



REGULAR MEETING AGENDA

Date: 10/18/2021

Time: 6:30 p.m.

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

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 #838 6184 1082
 - Access the regular meeting real-time via telephone at:
(669) 900-6833
Meeting ID #838 6184 1082
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# 838 6184 1082)

A. Call to Order

B. Roll Call

B1. Welcome new Commissioner Pavneet Singh

C. 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 September 20, 2021 Library Commission meeting ([Attachment](#)) (5 minutes)
- D2. Menlo Park Community Campus programming – background information ([Staff report LC-2021-028](#)) (20 minutes)

E. Informational Items

- E1. Library Commission agenda calendar ([Attachment](#)) (10 minutes)
- E2. Report out - planning session for joint meeting (5 minutes)
- E3. Menlo Park Community Campus groundbreaking ceremony, November 6, 2021, 10:00 am (5 minutes)
- E4. Department updates (5 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: 10/14/2021)



REGULAR MEETING MINUTES – DRAFT

Date: 9/20/2021

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 6:40 p.m.

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Lee (arrived at 6:53 p.m.) Leep, Velagapudi

Absent: None

Staff: Library and Community Services Director Sean Reinhart

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the August 16, 2021 Library Commission meeting

ACTION: Motion and second (Hadrovic/ Cohen), to approve minutes from the August 16, 2021 Library Commission meeting, passed 5-0 (Lee absent).

D2. Assign Commissioners as liaisons to library affiliate groups – one assignment

ACTION: By acclamation, Commissioner Hadrovic was assigned secondary informational liaison to the affiliate group Literacy Partners. The Commission will revisit the item when the new Commissioner is in attendance.

E. Informational Items

E1. Library use guideline for children and teens

Director Reinhart made the presentation.

E2. Department updates

Director Reinhart gave the department updates.

E3. Library Commission tentative agenda calendar

ACTION: By acclamation, the Commission directed the Chair and Vice Chair of the Library Commission to reach out to the Chair and Vice Chair of the Parks and Recreation Commission to discuss topics for the November 15, 2021 joint meeting.

F. Commissioner Reports

F1. Individual Commissioner reports

Chair Erhart reported attending the August 25, 2021 Parks and Recreation Commission meeting and that the Parks and Recreation Commission was supportive of a joint meeting.

G. Adjournment

Chair Erhart adjourned the meeting at 7:11 p.m.

Linda Munguia, Senior Office Assistant



STAFF REPORT

Library Commission

Meeting Date:

10/18/2021

Staff Report Number:

LC-2021-028

Regular Business:

Menlo Park Community Campus programming – background information

Recommendation

That the Commission review and comment on the background information on programming for the forthcoming Menlo Park Community Campus (MPCC) facility in advance of the joint meeting of the Library and Parks and Rec Commissions on November 15, 2021.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission may review the scope and degree of library activities, and advise the City Council on matters related to the operations of the City's libraries.

Background

Construction on the Menlo Park Community Campus project has begun. Prior updates provided to the Library Commission have focused on funding decisions and construction planning. The Commission's focus now turns to beginning a community conversation on programming at the new facility. There have been several studies within the last 10 years that have focused on the needs of the Belle Haven Community. They include:

- Belle Haven Community Visioning (2013) - Led by Community Services staff
- Belle Haven Library Needs Assessment (2018) – Led by Library staff
- Park and Recreation Facilities Master Plan Update (2019) – Led by Community Services staff
- Belle Haven Library Space Needs Assessment (2019) – Led by Library staff

Analysis

A joint meeting of the Library Commission and the Parks and Recreation Commission has been scheduled for November 15, 2021, at 6:30 p.m. Valuable contextual information can be found in the background information provided in Attachment A. In reviewing the information ahead of the joint meeting, and in preparation for community conversations about the programming for the new facility, Commissioners may want to consider:

- Neighborhood needs expressed in the studies that are not yet met;
- Community outreach and engagement methods that were used successfully;
- Neighborhood needs expressed at recent Commission meetings;
- Items that each Commission may want to collaborate on; and,
- Items that each Commission may want to revisit separately.

Next Steps

A joint meeting of the Library Commission and the Parks and Recreation Commission is scheduled for November 15, 2021, at 6:30 p.m. The chairs of both Commissions are working together to set the agenda.

Attachments

Attachment A: Background information links list

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report approved by:

Sean Reinhart, Director of Library and Community Services

ATTACHMENT A: BACKGROUND INFORMATION LINKS

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

Construction updates, project timeline, links to previous meetings, documents, and presentations. Option to subscribe to project update notification.

Belle Haven Community Visioning 2013

<https://www.menlopark.org/DocumentCenter/View/1300/Belle-Haven-Action-Plan-with-Matrix>

The Visioning process "...sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, build capacity and better position Belle Haven to work with the City of Menlo Park and private developers to advocate for their interests."

City background page on visioning process: <https://www.menlopark.org/854/Background>

Belle Haven Neighborhood Library Needs Assessment 2018 (large file)

<https://www.menlopark.org/DocumentCenter/View/18671/Final-Belle-Haven-Library-Needs-Assessment?bidl=>

This assessment was conducted by the architectural firm Gensler from November of 2017 through June of 2018, "...with the intent of discovering, evaluating, and pinpointing the evolving needs, opportunities and desires of the Belle Haven neighborhood in Menlo Park and translating those into implications for the future of the library in Belle Haven." The needs study was commissioned by the City as part of the planning process for a new branch library. Methodology included design workshops, interviews/intercepts, and self-reporting through a mobile platform.

Key themes detailed in the report's findings:

- A. Community Space First, Library Second (the community wants spaces to gather, play, and learn)
- B. Library Programs and Services (The library as a "third space" between work and home)
- C. Neighborhood Services (needs: local grocery store, traffic mitigation, better access to City services)
- D. Neighborhood Belonging and Change (rapid change, disconnection from the rest of the City)
- E. Brand Perception of the Belle Haven Branch Library (branch seen as a school library and not for the wider community)

Park and Recreation Facilities Master Plan Update 2019 (Large file)

<https://www.menlopark.org/ArchiveCenter/ViewFile/Item/12107>

Building on a previous master plan from 1999, the Park and Recreation Facilities Master Plan Update "...is intended to provide a road map to guide decision making to help the City maintain, manage and develop its park, open space and recreation facility system for the next 20 years, and provide the community with the recreational opportunities that they desire."

The introductory chapter gives a good overview of the planning process, goals, and vision; the remainder of the document provides a lot of supporting detail.

Belle Haven Library Space Needs Study 2019

https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study

Link points to a Library Commission study session/staff report from January of 2019. Of interest – background information on the library study and details on the community outreach undertaken, including a survey that resulted in more than 900 responses from the community. The free text responses in the survey results provide insight into community needs.

**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 • Review Commission work plan and prepare report to City Council • Strategic Plan scorecard
September 20, 2021	<ul style="list-style-type: none"> • Assign Commissioners as informal liaisons (one assignment) • Library use guidelines for children and teens • Department updates
October 18, 2021	<ul style="list-style-type: none"> • MPCC Programming background information • Report out on joint meeting topic development • Department updates
November 15, 2021	<ul style="list-style-type: none"> • Joint meeting with the 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 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