



REGULAR MEETING MINUTES

Date: 3/21/2022

Time: 6:30 p.m.

Location: Zoom

A. Call To Order

Chair Erhart called the meeting to order at 6:42 p.m.

B. Roll Call

Present: Erhart, Hadrovic, Leep, Velagapudi

Absent: Cohen, Lee, Singh

Staff: Library and Community Services Director Reinhart, Assistant Library Director Szegda

C. Public Comment

None.

D. Presentations and Proclamations

D1. Presentation – Registration management platform implementation

Assistant Director Szegda made the presentation (Attachment).

D2. Menlo Park Community Campus – Library spaces furnishing layout

Assistant Director Szegda made the presentation (Attachment).

E. Regular Business

E1. Approve minutes from the February 28, 2022 special meeting of the Library Commission

ACTION: Motion and second (Hadrovic/ Velagapudi), to approve minutes from the February 28, 2022 special meeting of the Library Commission, passed 4-0 (Cohen, Lee, and Singh absent).

F. Informational Items

F1. Menlo Park Community Campus – Draft operation plan milestones (Staff report LC-2022-003)

Director Reinhart introduced the item, which will return as a regular business item at the April or May Library Commission meeting, and as a City Council study session on May 18.

- Pam Jones spoke on the importance of naming the facility to neighborhood residents and on the community driving the creation of the project.

F2. Library Commission agenda calendar (Attachment)

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

- April – discussion on presentation opportunities for library affiliate groups

F3. Department updates

Director Reinhart informed the Commission about a small administrative change to the Library Use Guidelines. The revised guidelines will be brought to the Commission next month.

G. Commissioner Reports

G1. Individual Commissioner reports

Chair Erhart reminded Commissioners of the April 13, 2022 deadline to apply to advisory body appointments.

Commissioner Hadrovic reported that the Library Foundation was seeking new board members and was especially interested in applicants from the Belle Haven neighborhood.

Commissioner Hadrovic reported on the activities of the Menlo Park Historical Association, including a refresh of the downtown “Menlo Memories” displays in May, the addition of two new board members, and the restart of the local oral histories project.

H. Adjournment

Chair Erhart adjourned the meeting at 8:00 p.m. Nick Szegda,

Assistant Director of Library Services

Minutes approved at April 18, 2022 Library Commission meeting



RESERVATION MANAGEMENT PLATFORM

Library Commission – March 21, 2022



BACKGROUND

- The City Council in 2016 approved the Information Technology Master Plan (ITMP)
- The ITMP rated the current registration management platform, eGov as “not optimal,” and recommended replacement
- City Council authorized the implementation of a new platform, PerfectMind, on March 8, 2022
- Staff recognizes that not all residents are comfortable or familiar with online self-service registration systems, and for this reason will continue to provide live telephone and in-person registration support, paper-based documents and information, and training and technical support to residents as needed to ensure that all community members have equitable access to the city programs and resources.

REGISTRATION MANAGEMENT PLATFORM

- Used by the public to:
 - Find and register for classes, programs, and events
 - Schedule and/or reserve City facilities like picnic areas, tennis courts, athletic fields, and meeting rooms
 - Submit applications and upload documentation
 - Pay fees and manage account profiles
- Used by staff to:
 - Process and account payments
 - Manage registrations, scheduling, and reservations
 - Track and analyze program data
 - Maintain user accounts
 - Integration with other City systems (Finance, IT)



FEATURES AND CONSIDERATIONS



- Intuitive interface, mobile-friendly
- Ability for users to update and link family member profiles
- Notifications by email or text message
- Robust field, field and class reservation management
- Dedicated childcare enrollment module
- Sport league management tools
- Point-of-sale functionality for drop-in classes and open gym hours
- Flexible and powerful back-end reporting and data analysis
- Detailed account management and communication tools
- Other municipalities that use PerfectMind include: Oakland, Walnut Creek, Sausalito, Santa Rosa, Saratoga, Los Gatos

REVIEW PROCESS

- City Council approved the ITMP recommending a new platform
- Project implementation team comprised of staff from Library and Community Services, Information Technology, Finance, and the City Manager's Office
- Other municipal jurisdictions provided recently completed analyses and evaluations of the platforms they are using
- Six vendors responded to a request for quotes and made presentations to a multidisciplinary team from recreation, child care, library, IT and finance
- Four potential vendors were moved forward to a second round of more detailed demonstrations
- PerfectMind was identified as the preferred software service provider on the strength of its platform's overall user-friendliness, flexibility, functionality, technical support, customer satisfaction reviews and references, and predictable flat-fee pricing model
- City Council authorized PerfectMind on March 8, 2022

TIMELINE

- Fall 2021 to March 2022: Review and selection (complete)
- March 8, 2022: City Council approval (complete)
- Spring 2022: Contract execution (in progress)
- Spring/Summer 2022: Implementation
 - Migrate data
 - Setup system parameters
 - Input facilities and programs
 - Launch child care module
 - Train staff
 - Integrate with City systems (web site, IT, Finance)
- Summer 2022: Launch



THANK YOU



MENLO PARK BRANCH LIBRARY

FURNITURE MEETING
3/09/2022

**NOLL
& TAM**
ARCHITECTS

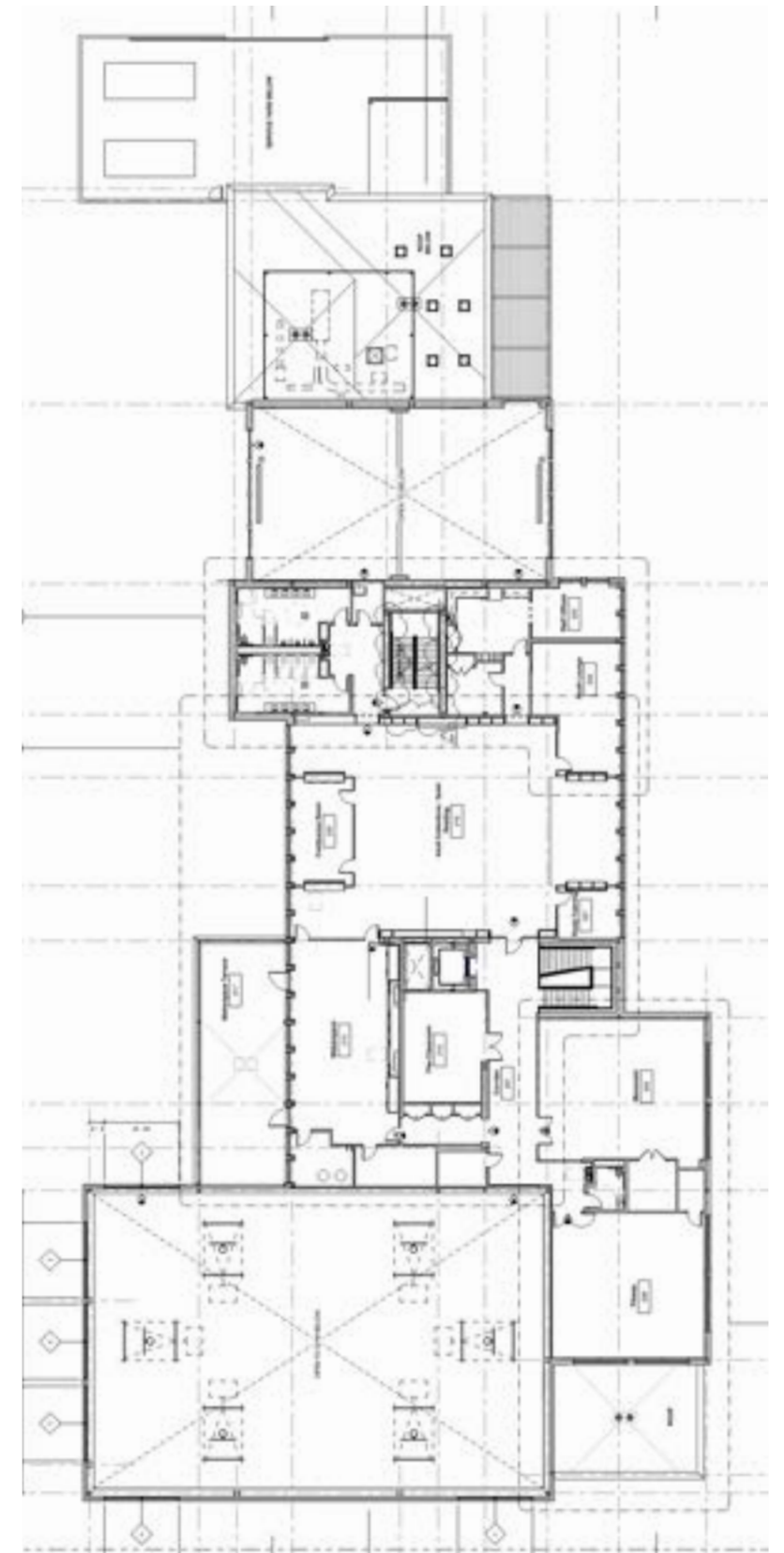
PROPOSED LAYOUTS

EXAMPLE FURNITURE TYPES

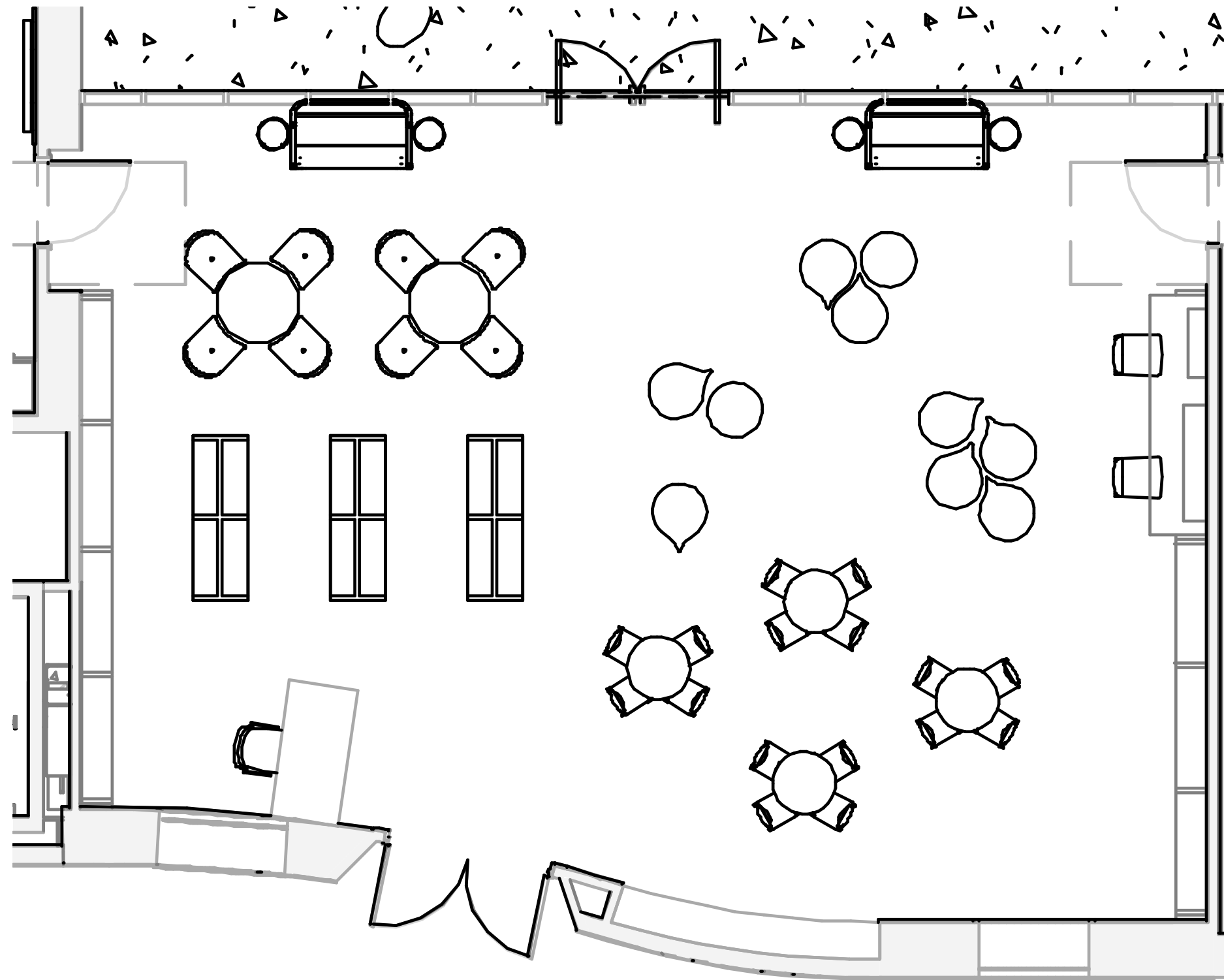
FIRST FLOOR



SECOND FLOOR

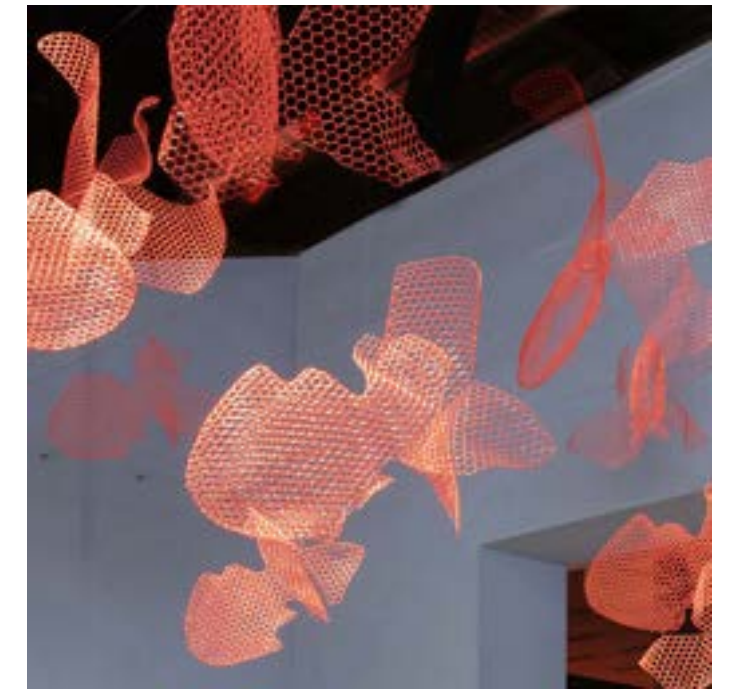


CHILDREN'S LIBRARY





NAUGHTONE - HUSH LOW AND HIGH BACK



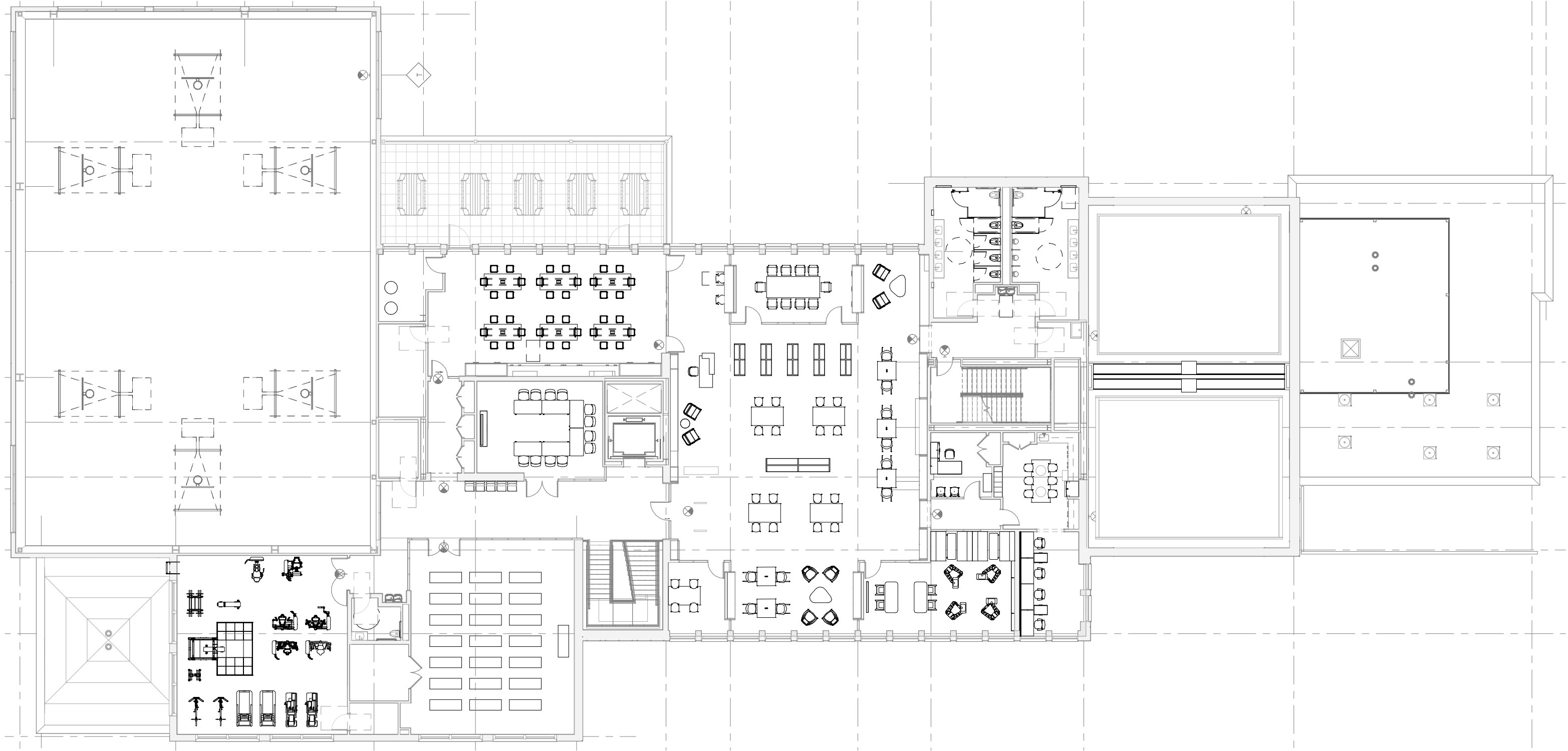
MAGIS - FISH



BLOOM - BABY BALL CHAIR



HIGHTOWER - NIMBUS



Menlo Park Branch Library Second Floor - Furniture Plan

3/09/2022

ADULT COLLECTIONS / QUIET READING





HERMAN MILLER - NELSON



NAUGHTONE - ALWAYS



HERMAN MILLER - NOGUCHI



NAUGHTONE - HUSH



HERMAN MILLER - EAMES



STEELCASE - VERLAY



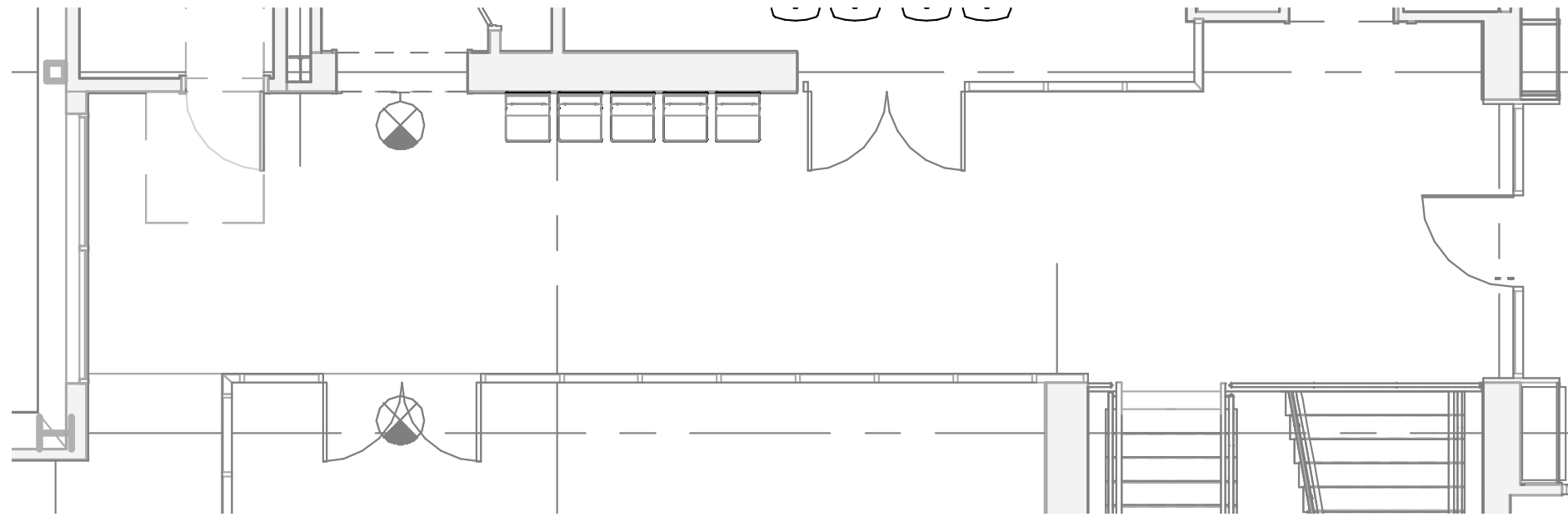
NAUGHTONE - VIV WOOD (NO ARMS AVAIL)



HERMAN MILLER - EAMES CHAIR

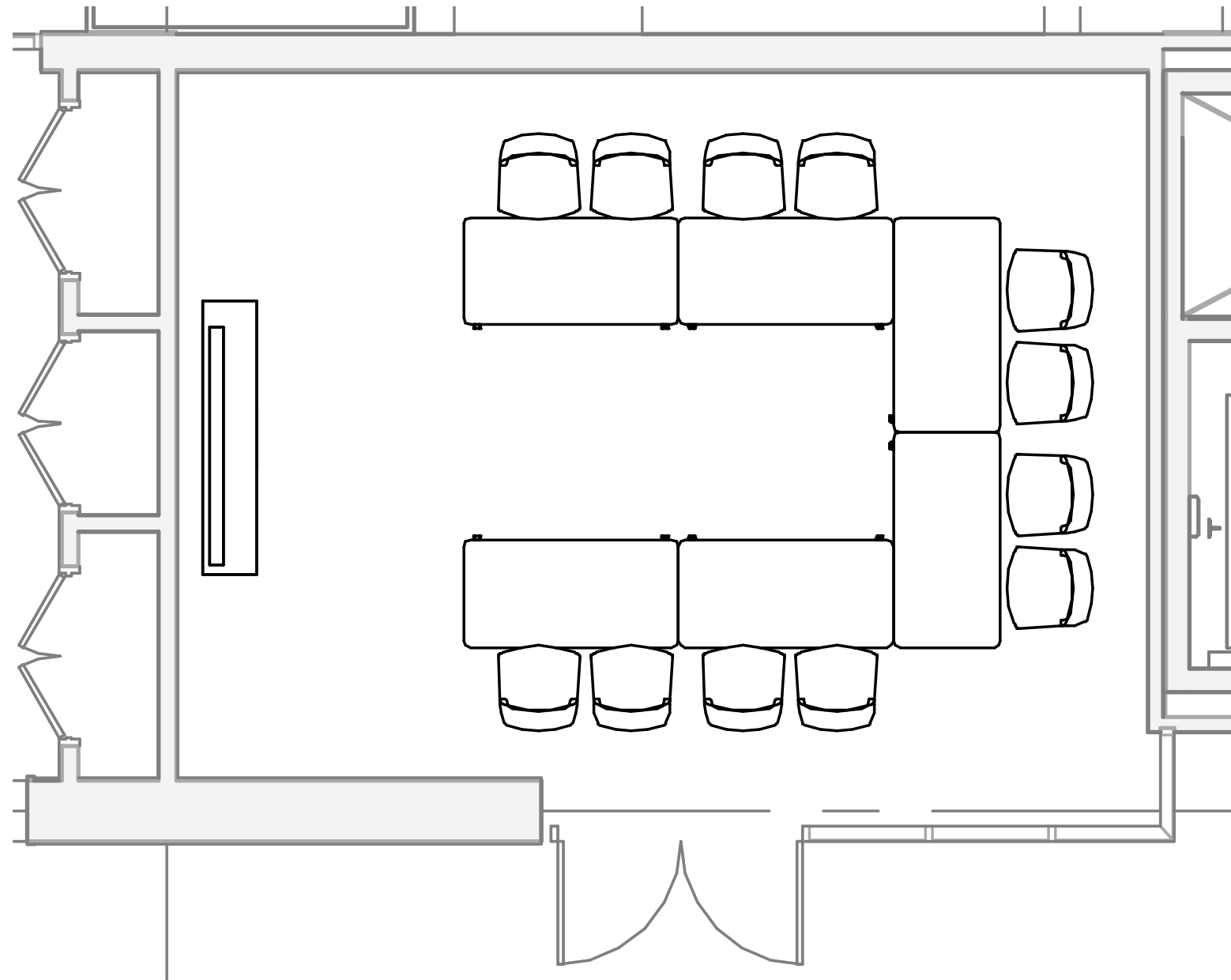


STEELCASE - VERLAY



SEDIA - JUMP SEAT
UP TO 600LB LOAD

FLEX CLASSROOM



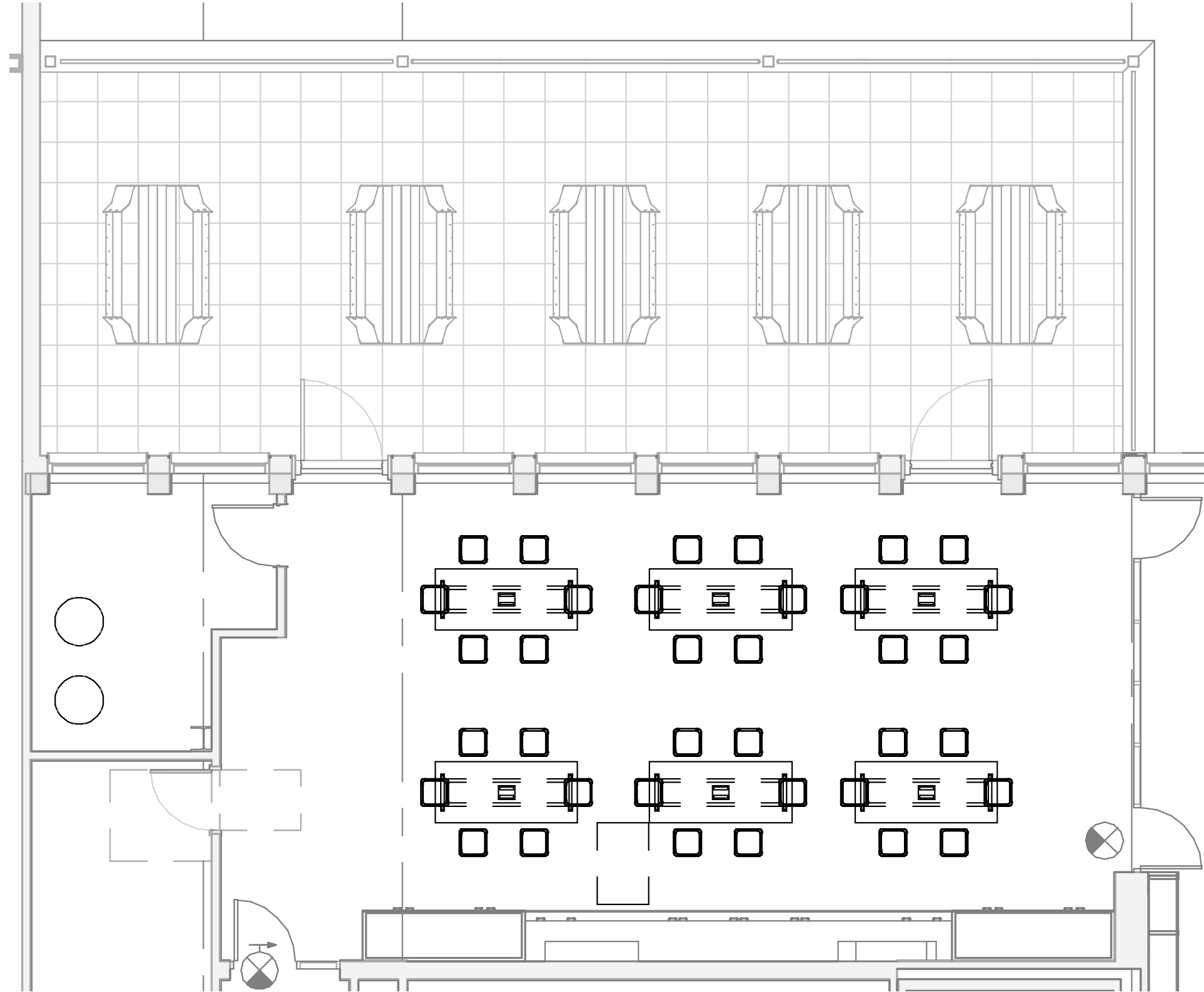


STEELCASE - VERB, RECTANGULAR



HERMAN MILLER - KEYN CHAIR

MAKERSPACE





3BRANCH - MAKER TABLE



3BRANCH - MAKER FLEX TABLE
<https://3branch.com/product/maker-flex/>

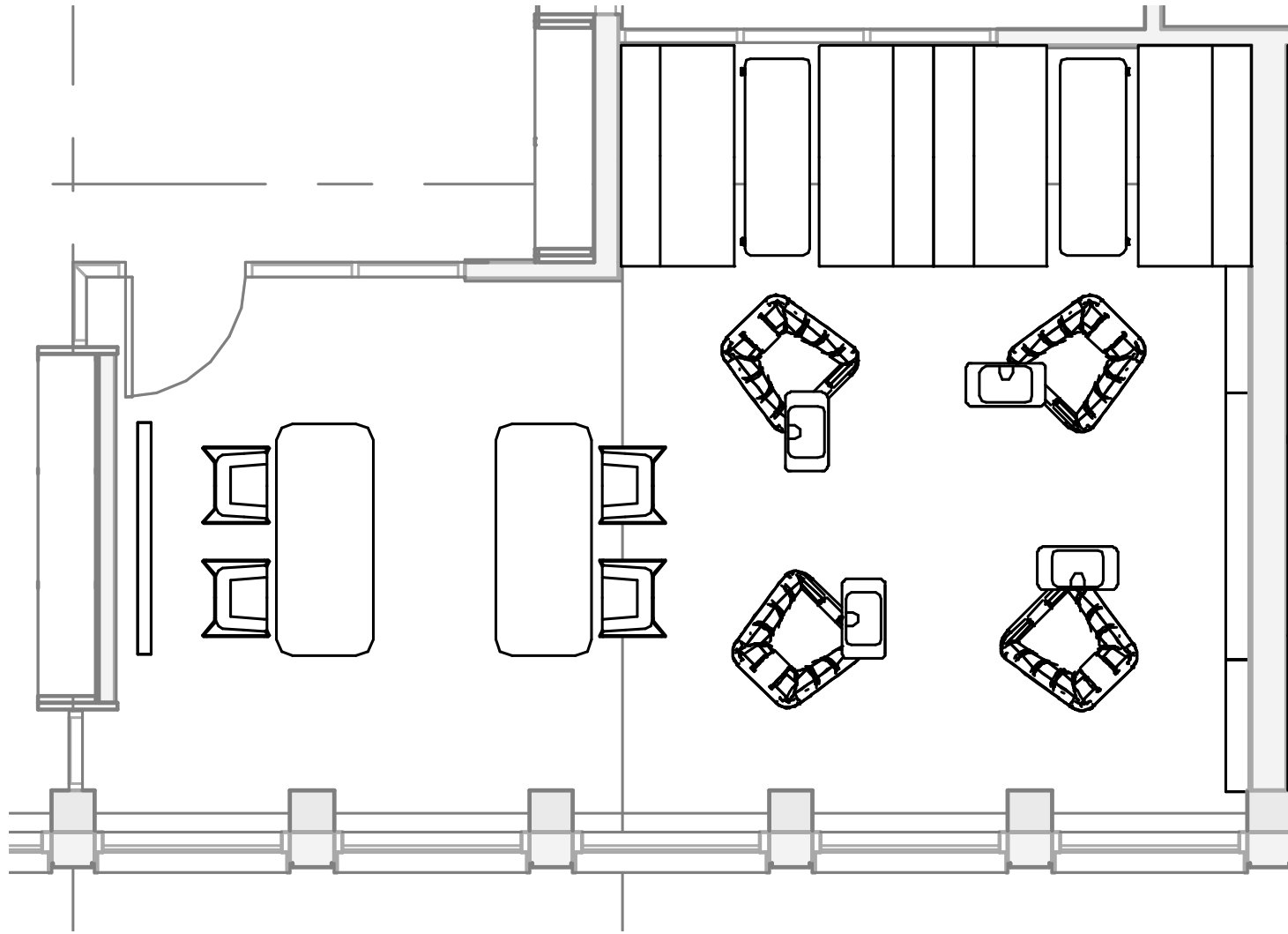


HIGHTOWER JAXON

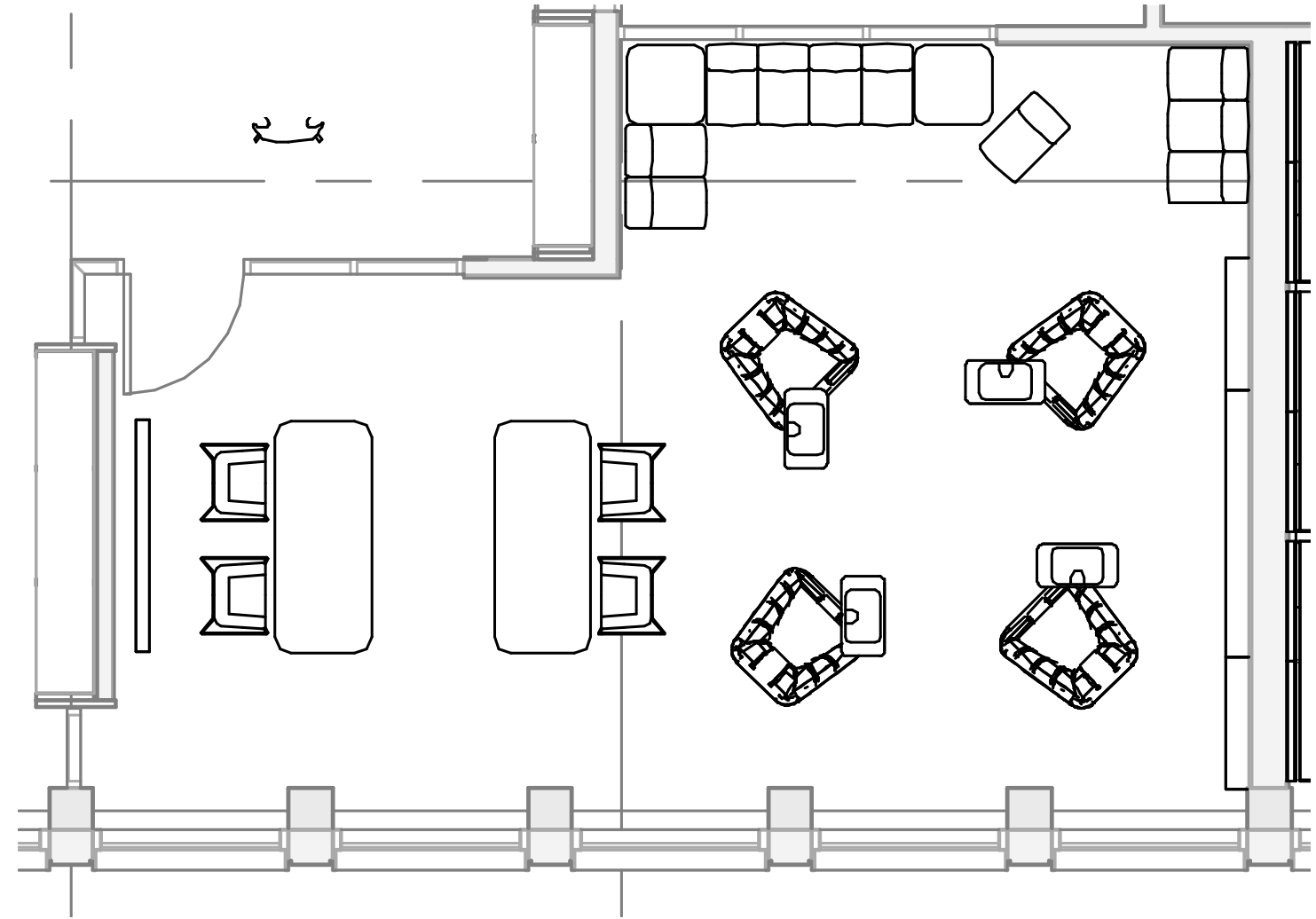


EXTREMIS - HOPPER

TEEN AREA



BOOTH SEATING



FLEXIBLE SOFA



NAUGHTONE - FIJI



STEELCASE - LAGUNITAS



STEELCASE - FLEX TABLE



STEELCASE - TURNSTONE SCOOP



TURNSTONE - CAMPFIRE



MARTIN BRATTRAUD - MAEDINAH



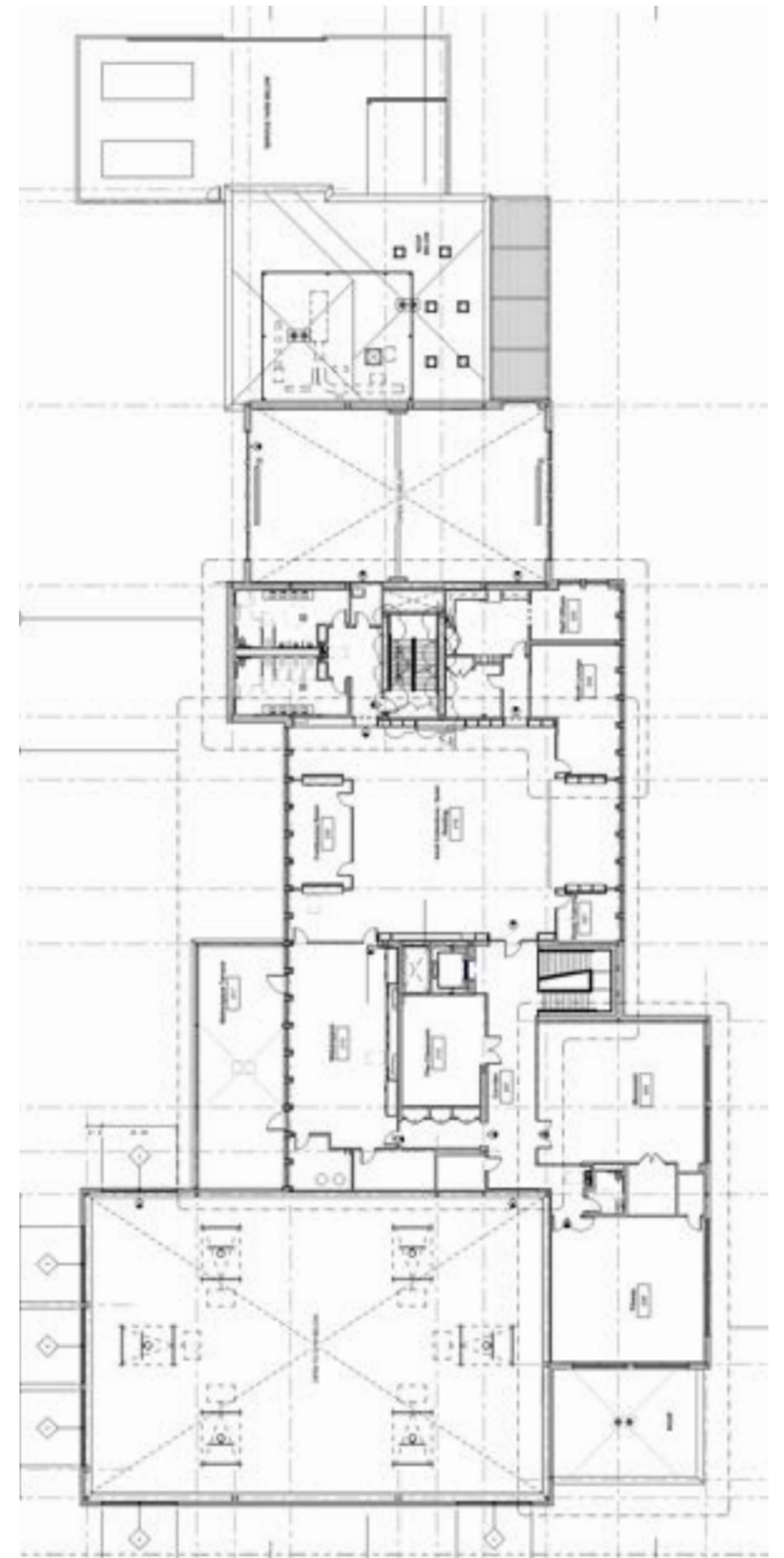
SCANDINAVIAN SPACES - BOBBY

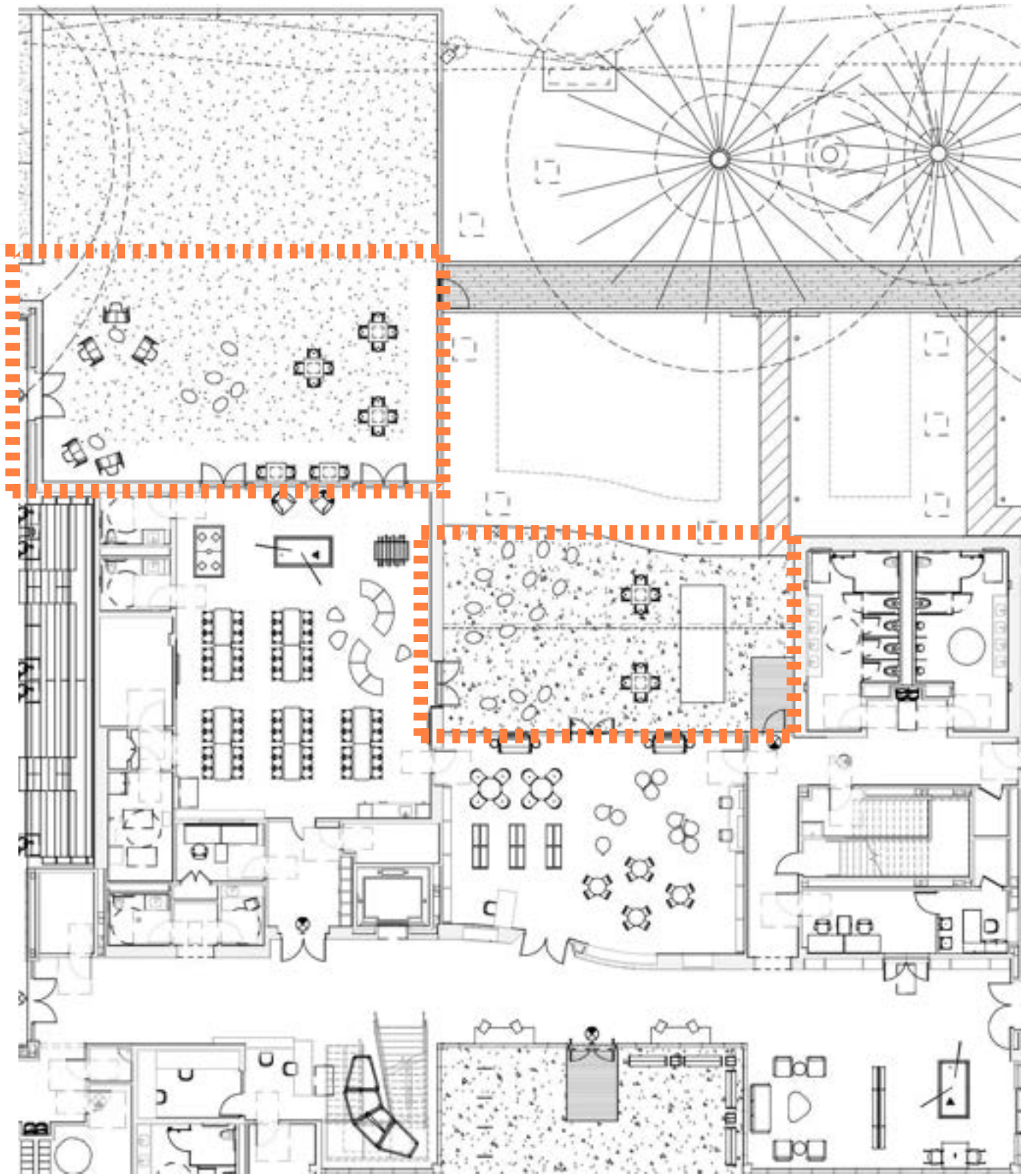
OUTDOOR FURNITURE SCOPE

FIRST FLOOR



SECOND FLOOR





CONCRETE WORKS - SOMA STONES



PLANK - LAND LOUNGE



MAGIS - AIR WITH ARMS



STEELCASE - EMU ROUND



CONCRETE WORKS - SOMA STONES



LOLL - ADIRONDACK



EXTREMIS - PIKNIK

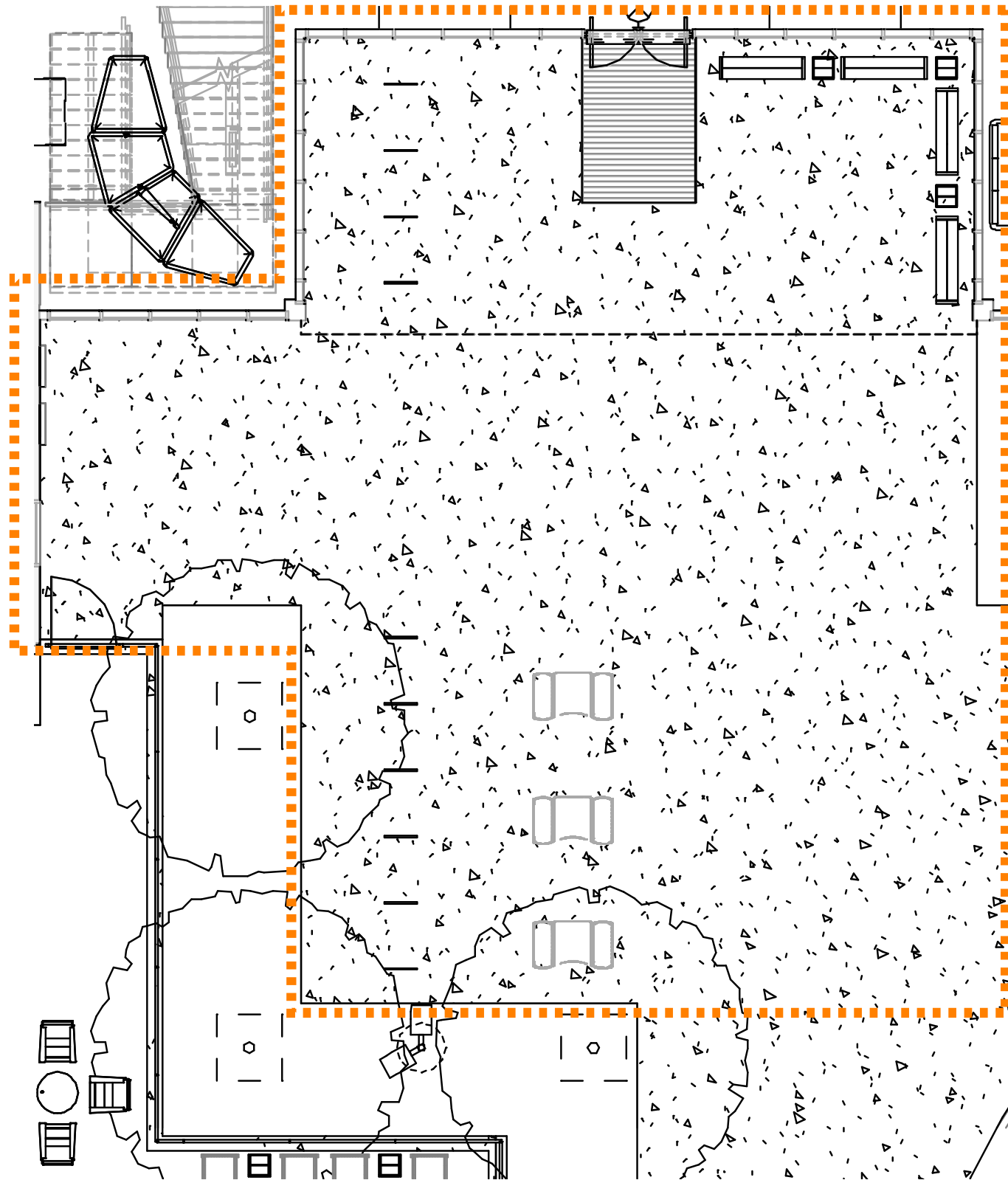


PLANK - LAND LOUNGE

ENTRY



EXTREMIS - HOPPER BENCH



EXTREMIS - HOPPER



COUNTRY CASUAL - BOND BENCH

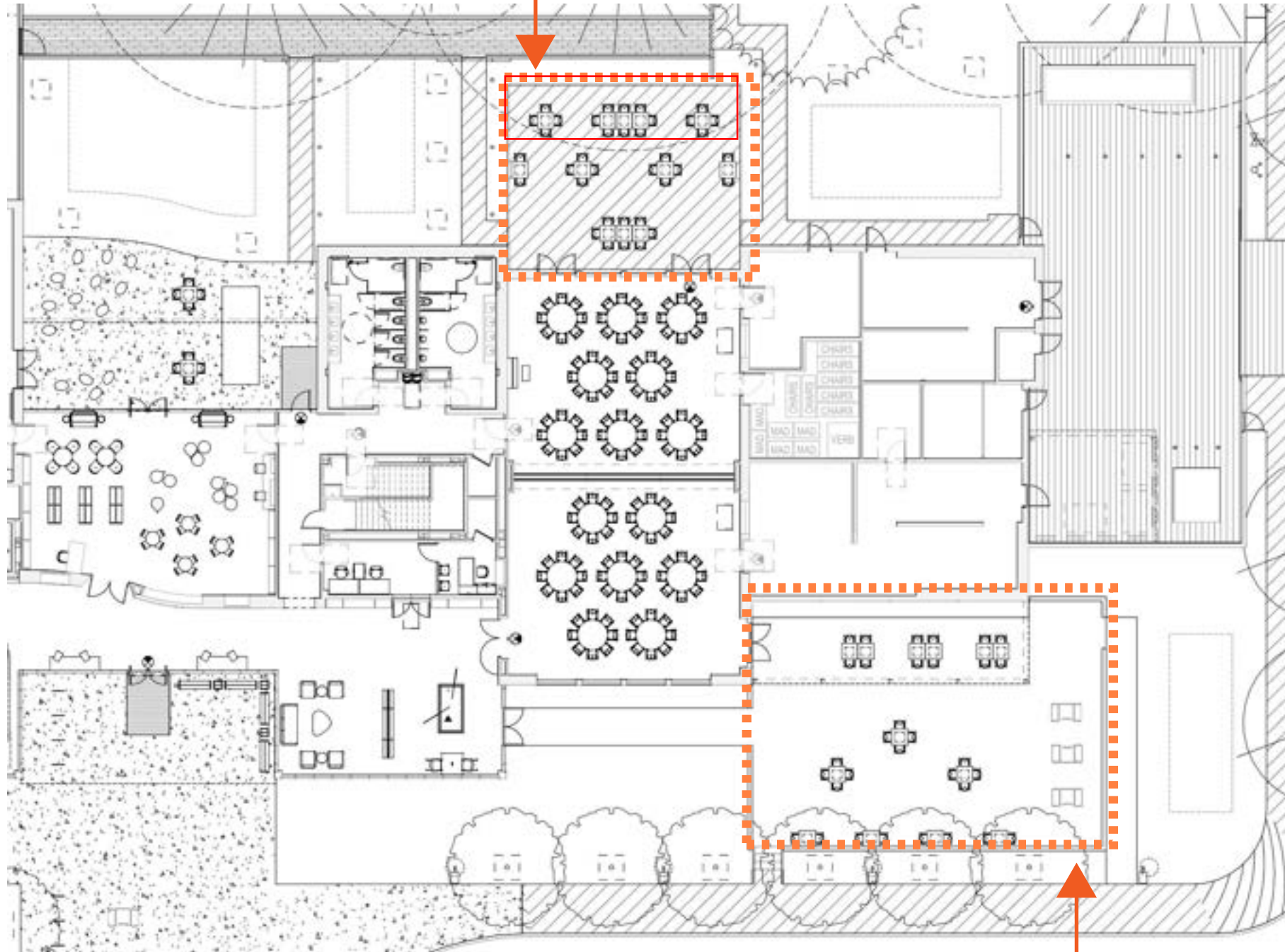


COUNTRY CASUAL - STRATA BENCH



EXTREMIS - PIKNIK

EAST TERRACE



WEST TERRACE



EXTREMIS - PIKNIK



MAGIS - AIR WITH ARMS



STEELCASE - EMU