



SPECIAL MEETING AGENDA

Date: 1/24/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 844 9825 6339

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID # 844 9825 6339
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID # 844 9825 6339
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).

Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 844 9825 6339)

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Approve minutes from the November 11, 2021 joint special meeting with the Parks and Recreation Commission ([Attachment](#))
- C2. Six month service reactivation review ([Staff Report LC-22-001](#))
- C3. Cancel the February 21, 2022 regular meeting of the Library Commission and schedule a special meeting of the Library Commission for February 28, 2022

D. Informational Items

- D1. Department updates
- D2. Library Commission tentative agenda calendar ([Attachment](#))

E. Commissioner Reports

E1. Individual Commissioner reports

F. 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: 01/20/2022)



Parks and Recreation Commission Library Commission

SPECIAL JOINT MEETING MINUTES – DRAFT

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

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

Library Commission - Parks and 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

PG & E EASEMENT

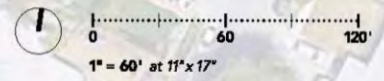
Terminal Avenue

PG & E EASEMENT

LANDS OF PG&E

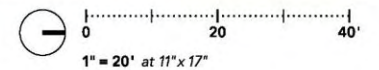
- | | | |
|--|------------------------------|-------------------------------|
| A Menlo Park Community Campus Building | F Bicycle Parking | K Parking Lot |
| B Boardwalk | G Outdoor Dining Terrace | L Pool Area |
| C Playground | H Community Terrace & Garden | M Samtrans Bus Stop & Layover |
| D Existing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

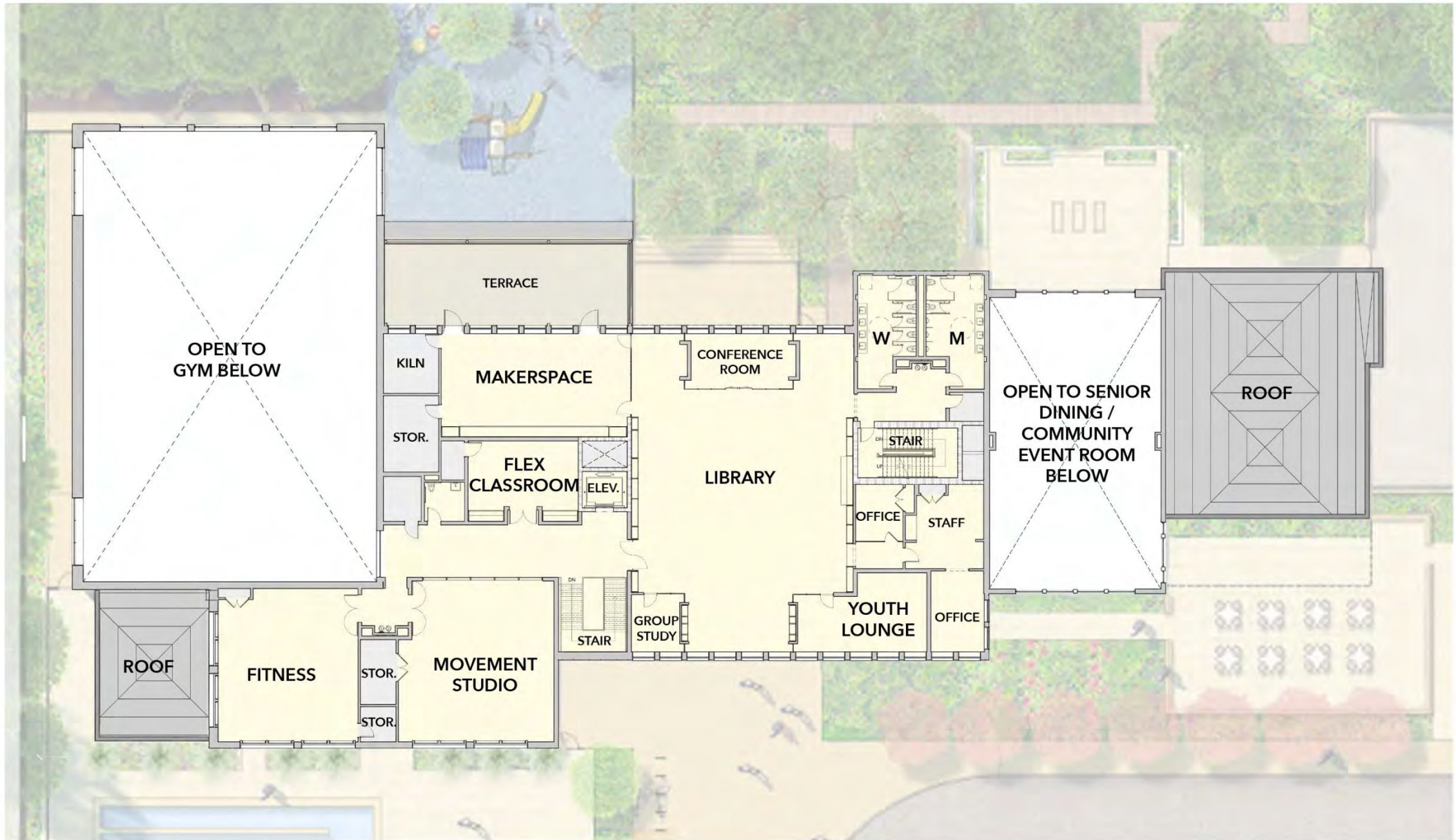
Proposed Site Plan | Context



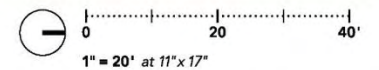


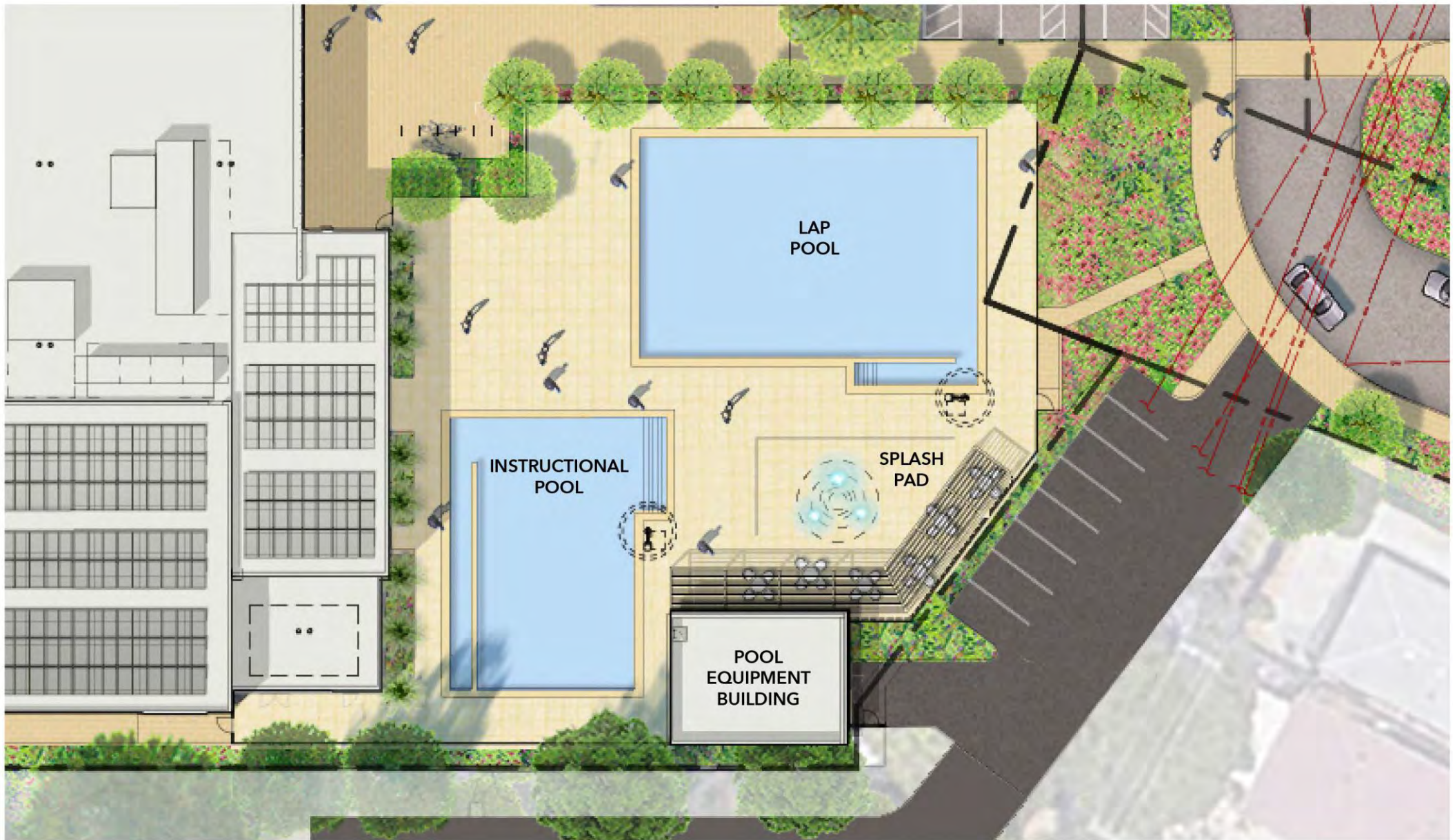
Floor Plan | First Floor





Floor Plan | Second Floor





Plan | Proposed Pool

Anticipated timeline and sequence – Q1

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
January 2022	<ul style="list-style-type: none"> • Aquatics analysis 	
February 2022	<ul style="list-style-type: none"> • Senior program • Maker space • Library – 2nd floor 	<ul style="list-style-type: none"> • Aquatics - direction from Council
March 2022	<ul style="list-style-type: none"> • Teen space • Fitness center • Gymnasium • Movement studio 	<ul style="list-style-type: none"> • Aquatics plan

Anticipated timeline and sequence – Q2

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
April 2022	<ul style="list-style-type: none"> • Children’s library • Afterschool care (youth center) 	
May 2022	<ul style="list-style-type: none"> • Meeting rooms • Dining hall/ kitchen 	<ul style="list-style-type: none"> • Library material collections plan
June 2022	<ul style="list-style-type: none"> • Volunteers • External partners 	

Anticipated timeline and sequence – Q3

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
July 2022	<ul style="list-style-type: none"> • Community art gallery 	<ul style="list-style-type: none"> • Reception / service points • Registration • Payment processing
August 2022		
September 2022	<ul style="list-style-type: none"> • Memberships / fees • Residents / nonresidents 	<ul style="list-style-type: none"> • Staffing plan • Maintenance plan

Anticipated timeline and sequence – Q4 to 2023

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
October 2022	<ul style="list-style-type: none"> • Meeting room use policy • Maker space use policy • Fitness center use policy 	<ul style="list-style-type: none"> • Emergency prep/ safety plan • Budget authorization – staff, operations, fees
November 2022	<ul style="list-style-type: none"> • Facility use guidelines • ADA inclusion policy 	<ul style="list-style-type: none"> • Move-in plan • BH library decommissioning plan
December 2022		
2023	<ul style="list-style-type: none"> • Grand opening • Facility tours • Event calendar 	<ul style="list-style-type: none"> • Red Cross shelter agreement • LEED/ NZE certification • Cooling center procedure

Discussion

Library Commission - Parks and Recreation Commission

Joint study session
November 15, 2021

Additional background information

Project website:

menlopark.org/mpcc

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

vimeo.com/539869834



STAFF REPORT

Library Commission

Meeting Date: 1/24/2022

Staff Report Number: LC-22-001

Regular Business: Six month service reactivation review

Recommendation

Staff recommends that the Commission review this six month update on the reactivation of library services.

Policy Issues

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

Background

In alignment with local health and safety regulations and the City's reactivation plan, library facilities and services have been gradually reactivating from the reduced service levels caused by the COVID-19 pandemic and resulting budget reductions. At their April 19, 2021 meeting the Library Commission unanimously recommended a return to in-person indoor service at both library locations starting June 6, 2021. In the past six months the library has reached these milestones:

- June 6, 2021 – libraries reopened to indoor, in-person service at a reduced schedule
- November 1, 2021 – libraries added Monday to hours of operation
- November 11, 2021- libraries added in-person storytimes at branch and main library
- January 30, 2022 – planned resumption of Sunday hours

Analysis

Over the past six months, the library has achieved a gradual restoration of previous service levels. With the return of Sunday hours on January 30, the libraries will again be open seven days a week for a total of 56 hours at each location.

Effective January 30, 2022, the Menlo Park Library and Belle Haven Branch Library will be open to the public during the following hours:

- Mondays, Tuesdays, Wednesdays: Noon–8 p.m.
- Thursdays, Fridays, Saturdays, and Sundays: 10 a.m.–6 p.m.
- Holidays: closed

The outdoor library book return boxes will be open to accept returns of library materials twenty-four hours a day, but will be closed on holidays.

Other service restoration milestones include:

- The restoration of Sunday allows the book drops to return to 24/7 availability
- In-person storytimes at the main and branch library have restarted. These are in addition to the regular storytimes that continue at the three City-run childcare facilities
- An improving City budget allowed for the onboarding of two librarian positions, two library assistant positions and two program assistant positions
- Friends of Menlo Park Library volunteers are collecting in-person book donations. A successful book sale was held in October 2021, and another is planned for the end of February 2022
- A robust slate of virtual programming continues, including regular “zoo storytimes” on Wednesday mornings, book and film discussion groups, lectures, cooking, gardening and crafting programs

COVID safety protocols remain in place for staff, volunteers and members of the public, and follow all local, state and federal mandates.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

None.

Report prepared by:
Nick Szegda, Assistant Library Services Director

Reviewed by:
Sean Reinhart, Library and Community Services Director

**City of Menlo Park Library Commission
2021 Tentative Agenda Schedule**

Meetings are held at the Menlo Park Library at 6:30 p.m. on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
January 24, 2022 (Date change due to MLK holiday)	<ul style="list-style-type: none"> • 6-month review – program reactivation • 2022 agenda review
February 28, 2022 (Date change due to President's Day holiday)	<ul style="list-style-type: none"> • MPCC programming elements – Library spaces • Staff presentation – Storytime reactivation
March 21, 2022	<ul style="list-style-type: none"> • MPCC programming elements – Teen space, makerspace • Staff presentation – Registration software
April 18, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Staffing • Staff presentation – Book to Action project
May 16, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Opening day collection
June 20, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Volunteers, external partners • Staff presentation – Adult literacy / ESL
July 18, 2022	<ul style="list-style-type: none"> • Collection development policy review
August 15, 2022	<ul style="list-style-type: none"> • Meeting room policy review
September 19, 2022	<ul style="list-style-type: none"> • Volunteer policy review
October 17, 2022	<ul style="list-style-type: none"> • Facility use guidelines review
November 21, 2022	<ul style="list-style-type: none"> •
December 19, 2022	<ul style="list-style-type: none"> •
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>DEI initiative update</i> • <i>Library division annual report</i> • <i>City Emergency preparedness and safety policy *pending citywide policy update</i> • <i>Policy reviews for MPCC: meeting room, collection development, maker space, volunteer onboarding</i> • <i>Staff presentations: adult literacy, programming</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