



# Parks and Recreation Commission Library Commission

## SPECIAL JOINT MEETING MINUTES

**Date:** 11/15/2021

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

**Location:** Zoom

### A. Call To Order

Library Commission Chair Erhart called the meeting to order at 6:40 p.m.

### B. Roll Call

Library Commission

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

Absent: Lee

Parks and Recreation Commission

Present: Bryman, Diepenbrock, Joshua, Thomas

Absent: Baskin, Brosnan

Staff: Library and Community Services Director Sean Reinhart, Acting Recreation Supervisor Rondell Howard, Assistant Library Services Director Szegda

### C. Regular Business

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

**ACTION:** Motion and second (Leep/ Cohen), to approve minutes from the October 18, 2021 Library Commission meeting, passed 5-0 (Hadrovic abstaining, Lee absent).

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

**ACTION:** Motion and second (Thomas/ Bryman), to approve minutes from the October 27, 2021 Parks and Recreation Commission meeting, passed 4-0 (Baskin and Brosnan absent).

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

**ACTION:** Motion and second (Thomas/ Diepenbrock), to 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, passed 4-0 (Baskin and Brosnan absent).

### D. Presentations and Proclamations

D1. Presentation: Menlo Park Community Campus project update Acting Recreation Supervisor Howard made the presentation.

- Pam Jones commented that programming at the new facility should focus on current neighborhood residents and that it be inclusive and welcoming to those residents.

## **E. Study Session**

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

Director Reinhart made the presentation.

Staff will explore options for a joint subcommittee focused on the Menlo Park Community Campus (MPCC) project. Commission chairs will both attend the agenda planning meetings for each commission.

## **F. Informational Items**

- F1. Library Commission tentative agenda calendar (Attachment)

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

- December – cancel regular meeting, keep agenda planning session with the Parks and Recreation Commission
- February – add Menlo Park Community Campus programming elements from staff report

- F2. Parks and Recreation Commission tentative agenda calendar (Attachment)

Staff to canvas absent members for their availability for the special meeting on December 8, 2021.

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

- December – dog users at Willow Oaks
- December – report from work plan subcommittee

## **G. Commissioner Reports**

- G1. Individual Commissioner reports

Library Commission Chair Erhart reported that the MPCC groundbreaking ceremony was successful and well attended and that the Library Commission's work plan had been approved by the City Council.

Commissioner Hadrovic reported on attending the MPCC groundbreaking ceremony, in-person story times are resuming at the libraries beginning November 18, 2021, and welcomed Commissioner Singh to the commission.

Parks and Recreation Commission Chair Thomas reported on looking forward to working with the Library Commission on their mutual goals.

## H. **Adjournment**

Library Commission Chair Erhart adjourned the meeting at 8:37 p.m. Nick

Szegda, Assistant Library Services Director

Minutes approved at the January 24, 2022 Library Commission meeting

# Anticipated timeline and sequence for developing Menlo Park Community Campus programming elements

Library Commission - Parks & Recreation Commission

Joint study session  
November 15, 2021

# Background

- + Construction of the Menlo Park Community Campus (MPCC) project has begun
- + The new facility is scheduled to open in 2023
- + Designed to be a complex, multigenerational center that combines a wide range of 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.

# A community effort with multiple stakeholders

- + Every Menlo Park resident is a stakeholder in the project's success, especially neighborhood residents
- + City Council, MPCC Subcommittee (Nash, Taylor) and working group
- + Advisory bodies: Library Commission, Parks & Recreation Commission
- + Community groups, individuals, volunteers, external partners

# Programming goals

- + Fulfills the vision of a multigenerational community center that delivers high-quality services and programs that are inclusive for all Menlo Park residents
- + Fosters a sense of belonging, safety, and welcome to all visitors, especially neighborhood residents
- + Inspires creativity, community, learning, discovery, wellness and growth for people of all ages and walks of life

# Programming goals – cont'd

- + 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

- + Review a draft timeline and sequence for developing the various elements of the programming plan over the next several months
- + Receive feedback from the Library Commission and Parks and Recreation Commission at the outset of the process
- + This study session is NOT focused on developing the programming elements themselves in detail
- + This study session is NOT focused on naming the new facility. The facility naming will be undertaken through a separate engagement process at the direction of the City Council.



SamTrans Corridor

PROPERTY BOUNDARY

Kelly Park Track & Field

PG&E Substation

PROPERTY BOUNDARY

LANDS OF PG&E

Terminal Avenue

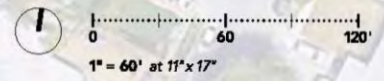
PROPERTY BOUNDARY

PG & E EASEMENT

PG & E EASEMENT

UTILITY LINES

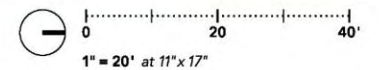
- |  |                              |                               |
|--|------------------------------|-------------------------------|
| A Menlo Park Community Campus Building | F Bicycle Parking            | K Parking Lot                 |
| B Boardwalk                            | G Outdoor Dining Terrace     | L Pool Area                   |
| C Playground                           | H Community Terrace & Garden | M Samtrans Bus Stop & Layover |
| D Existing Redwood Trees to Remain     | I Service Area               | N Fire Access Lane            |
| E Children's Outdoor Courtyard         | J Pedestrian Pathway         | O Solar Carports              |

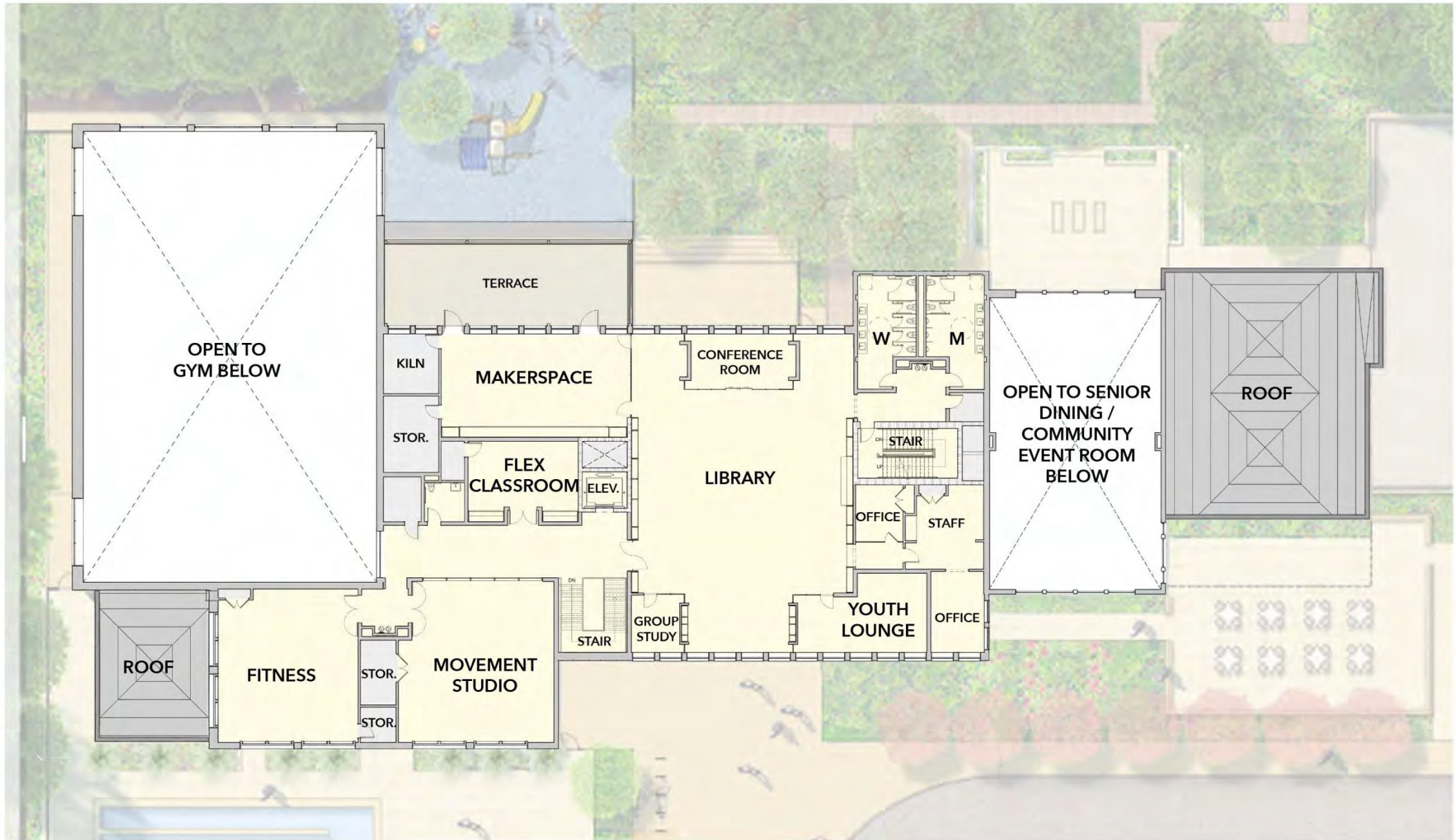


# Proposed Site Plan | Context

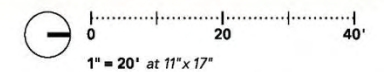


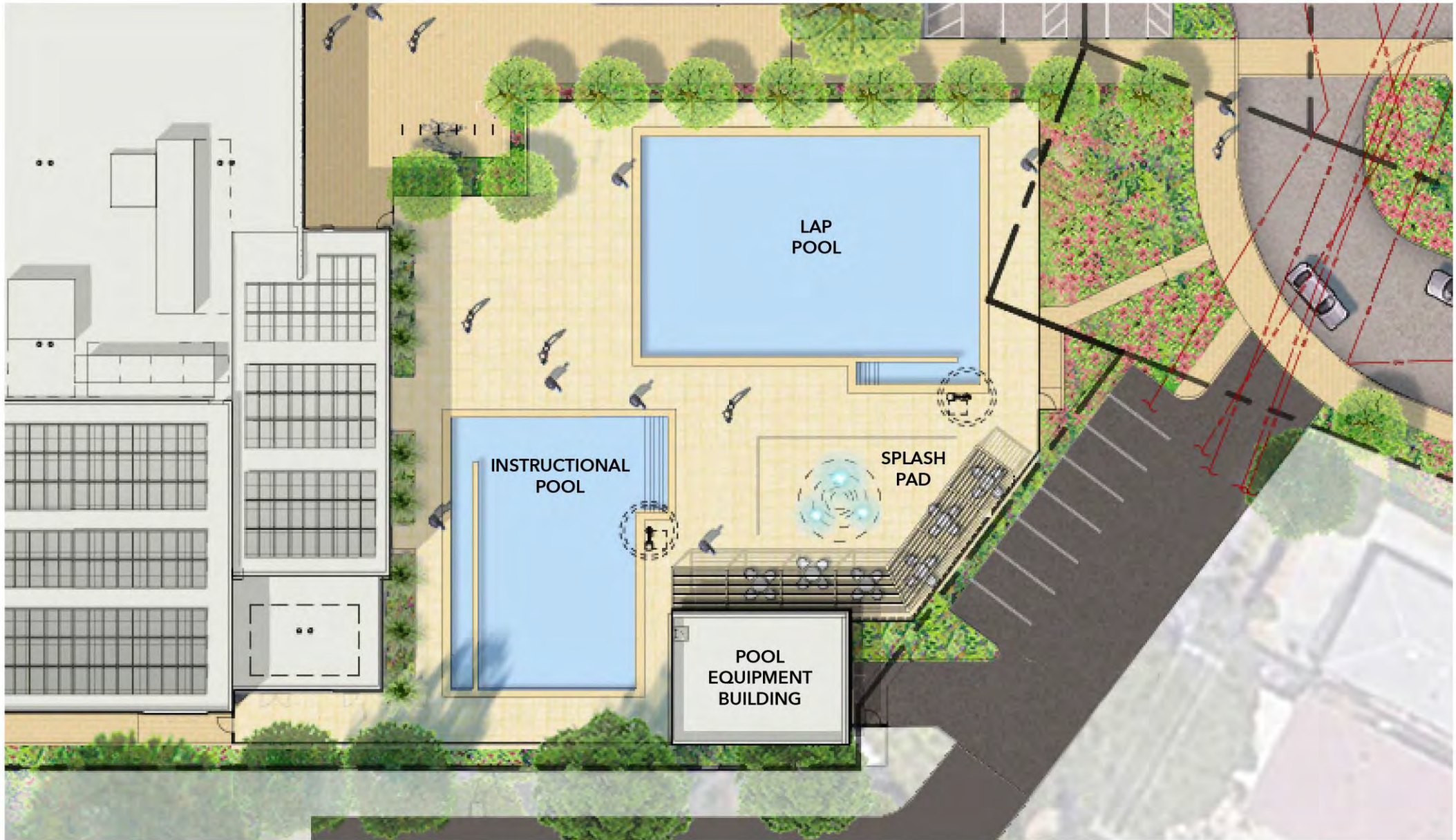
Floor Plan | First Floor





Floor Plan | Second Floor





Plan | Proposed Pool

# Anticipated timeline and sequence – Q1

| ANTICIPATED<br>TIMELINE | PROGRAMMING ELEMENTS   | OPERATIONAL / ADMINISTRATIVE<br>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>                     |

# Anticipated timeline and sequence – Q2

| ANTICIPATED TIMELINE | PROGRAMMING ELEMENTS   | OPERATIONAL / ADMINISTRATIVE ELEMENTS   |
|----------------------|--|---|
| 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>                       |   |

# Anticipated timeline and sequence – Q3

| ANTICIPATED TIMELINE | PROGRAMMING ELEMENTS  | OPERATIONAL / ADMINISTRATIVE ELEMENTS  |
|----------------------|---|--|
| 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>                                       |



## Anticipated timeline and sequence – Q4 to 2023

| ANTICIPATED TIMELINE | PROGRAMMING ELEMENTS   | OPERATIONAL / ADMINISTRATIVE ELEMENTS  |
|----------------------|--|--|
| 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</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 procedure</li> </ul> |

# Discussion

Library Commission - Parks and Recreation Commission

Joint study session  
November 15, 2021

# Additional background information

Project website:

[menlopark.org/mpcc](http://menlopark.org/mpcc)

3D virtual flythru (starts at 11:45):

[vimeo.com/539869834](https://vimeo.com/539869834)