and second (Vamsi/ Cohen) to approve the Commission's work plan (Attachment) and presentation to City Council, passed 5-0 (Lee abstaining).

D2. Summer Reading Adventure and collaboration with child care

Librarian II Waldman made the presentation (Attachment).

D4. Assign Commissioners as liaisons to library affiliate groups – one assignment

ACTION: By acclamation, the Commission selected Commissioner Lee to the backup liaison position with the Friends of the Library. The remaining assignment was tabled until the September meeting.

E. Informational Items

E1. Expanding Library Open Hours

The Commission discussed increasing library open hours on Saturdays.

E2. Library user feedback form – submissions and responses

E3. Library and Community Services Strategic Plan Scorecard

E4. Library Commission tentative agenda calendar

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

- September – report out on City Council presentation
- September – report out on possible joint meeting with Parks and Recreation Commission (Chair Erhart to schedule)
- September – revisit informational liaison assignments

F. Commissioner Reports

None.

G. Adjournment

Chair Erhart adjourned the meeting at 7:42 p.m.

Nick Szegda, Assistant Library Services Director



LIBRARY COMMISSION UPDATE TO COUNCIL

David Erhart, Chair



INTRODUCTION & RECAP

- Last commission update on November 19, 2019 by former chair, Katie Hadrovic
- Commission meetings cancelled February to June 2020
- Transition to on-line meetings very successful with consistent attendance and participation by:
 - Commission members
 - Public
 - City Council Liaison
- Assigned Commissioners as informational liaisons to library affiliate groups
- Welcomed new Commissioners Aldora Lee and Vamsi Velagapudi



NEW BELLE HAVEN BRANCH LIBRARY

- In December 2019, Facebook announced their offer to build a new multi-use facility in Belle Haven that would include a branch library (MPCC project)
- Commission has continued to solicit public comment on ideas/concerns about the project and interim services at Belle Haven branch
- Commission receives regular status updates from staff
- Commission has shifted focus to engaging with staff on how library policies and services will be modified to reflect the opportunities and challenges offered by a multi-use facility



LIBRARY COMMISSION INITIATIVES

- Engaging with Staff about return to on-site service
 - Support for on-site staff
 - Feedback from public returning to Main and BH Branch
- Review of Library policies
 - Meeting Room Policy
 - Reviewed and recommended updates to the Library Use Guidelines (aka Visitor Behavior Policy)
- Reviewed and recommended updates to the Library and Community Services Department Strategic Plan



PROGRESS ON WORK PLAN

- In August 2020 Commission updated the Library Commission work plan to include an item that focused on the library's response to the current pandemic, and on preparedness and preserving equitable access during future disruptive events
 - Plan had been to present to City Council in September 2020 for review/approval

Note: We will be reviewing the update that was discussed last year at the 08/16/21 commission meeting. If the commission approves the current update, I plan to present it for review/approval at the 09/21 City Council meeting commission presentation.



LOOKING AHEAD

- Continue public engagement and outreach
- Continue engagement on MPCC project
- Continue meetings at BH Branch
- Continue to update Commission agenda calendar to address new topics
- Library policy updates
 - Diversity, inclusivity and equity
 - Library services to seniors and the homebound
 - Emergency preparedness and safety policy
- Review work plan and update for 2021/22



THANK YOU

MEMORANDUM



Date: 08/16/21

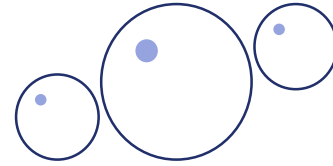
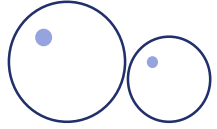
To: Library Commission

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.

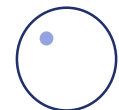
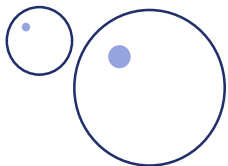
The Subcommittee met on August 12, 2020 and adapted the existing Work Plan by adding an item that focuses on the library's response to the current pandemic, and on preparedness and preserving equitable access during future disruptive events.

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 and advise on the library needs of the community during the current COVID pandemic and in other emergencies. This may include a review of library policies and services related to adaptations made by the library in response to emergencies. Of particular interest is how the current pandemic is affecting user access, how library service is changing, the impact of technology on the provision of library services, and how the Commission might help increase equitable access for community members
5. Establish a plan and timeline to periodically receive staff presentations and reports about major Library service areas and programs and Commissioner liaison reports about affiliates.
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



Summer Literacy for Summer Camps and Schools

an initiative of Menlo Park Library and Community Services





Hello!

Rose Waldman

Librarian II

Menlo Park Library and Community Services

RCWFrazier@menlopark.org

650-330-2516

The Need

Summer Camps (4 2-week sessions)

- Camp Menlo (located at Onetta Harris)
 - Grades K-2
 - Grades 3-5
- Menlo Mania (located at the Menlo Children's Center)
 - Grades K-2
 - Grades 3-5

Summer Pre-Schools (run all summer)

- Menlo Children's Center
 - 3 classrooms, divided by age
- Belle Haven Child Development Center
 - 4 classrooms, not divided by age

The Service: Summer Reading

- Reading Logs
- Incentive prizes
- Online programming
 - Puppet shows and zoo visits
 - Story time online
 - Beanstack Summer Reading
- Classroom collection at Onetta Harris

The Service: Story Time

- What does “early literacy” mean in this case?
 - Enriching, educational, and entertaining
 - “First book discussion”
 - Connection between concept of stories and the act of reading
 - Whole-self engagement



The Logistics

- Training
- Communication
- Scheduling
- Materials
- Execution

date(s)	location	Population served	how many staff	how long	what time	Staff memb	Staff memb	training alt	BRING WITH	ACTION
Tue June 22	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 session 1 start Menlo Mania k-2 & 3-5 session 1 start	1	1hr	10am 11am	RF GF			print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies	visit K-2 classroom. Pass out logs, explain visit K-2 classroom. Pass out logs, explain
Wed June 23	ONLINE		1	30m	10am	MB				
Thu June 24	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	JP	JW		story time supplies	visit k-2 classroom. Present story time.
Tue June 29	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	RF	SD		story time supplies	visit k-2 classroom. Present story time.
Wed June 30	ONLINE		1	30m	10am	SD				
Thu July 1	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 Menlo Mania k-2 & 3-5	1	1hr	10am 11am	JW JP		YFG	toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies	visit K-2 classroom. Pass out prizes, present visit K-2 classroom. Pass out prizes, present
Fri Jul 2	BHCDC MCC	CDC summer school (pre-k) -- start MCC summer school (pre-k) -- start	2 2 (or 1)	2h	9:30-11:45am	JW (2) RF (2)	JP (2) GF (1)	SB	print logs (60 pre-k), incentive books (75 for pre-k), story time supplies print logs (45 pre-k), incentive books (60 for pre-k), story time supplies	JW visit classroom 1. Pass out logs, explain RF visit classroom A. Pass out logs, explain
Tue July 6	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 session 2 start Menlo Mania k-2 & 3-5 session 2 start	1	1hr	10am 11am	RF GF		SD	print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies	visit K-2 classroom. Pass out logs, explain visit K-2 classroom. Pass out logs, explain
Wed July 7	ONLINE		1	30m	10am	GF				
Thu Jul 8	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	RF	JW		story time supplies	visit k-2 classroom. Present story time.
Fri Jul 9	BHCDC	CDC summer school (pre-k)	2	2h	9:30-11:45am	MB (2)	GF (2)	SB	GF visit classroom 1, present story time.	GF visit classroom 1, present story time. JW
Tue Jul 13	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	MB	SD		story time supplies	visit k-2 classroom. Present story time.
Wed Jul 14	ONLINE		1	30m	10am	RF				
Thu July 15	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 Menlo Mania k-2 & 3-5	1	1hr	10am 11am	MB JW		YFG	toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies	visit K-2 classroom. Pass out prizes, present visit K-2 classroom. Pass out prizes, present
Fri Jul 16	MCC	MCC summer school (pre-k)	2 (or 1)	2h	9:30-11:45am	RF (2)	MB (1)	SB	story time supplies	RF visit classroom A, present story time. JW
Tue July 20	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 session 3 start Menlo Mania k-2 & 3-5 session 3 start	1	1hr	10am 11am	MB SD		YFG	print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies	visit K-2 classroom. Pass out logs, explain visit K-2 classroom. Pass out logs, explain
Wed July 21	ONLINE		1	30m	10am	JW				
Thu Jul 22	Onetta Harris Portables	Camp Menlo K-2 only	1	25m	10am	JW			story time supplies	visit k-2 classroom. Present story time.
Fri Jul 23	BHCDC MCC	CDC summer school (pre-k) MCC summer school (pre-k)	2 2 (or 1)	2h	9:30-11:45am	GF (2) SD (2)	MB (2) RF (1)	SB	story time supplies story time supplies	GF visit classroom 1. Pass out logs, explain JP visit classroom A. Pass out logs, explain
Tue Jul 27	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	SD	RF		story time supplies	visit k-2 classroom. Present story time.
Wed Jul 28	ONLINE		1	30m	10am	MB				
Thu July 29	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 Menlo Mania k-2 & 3-5	1	1hr	10am 11am	GF JW		YFG	toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies	visit K-2 classroom. Pass out prizes, present visit K-2 classroom. Pass out prizes, present
Fri Jul 30	BHCDC MCC	CDC summer school (pre-k) MCC summer school (pre-k)	2 2 (or 1)	2h	9:30-11:45am	GF (2) MB (2)	JW (2) RF (1)	SB	story time supplies story time supplies	GF visit classroom 1. Pass out logs, explain MB visit classroom A. Pass out logs, explain
Tue Aug 3	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 session 4 start Menlo Mania k-2 & 3-5 session 4 start	1	1hr	10am 11am	SD RF	MB YFG		print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time supplies	visit K-2 classroom. Pass out logs, explain visit K-2 classroom. Pass out logs, explain
Wed Aug 4	ONLINE		1	30m	10am	SD				
Thu Aug 5	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	JW			story time supplies	visit k-2 classroom. Present story time.
Fri Aug 6	BHCDC MCC	CDC summer school (pre-k) MCC summer school (pre-k)	2 2 (or 1)	2h	9:30-11:45am	GF (2) JW (2)	MB (2) SD (1)	SB	story time supplies story time supplies	GF visit classroom 1. Pass out logs, explain JW visit classroom A. Pass out logs, explain
Tue Aug 10	Onetta Harris Portables	Camp Menlo k-2 only	1	25m	10am	SD	RF		story time supplies	visit k-2 classroom. Present story time.
Wed Aug 11	ONLINE		1	30m	10am	JW				
Thu Aug 12	Onetta Harris Portables MCC	Camp Menlo k-2 & 3-5 Menlo Mania k-2 & 3-5	1	1hr	10am 11am	GF JW		YFG SB	toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies toy prizes (at least 40), book prizes (15 k-2, 15 3-5), story time supplies	visit K-2 classroom. Pass out prizes, present visit K-2 classroom. Pass out prizes, present
Fri Aug 13	BHCDC MCC	CDC summer school (pre-k) -- end MCC summer school (pre-k) -- end	2 2 (or 1)	2h	9:30-11:45am	GF (2) RF (2)	SB (2) JW (1)		prize books (75 for pre-k), story time supplies prize books (60 for pre-k), story time supplies	GF visit classroom 1. Pass out prizes, present RF visit classroom A. Pass out prizes, present

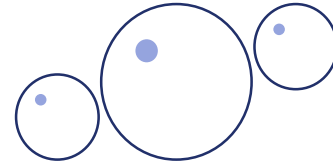
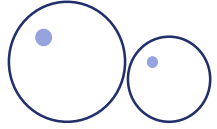
The Outcome: Quantitative

- Six Library staff members
- Eight Weeks
- Eleven Story Times per week
- (approx). 150 children served
- (approx.) 300 books distributed
- 40 hours of time spent in classrooms

The Outcome: Qualitative

- Positive feedback from childcare staff
- Relayed positive feedback from parents
- Action toward bringing literacy services into the community
- Successful connection between divisions of LCS
- Hope for future collaboration

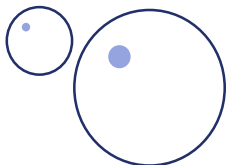




The End

ANY QUESTIONS?

Want to contact me? RCWFrazier@menlopark.org, 650-330-2516





STAFF REPORT

Library Commission

Meeting Date:

09/13/2021

Staff Report Number:

LC-2021-026

Informational Item:

Library use guidelines for children and teens

Recommendation

That the Commission receive and file the Library Use Guidelines for Children and Teens (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission may review and recommend updates to library user policies and guidelines as the need arises.

Background

The Library Use Guidelines, colloquially referred to as the Behavior Policy, governs the public's use of library facilities, programs, and materials, to include:

- Assuring equitable access to library facilities and resources for all community members;
- Maintaining a safe, clean and welcoming library environment for all library visitors;
- Facilitating the smooth and effective functioning of library operations; and,
- Ensuring a healthy, safe and productive workplace environment for library team members and volunteers.

The Library Use Guidelines were reviewed by the Library Commission on [June 21, 2021](#) (Attachment B).

Analysis

The Library Use Guidelines for Children and Teens is a subset of the overall Library Use Guidelines, and addresses issues particular to children and young adults including:

- Rules concerning unsupervised children
- Rules concerning unattended children
- Staff actions to be taken in response to unattended children

Attachments

A: Library Use Guidelines for Children and Teens

B: Hyperlink: https://www.menlopark.org/DocumentCenter/View/28405/Staff-report_LC_2021-018-Library-Use-Policy-Update-COVID

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report reviewed by:

Sean Reinhart, Director of Library and Community Services

LIBRARY USE GUIDELINES FOR CHILDREN AND TEENS

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501



<p>Purpose</p>
<p>The City of Menlo Park is committed to providing safe, welcoming spaces for children and teens to engage in high quality learning experiences. This policy is intended to help children, teens and families safely enjoy City of Menlo Park library facilities and services.</p>
<p>Unattended Children and Youth at Menlo Park Libraries</p>
<p>The library is a public place. Do not leave children unsupervised or unattended. It is the responsibility of parents and guardians to ensure their children's safety, welfare, and appropriate behavior in the library. Library staff are not available to provide child care for any duration of time. Library staff are not authorized to assume responsibility for the direct supervision, safety or welfare of any child in the absence of a responsible caregiver.</p> <p>Children under the age of 6 should never be left unattended in any part of the library, including areas designated for children. A parent, guardian, or responsible caretaker must always remain within sight of their child, including during story time or other programs.</p> <p>Children ages 6-10 must have a parent, guardian, or designated caregiver over the age of 14 (for example, an older sibling) remain in the library building with them at all times. The caregiver is responsible for the safety, behavior and supervision of the children in their care while at the library.</p> <p>Older children ages 11 and up may visit the library unattended by an adult, but should never be left alone for extended periods of time and never outside library open hours. Parents/caregivers are responsible for the safety, well-being, and behavior of their children. It is recommended that older children have a cellphone or other method to contact their parent or guardian. If a child needs assistance to call home, library staff will dial the number for them.</p> <p>The library has areas designated and reserved for exclusive use by children and teens and their caregivers. Adults over 18 who are not accompanied by a child or teen in their care may not visit these areas except to briefly access the library book and media collection, seek assistance from library staff, or attend a program with staff's approval.</p> <p>All library patrons, including children and teens, are expected to follow the Menlo Park Library Use Guidelines.</p> <p>Caregivers must pick children up at least 15 minutes before the library's posted closing time.</p>
<p>Response actions</p>
<p>If a child is observed to be unattended by an adult or caregiver in the library and the child seems upset, disruptive, in distress, at risk, or otherwise in need of adult help, library staff may take one or more of the following actions:</p> <ul style="list-style-type: none"> • Make contact with the child to assess their well-being • Attempt to reach the adult/caregiver by paging them over the public address system, or directly by phone; • Walk through the library building with the child to look for child's adult/caregiver; • Contact emergency services and/or law enforcement. <p>If a child is left unattended in the library at closing time, library staff will attempt to contact the parent or legal guardian. If a parent or guardian cannot be immediately contacted, or if a parent/guardian is unable to immediately pick up the child, staff will contact local law enforcement to assume responsibility for the child's well-being.</p>



STAFF REPORT

Library Commission

Meeting Date:

09/20/2021

Staff Report Number:

LC-2021-027

Informational Item:

Department updates

1. Menlo Park Community Campus project. Demolition to prepare the project site for construction of the new facility is scheduled to take place during September and October 2021. Demolition activities will generate some noise, vibratory and dust impacts to the surrounding area. Noise will comply with the City of Menlo Park noise ordinance for construction projects and dust will be mitigated by using the appropriate amount of water to spray active work areas. Demolition activities will proceed in such a way as to repurpose and recycle usable building materials to the greatest extent feasible.

Facilities to be demolished include the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool. The Belle Haven Youth Center has temporarily relocated to a portable facility located in the Kelly Park parking area. The Menlo Park Senior Center has temporarily relocated to the Arrillaga Family Recreation Center. Some recreation classes previously provided at the Onetta Harris Community Center have temporarily relocated to space in the Belle Haven Branch Library; additional recreation programs continue to be available at Arrillaga Family Recreation Center and Gymnasium. Aquatics programs continue to be available at Burgess Pool. The existing Kelly Park athletic field, track, restrooms, tennis and basketball courts will remain in place and accessible throughout the project.

The Menlo Park Community Campus will include a new recreation center, gymnasium, senior center, afterschool care center, branch library, teen space, maker space, community rooms, and aquatics center, among other amenities. The new facility is planned to be all-electric and will include sufficient solar panels to offset 100% of the facility's energy use with renewable energy produced onsite. The facility is being constructed to standards that will allow it to achieve designation as an official emergency shelter. The new facility is scheduled to open in 2023.

2. Advisory body appointments. The City Council on September 21 will consider applicants to vacant or expired term seats on the following advisory bodies: Finance and Audit Committee (FAC) and Library Commission (LC.) The Library Commission currently has one vacancy due a resignation, with the current term expiring on April 30, 2024.
3. Commission work plan submittal to City Council. The City Council tentative agenda calendar has been updated, and the Library Commission work plan submittal has been rescheduled to the regular City Council meeting on October 26, 2021.
4. Personnel activity report. The City Council on September 14, 2021 received a [report outlining the status](#)¹ of active, pending and yet-to-be prioritized recruitments, including several positions in the Library and Community Services department.

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

¹ <https://www.menlopark.org/DocumentCenter/View/29627/N2-20210914-CC-Personnel-activity>

**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 (presentation) • Review Commission work plan and prepare report to City Council • Strategic Plan scorecard • Expanding library open hours • Library user feedback form – submissions and responses
September 20, 2021	<ul style="list-style-type: none"> • Assign Commissioners as informational liaisons (one assignment) • Library use guidelines for children and teens • Department updates
October 18, 2021 <i>(potentially in person at Belle Haven Branch Library)</i>	<ul style="list-style-type: none"> • MPCC programming • Joint meeting topic development • Library Commission work plan
November 15, 2021 <i>(potentially in person at Belle Haven Branch Library)</i>	<ul style="list-style-type: none"> • Joint meeting with PRC
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 department annual report</i> • <i>City Emergency preparedness and safety policy *pending citywide policy update</i> • <i>Commission gathering</i>

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 6:30 PM

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, 2:00pm.

Literacy Partners: Typically meets third Wednesday of each month, 7pm