



REGULAR MEETING MINUTES

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

Email public comment received (Attachment).

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 (Commissioner 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 PRC (Chair Erhart to reach out)
- September – revisit informational liaison assignments

F. Commissioner Reports

None.

G. Adjournment

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

Minutes approved at the September 20, 2021 Library Commission meeting



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

Library and Community Services

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

Szegda, Nick J

From: Jim Lewis [REDACTED]
 Sent: Friday, July 30, 2021 4:11 PM
 To: ___da NickJ
 Cc: — ; ■ @gmail.com; ■ ■ @menlopark.org; ■ ■ @menlofire.org
 Subject: Library Commission

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, OP.en attachments or rep.IY..

Chair Erhart and Members of the Library Commission:

This email is being written with respect to Agenda Item # E-1 entitled "Library Commission Agenda Calendar (Attachment) (10 Minutes).

On the calendar under "Unscheduled Future Itms" is listed an item entitled "City Emergency Preparedness and Safety Policy *pending citywide policy update".

This item is of particular interest inasmuch as I introduced it years ago and have been patiently waiting for it to be agendized. In this regard, I'd like to respectfully request that it be placed on your next agenda as an interim report on this topic, with it being agendized again when the full city program becomes known.

I ask this as Safety and Emergency Preparedness is one of the primary duties of Government. It's a topic worthy of discussion - and education. As Commissioners, you have a duty, and perhaps a liability, to address the welfare of library patrons, not only upstairs in the main library, but also in the more restricted area downstairs for the benefit of Staff, Friends of the Library, the Menlo Park Historical Association, possibly babies, infants, mothers and others for storytime, etc.

What procedures, policies and guidelines are currently in place in case of

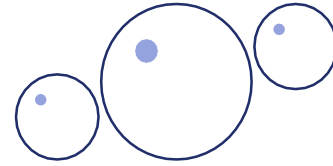
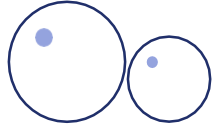
- 1- Fire
- 2- Earthquake
- 3- Active Shooter
- 4- Wildfire
- 5- Flood
- 6- Carbon Monoxide poisoning
- 7- Medical Emergency
- 8- And other safety and emergency disasters,

when the lights go out, doors may be blocked, the roof caves in and panic occurs, and so on?

The expression "hope for the best, but plan for the worst" may apply here. No emergencies are expected but realistically may occur. If they do, are you protected, are patrons protected and is the building structurally built to address these concerns? A discussion on the topic at your next meeting may be appropriate. If needed, members from MPC Ready, Cert, the Fire District, the Police Department and others may be available as a resource.

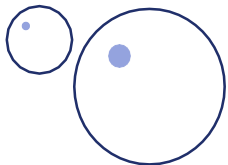
Thank you for your time and consideration.

Respectfully, Jim Lewis



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 sup print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time sup	visit K-2 classroom. Pass out logs, explai visit K-2 classroom. Pass out logs, explai
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, pres visit K-2 classroom. Pass out prizes, pres
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, expl RF visit classroom A. Pass out logs, expl
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 sup print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time sup	visit K-2 classroom. Pass out logs, explai visit K-2 classroom. Pass out logs, explai
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	story time supplies	GF visit classroom 1, present story time. J
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, pres visit K-2 classroom. Pass out prizes, pres
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. I
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 sup print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time sup	visit K-2 classroom. Pass out logs, explai visit K-2 classroom. Pass out logs, explai
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, expla JP visit classroom A. Pass out logs, expla
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, pres visit K-2 classroom. Pass out prizes, pres
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, expla MB visit classroom A. Pass out logs, expla
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 sup print logs (15 k-2, 15 3-5), incentive books (40, for appropriate ages), story time sup	visit K-2 classroom. Pass out logs, explai visit K-2 classroom. Pass out logs, explai
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, expla JW visit classroom A. Pass out logs, expl
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, pres visit K-2 classroom. Pass out prizes, pres
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, pre RF visit classroom A. Pass out prizes, pre

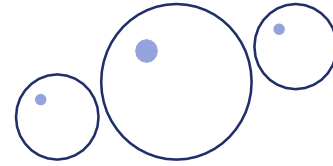
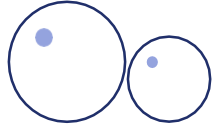
The Outcome: Quantitative

- 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

