



## REGULAR MEETING MINUTES

**Date:** 4/18/2022  
**Time:** 6:30 p.m.  
**Location:** Zoom

### A. Call To Order

Chair Erhart called the meeting to order at 6:34 p.m.

### B. Roll Call

Present: Cohen, Erhart, Hadrovic, Leep (arrived 6:45 p.m.), Singh, Velagapudi  
Absent: Lee  
Staff: Library and Community Services Director Reinhart, Assistant Library Director Szegda

### C. Public Comment

None.

### D. Regular Business

D1. Approve minutes from the March 21, 2022 meeting of the Library Commission

**ACTION:** Motion and second (Hadrovic/ Cohen), to approve minutes from the March 21, 2022 meeting of the Library Commission, passed 5-0 (Lee and Leep absent).

D2. MPCC operational plan milestones

Director Reinhart made the presentation (Attachment).

- Pam Jones spoke in regard to maintaining a library at the Belle Haven School, translating meeting materials into Spanish, and acquiring library furnishings that are accessible, comfortable and attractive.

### NO ACTION TAKEN

D3. Revised Library Use Guidelines

Assistant Director Szegda made the presentation (Attachment).

The Commission asked staff to refine the language around virtual guardian or remote family member attendance.

D4. Discuss presentation opportunities for library affiliate groups

**ACTION:** By acclamation, the Commission asked Chair Erhart and Commissioners Hadrovic and Velagapudi to draft a letter requesting library affiliate groups to engage with the public by attending Library Commission meetings, and bring back to the full Commission for review at a future meeting.

## **E. Informational Items**

### **E1. Library Commission agenda calendar**

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

- May – Revised library use guidelines
- May – Review letter to affiliate groups
- May – Introduce new Commission members and assign mentor(s)
- May – Select Commission Chair and Vice Chair

### **E2. Department updates**

Director Reinhart reported on an upcoming City Council staff report, on April 19, 2022, regarding budget principles and service level enhancements; and a City Council study session on the Menlo Park Community Campus (MPCC) Operational Plan and Milestones in May; date TBD.

Assistant Director Szegda polled the Commissioners on interest in touring the Redwood City Library makerspace; and announced a new round of the Little Free Library incentive program funded by the Library Foundation.

## **F. Commissioner Reports**

### **F1. Individual Commissioner reports**

Chair Erhart reported on his recent visit to the MPCC construction site.

## **G. Adjournment**

Chair Erhart adjourned the meeting at 7:47 p.m.

Nick Szegda, Assistant Director of Library Services

Minutes approved at May 16, 2022 Library Commission meeting

## D2 - Operational plan milestones



# **MENLO PARK COMMUNITY CAMPUS GUIDING PRINCIPLES + OPERATIONAL MILESTONES**

Library Commission – April 18, 2022







# Background

- December 16, 2019. Facebook (now Meta) submitted its proposal to build a new multigenerational facility
- January 12, 2021. City Council approved plans for Menlo Park Community Campus
- June 2021. Construction activities began
- March 2022. Foundation poured
- April 2022. Steel framework completed
- Spring 2023 (tentative). Certificates of occupancy
- Summer 2023 (tentative). Grand opening









# Guiding principles – Cost recovery policy

- “The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents.
- “In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City.
- “The City of Menlo Park prioritizes social justice in decisions that affect residents’ lives: the fair, just and equitable management of all institutions serving the public directly or by contract;
- “the fair, just and equitable distribution of public services and implementation of public policy;
- and the commitment to promote fairness, justice, and equity in the formation of public policy.”



# Guiding principles

## Parks and Recreation Facilities Master Plan

- “Menlo Park has a high-quality system of parks and recreation facilities.
- “The City’s parks, facilities, and events bring the community together as ‘One Menlo Park.’
- “As the City grows and evolves it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community.
- “The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City.”





# Guiding principles

## Parks and Recreation Facilities Master Plan

- “Each new park or facility, or significant renovation of an existing park or facility should contribute to satisfying the recreational needs of the neighborhood that it serves, and be integrated into a system that serves the entire community.
- “Each improvement should complement the mix of uses in the neighborhood and in the City as a whole.”
- “Neighborhood Serving: Strive to distribute parks, facilities, amenities, and programs to serve residents of all Menlo Park neighborhoods.
- “In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts.”



# Guiding principles

## Parks and Recreation Facilities Master Plan

- + “Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities.
- + “Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual, and cognitive abilities.
- + “Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive.”









# Estimated milestones

| Tentative Date | Milestone  |
|----------------|--|
| Winter 2022    | Aquatics – City Council direction (CC)                         |
|                | Belle Haven Branch Library – MOU renewal (CC)                  |
| Spring 2022    | Aquatics - community survey                                    |
|                | New registration platform – selection (CC)                     |
|                | Belle Haven School field – community access pilot project (CC) |
|                | Furnishing and equipment – selection begins                    |
|                | Operations plan – staffing plan development                    |
|                | Programming plan – fitness center, gymnasium, movement studio  |
|                | Programming plan – library spaces, teen space, makerspace      |
|                | City Council policy update – athletic field use policy (CC)    |
|                | City Council policy update – commemorative park amenities (CC) |





# Estimated milestones

| Tentative Date | Milestone  |
|----------------|--|
| Summer 2022    | Aquatics –study session analysis, RFP development (CC)     |
|                | Facility naming process initiated (CC)                     |
|                | New registration platform – implementation                 |
|                | Major donors / community fundraising campaign begins       |
|                | Furnishing and equipment – selection completed             |
|                | Operations plan – library materials opening day collection |
|                | Operations plan – athletic and fitness equipment           |
|                | Operations plan – volunteers, external partners            |
|                | Programming plan – Senior programs                         |
|                | Programming plan – dining hall, facility rentals           |
|                | Programming plan – public meetings                         |



# Estimated milestones

| Tentative Date | Milestone   |
|----------------|---|
| Summer 2022    | Departmental policy update – facility rentals, meeting room policy          |
|                | Departmental policy update – library collection development policy          |
|                | City Council policy update – cooling center activation (CC)                 |
|                | City Council policy update – cost recovery policy (CC)                      |
|                | City Council policy update – Naming and/or changing name of facilities (CC) |
| Autumn 2022    | Aquatics – RFP issued (CC)  |
|                | Facility naming – City Council approval (CC)                                |
|                | Aquatics – operator selected (CC)   |
|                | Furnishing and equipment – procurement begins                               |
|                | Operations plan completion – volunteers, external partners                  |
|                | Operations plan completion – staffing                                       |
|                | Operations plan completion – athletic field                                 |







# Estimated milestones

| Tentative Date | Milestone  |
|----------------|--|
| Autumn 2022    | Programming plan completion – Community art                            |
|                | Programming plan completion – Afterschool center                       |
|                | Programming plan completion – Adult literacy / ESL                     |
|                | Departmental policy updates – Exhibits and displays                    |
|                | Departmental policy updates – Volunteer policy                         |
|                | Departmental policy updates – Visitor behavior and facility use policy |
| Winter 2023    | FY 2022-23 budget Mid-year review and adjustments (CC)                 |
|                | Aquatics operator start-up / transition begins                         |
|                | Kelly Park field and track renovation plan and timeline (CC)           |
|                | Operations plan completion – Security, emergency, disaster prep        |
|                | Operations plan completion – Energy conservation and use               |



# Estimated milestones

| Tentative Date | Milestone   |
|----------------|---|
| Spring 2023    | Proposed FY 2023-24 operating budget (CC)                       |
|                | Prep for Grand Opening (CC)                                     |
|                | TCO / Certificate of Occupancy issued                           |
|                | Prep for move-out – Youth Center, Branch Library, Senior Center |
|                | Furniture and equipment installation begins                     |
|                | Library opening day collection delivered                        |
|                | Operations startup – staff training                             |
|                | Operations startup – licenses and agreements                    |
|                | Operations startup – program and hours of operation             |
|                | Operations startup – web, systems updates                       |
|                | Programming startup – registration opens                        |





# Estimated milestones

| Tentative Date | Milestone                                |
|----------------|--|
| Summer 2023    | Adopted FY 2023-24 operating budget (CC) |
|                | Staff training day @ new center          |
|                | Soft opening, VIP tours (CC)             |
|                | Grand opening (CC)                       |
|                | Start of operations                      |
|                | Community tours                          |
|                | Vacate Belle Haven Branch Library        |
|                | Deinstall Youth Center portables         |
|                | Revert ARC, main library spaces          |
| 2024           | Awards and certifications                |
|                | Community satisfaction surveys           |



# LIBRARY USE GUIDELINES

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
tel 650-330-2501

D3 – Revised Library Use Guidelines



## Purpose

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these Guidelines.

Entering the library **or participating in a library event or program** constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency follow library staff instructions promptly.

We welcome everyone to:

- Study, read and enjoy our environment within the limits of its intended use.
- Find materials in good condition.
- Feel safe and secure.

## Prohibited conduct and activities

In consideration of all Library visitors and staff, the following activities are not allowed:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or without a demonstrated need to access the children's collection.
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or without a demonstrated need to access the teen collection.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- **Failing to monitor the activities and behavior of children while attending a library event.**
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at library-sponsored events
- Drinking—except for covered beverages in the designated areas, or beverages provided at library-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Entering the library without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the library, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into the library or leaving them at the entrance--except when the vehicle is: used by disabled people or is used to carry an infant/child.
- Wearing skates or roller blades inside the library.
- Changing diapers—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on library furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- Bringing weapons of any kind into the library.
- Harassing library users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting, or using illegal drugs on library premises.
- Alcohol is prohibited, except at library-sponsored after-hours events.



- Soliciting or begging for money, donations or signatures, or the distribution or posting of any printed material except by Library support groups or as a part of a Library-sponsored event.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building.
- Vandalizing library facilities, equipment, or materials.
- Removing library materials from the building without checking them out.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the library.
- Illegal activity of any kind will be reported to law enforcement.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines

**Unattended Children and Youth**

The library is a public place. Do not leave children unsupervised or unattended. It is the responsibility of parents and guardians to ensure their children's safety, welfare, and appropriate behavior in the library. Library staff are not available to provide childcare for any duration of time. Library staff are not authorized to assume responsibility for the direct supervision, safety, or welfare of any child in the absence of a responsible caregiver.

Children under the age of 6 should never be left unattended in any part of the library, including areas designated for children. A parent, guardian, or responsible caretaker must always remain within sight of their child, including during story time or other programs.

Children ages 6-10 must have a parent, guardian, or designated caregiver over the age of 14 (for example, an older sibling) remain in the library with them at all times. The caregiver is responsible for the safety, behavior and supervision of the children in their care while at the library.

Older children ages 11 and up may visit the library unattended by an adult but should never be left alone for extended periods of time and never outside library open hours. Parents/caregivers are responsible for the safety, well-being, and behavior of their children. It is recommended that older children have a cellphone or other method to contact their parent or guardian. If a child needs assistance to call home, library staff will dial the number for them. The library has areas designated and reserved for exclusive use by children and teens and their caregivers. Adults over 18 who are not accompanied by a child or teen in their care may not visit these areas except to briefly access the library book and media collection, seek assistance from library staff, or attend a program with staff's approval.

All library patrons, including children and teens, are expected to follow the Menlo Park Library Use Guidelines.

- Caregivers must pick children up at least 15 minutes before the library's posted closing time.

If a child is observed to be unattended by an adult or caregiver in the library and the child seems upset, disruptive, in distress, at risk, or otherwise in need of adult help, library staff may take one or more of the following actions:

- Make contact with the child to assess their well-being
- Attempt to reach the adult/caregiver by paging them over the public address system, or directly by phone;
- Walk through the library building with the child to look for child's adult/caregiver;
- Contact emergency services and/or law enforcement.

If a child is left unattended in the library at closing time, library staff will attempt to contact the parent or legal guardian. If a parent or guardian cannot be immediately contacted, or if a parent/guardian is unable to immediately pick up the child, staff will contact local law enforcement to assume responsibility for the child's well-being.

**Library Events**

Library events are open to the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Library Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

While hosting a virtual event, library staff may take one or more of the following actions as needed to ensure compliance with these guidelines: mute attendees, lock the event after the program has begun, dismiss participants or take other actions as needed. During virtual events, participants may be asked to turn on their cameras so that staff can identify them. Unidentified or unidentifiable individuals may be removed from the event.

| <b>Enforcement</b>   |                    |                                   |
|--|--------------------|-----------------------------------|
| <p>Failure to follow these Guidelines will result in the following actions:</p> <ul style="list-style-type: none"> <li>• Individuals will be asked to leave.</li> <li>• Library visiting privileges may be suspended for an extended time period.</li> <li>• Library staff may call local law enforcement to provide assistance in enforcing these Guidelines.</li> <li>• Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges.</li> <li>• Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing.</li> </ul> |                    |                                   |
| <b>Additional information</b>  |                    |                                   |
| <ul style="list-style-type: none"> <li>• In case of an emergency, promptly follow all library staff instructions.</li> <li>• Theft of Library property, or property of Library staff, or property of Library visitors is prohibited.</li> <li>• State law permits library staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of books and library materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)</li> </ul>   |                    |                                   |
| <b>Policy history</b>  |                    |                                   |
| Action   | Date               | Notes                             |
| Policy adoption  | December 17, 2018  | Library Commission recommendation |
| Policy updated   | September 16, 2019 | Library Commission recommendation |
| Policy updated   | June 21, 2021      | Library Commission recommendation |
| Policy updated   | September 20, 2021 | Administrative revision           |
| Policy updated   | April 18, 2022     | Administrative revision           |