



REGULAR MEETING AGENDA

Date: 9/19/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 839 5301 7171

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# 839 5301 7171
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 839 5301 7171
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# 839 5301 7171)

- A. Call To Order**
- B. Roll Call**
- 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. Presentations and Proclamations**
 - D1. Menlo Park Community Campus project updates
 - D2. Department updates

E. Regular Business

- E1. Approve minutes from the July 18, 2022 and the August 15, 2022 meetings of the Library Commission ([Attachment](#)) (5 minutes)

F. Informational Items

- F1. Library Commission agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. 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: 09/15/2022)



REGULAR MEETING MINUTES – DRAFT

Date: 7/18/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Cohen called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Velagapudi
Absent: Leep, Singh, Zasslow
Staff: Assistant Library Services Director Szegda

B1. Introduce new Commissioner Sarah Zasslow

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the May 16, 2022, meeting of the Library Commission, and the June 22, 2022, joint meeting of the Library Commission and the Parks and Recreation Commission (Attachment)

ACTION: Motion and second (Hadrovic/ Velagapudi), to approve minutes from May 16, 2022, meeting of the Library Commission, and the June 22, 2022, joint meeting of the Library Commission and the Parks and Recreation Commission, passed 4-0 (Leep, Singh, and Zasslow absent).

E. Adjournment

Chair Cohen adjourned the meeting at 6:39 p.m.

Nick Szegda, Assistant Library Services Director



REGULAR MEETING MINUTES – DRAFT

Date: 8/15/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Cohen called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Cohen, Hadrovic, Leep, Singh
Absent: Erhart, Velagapudi, Zasslow
Staff: Library and Community Services Director Sean Reinhart, Assistant Library Director Szegda

C. Public Comment

None.

D. Presentations and Proclamations

D1. Presentation: Community survey results – Library and information resources

Director Reinhart made the presentation (Attachment).

E. Regular Business

E1. Approve minutes from the July 18, 2022 meeting of the Library Commission

The Commission continued item E1. to a future meeting.

E2. Review Commission work plan.

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Leep/ Hadrovic), to recommend the Library Commission’s work plan for 2022-23 to the City Council for their approval (Attachment) passed 4-0 (Erhart, Velagapudi and Zasslow absent).

F. Informational Items

F1. Library Commission agenda calendar

ACTION: By acclamation, the following changes were made to the Commission’s agenda calendar:

- October: add Menlo Park Community Campus (MPCC) opening day collection

G. Commissioner Reports

None.

H. Adjournment

Chair Cohen adjourned the meeting at 7:31 p.m.

Nick Szegda, Assistant Director of Library Services

**City of Menlo Park Library Commission
 2022 Tentative Agenda Schedule**

Meetings are held virtually (Zoom) at 6:30 p.m. on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
May 16, 2022	<ul style="list-style-type: none"> • Welcome new and returning Commissioners • Selection of Commission Chair and Vice Chair • Presentation – Summer education programs: Camps • Presentation – Summer literacy programs: Summer reading • Presentation – Draft letter to affiliate groups
Wednesday, June 22, 2022 (Joint meeting with the Parks and Recreation Commission - tentative)	<ul style="list-style-type: none"> • Study session - MPCC programming elements • Presentation - Preliminary results of Menlo Park resident survey • Presentation - MPCC project sustainability features • LCS department proposed FY 2022-23 budget
July 18, 2022	<ul style="list-style-type: none"> • Gathering to recognize outgoing Commissioners and to welcome any new Commissioners
August 15, 2022	<ul style="list-style-type: none"> • Presentation: Community survey results – Library and information resources • Library Commission work plan 2022-23
September 19, 2022	<ul style="list-style-type: none"> • Menlo Park Community Campus (MPCC) project updates
October 17, 2022	<ul style="list-style-type: none"> • MPCC opening day collection criteria • Commission chair/ vice chair rotation
November 21, 2022	<ul style="list-style-type: none"> • Exhibits and displays policy
December 19, 2022	<ul style="list-style-type: none"> • MPCC project updates
January 23, 2023 (4 th Monday)	<ul style="list-style-type: none"> • Meeting room policy
February 27, 2023 (4 th Monday)	<ul style="list-style-type: none"> • LCS department - Midyear budget review
March 20, 2023	<ul style="list-style-type: none"> • MPCC project updates
April 17, 2023	<ul style="list-style-type: none"> • Volunteers and internships policy
May 15, 2023	<ul style="list-style-type: none"> • Welcome new and returning Commissioners • Selection of Commission Chair and Vice Chair
June 19, 2023	<ul style="list-style-type: none"> • LCS department proposed FY 2022-23 budget
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Staff presentations: library programming, early childhood education, adult literacy / ESL</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, 6:30pm.