



REGULAR MEETING MINUTES

Date: 9/19/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Cohen called the meeting to order at 6:40 p.m.

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Leep, Singh (arrived at 6:50)
Absent: Zasslow, Velgapudi
Staff: Library and Community Services Director Sean Reinhart, Management Analyst Ashley Walker

C. Public Comment

None.

D. Presentations and Proclamations

D1. Menlo Park Community Campus project updates

Director Reinhart made the presentation (Attachment).

D2. Department updates

Directory Reinhart made the presentation (Attachment).

E. Regular Business

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

ACTION: Motion and second (Hadrovic/ Erhart), to approve minutes from July 18, 2022 and the August 15, 2022 meeting of the Library Commission, passed 5-0 (Zasslow and Velgapudi absent).

F. Informational Items

F1. Library Commission agenda calendar (Attachment)

ACTION: By acclamation, the commission added a section for “recurring business” to the calendar.

G. Commissioner Reports

- Commissioner Hadrovic reported on a members-only donor appreciation event to be held by Menlo Library Foundation.
- Vice Chair Singh reported on the Friends of Menlo Library book sale.

E. Adjournment

Chair Cohen adjourned the meeting at 7:20 p.m.

Ashley Walker, Management Analyst I Library and Community Services

Minutes approved at the March 6, 2023 Library Commission meeting



MENLO PARK COMMUNITY CAMPUS PROJECT UPDATES

Library Commission – September 19, 2022

MPCC - Project updates

- Upcoming City Council items
- Furnishing layouts
- Construction tours
- Other updates
- Resident survey – recreation and community programs
- Programming considerations
- Next steps



Upcoming City Council items

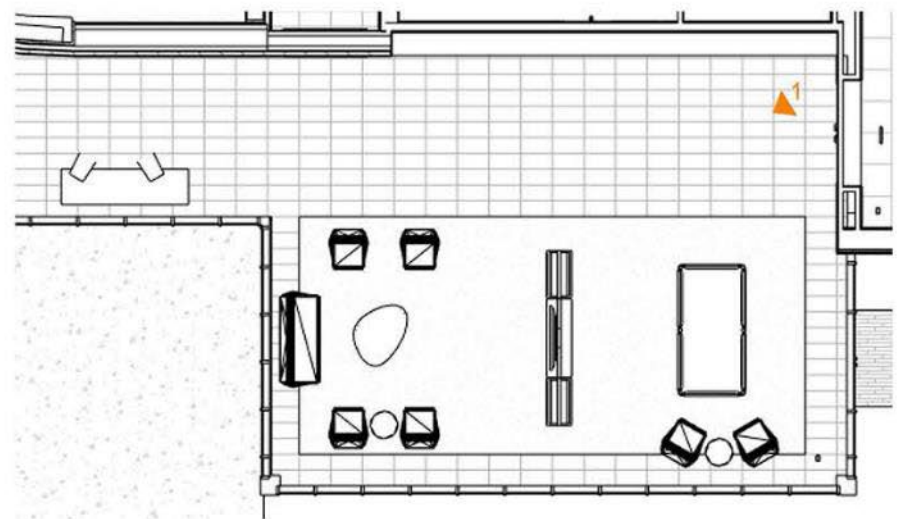
- October 11 – Authorize staff to issue a RFP for an aquatics operator at Burgess Pool and the new MPCC Pool
- November/December – Provide direction to update City Council Policy CC-86-0001, “Naming and/or changing the name of facilities” (1986)
- December/January – Award of contract and budget authorization for procurement of MPCC furnishings and nonfixed equipment
- January/February – Preliminary options for parking management plan
- January/February – Preliminary considerations for MPCC staffing and operations

MPCC furnishing layouts

- The MPCC subcommittee and working group requested additional visual aids that show the proposed furnishings in layout.
- City staff worked with the architects to develop visualizations that show the proposed furnishings to scale in an engaging “3-D” format
- Attachment C to the staff report.



1 Senior Lounge 1





SENIOR LOUNGE
FIRST FLOOR



2 Childrens Library 1



3 Childrens Library 2





CHILDREN'S LIBRARY
FIRST FLOOR



4 Makerspace 1



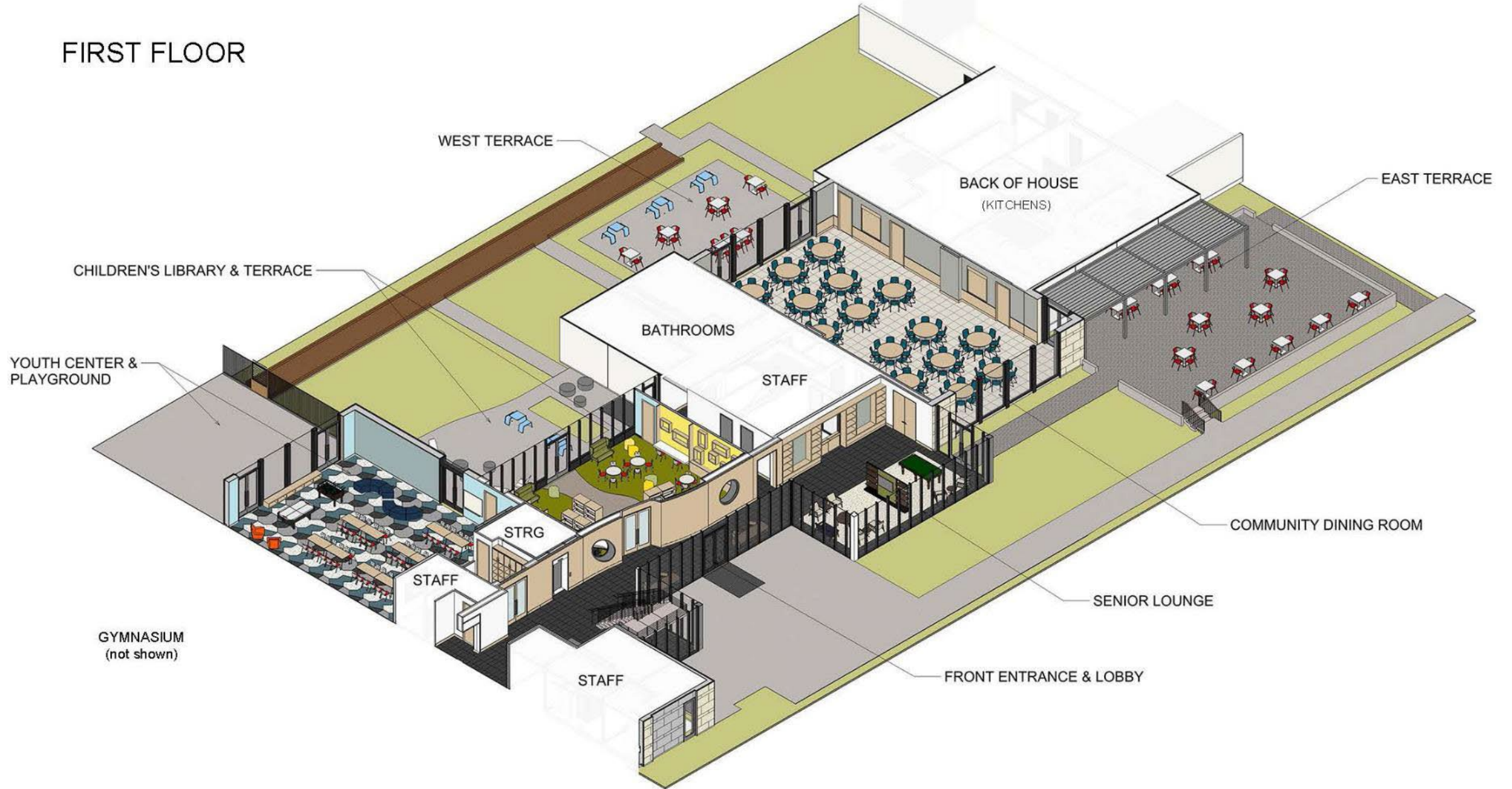
5 Makerspace 2



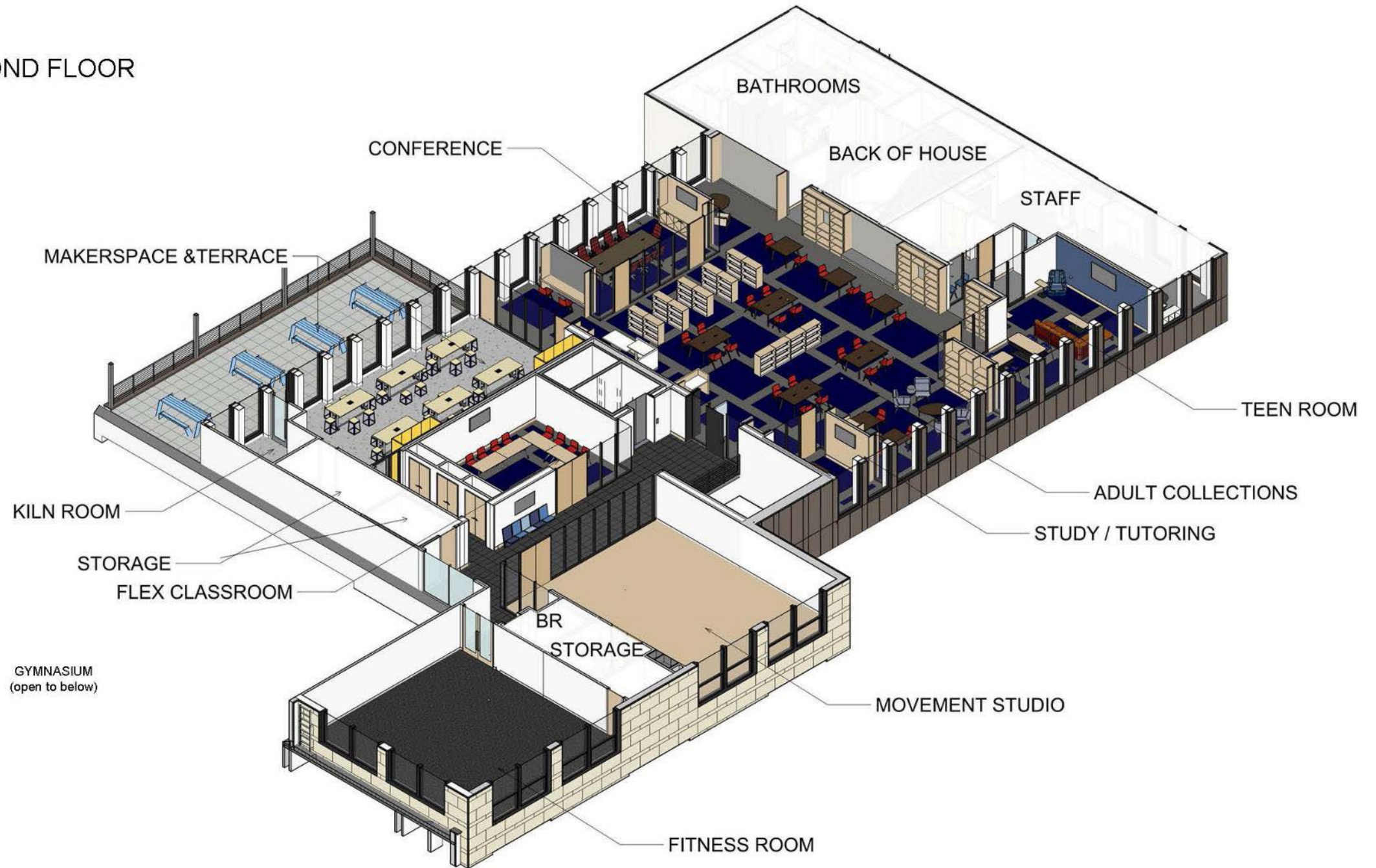


MAKERSPACE
SECOND FLOOR

FIRST FLOOR



SECOND FLOOR



Construction tours

Upcoming tours of the MPCC construction site to provide Menlo Park residents, especially from the Belle Haven neighborhood, the opportunity to observe and experience the project while it is under construction.

- Friday, October 21 – This tour will feature the interior stairs and passageways and a walkthrough of the structure
- Friday, January 6 – Tour of the swimming pools and splash pad under construction, in addition to a walkthrough of the main structure
- Friday, March 10 – Focus on the gymnasium and other major interior rooms, in addition to a walkthrough of the structure



Survey results

- Resident survey - recreation and community programs
- Developed with input from the MPCC Subcommittee and working group, Parks & Recreation Commission, Library Commission, and City Council
- Survey opened June 13, closed August 10
- Distributed in paper and electronic formats; in English and Spanish
- 900+ respondents
- Complete survey results – Sept. 13, 2022 City Council study session

Q15. For city library and information resources, how important are the following items?

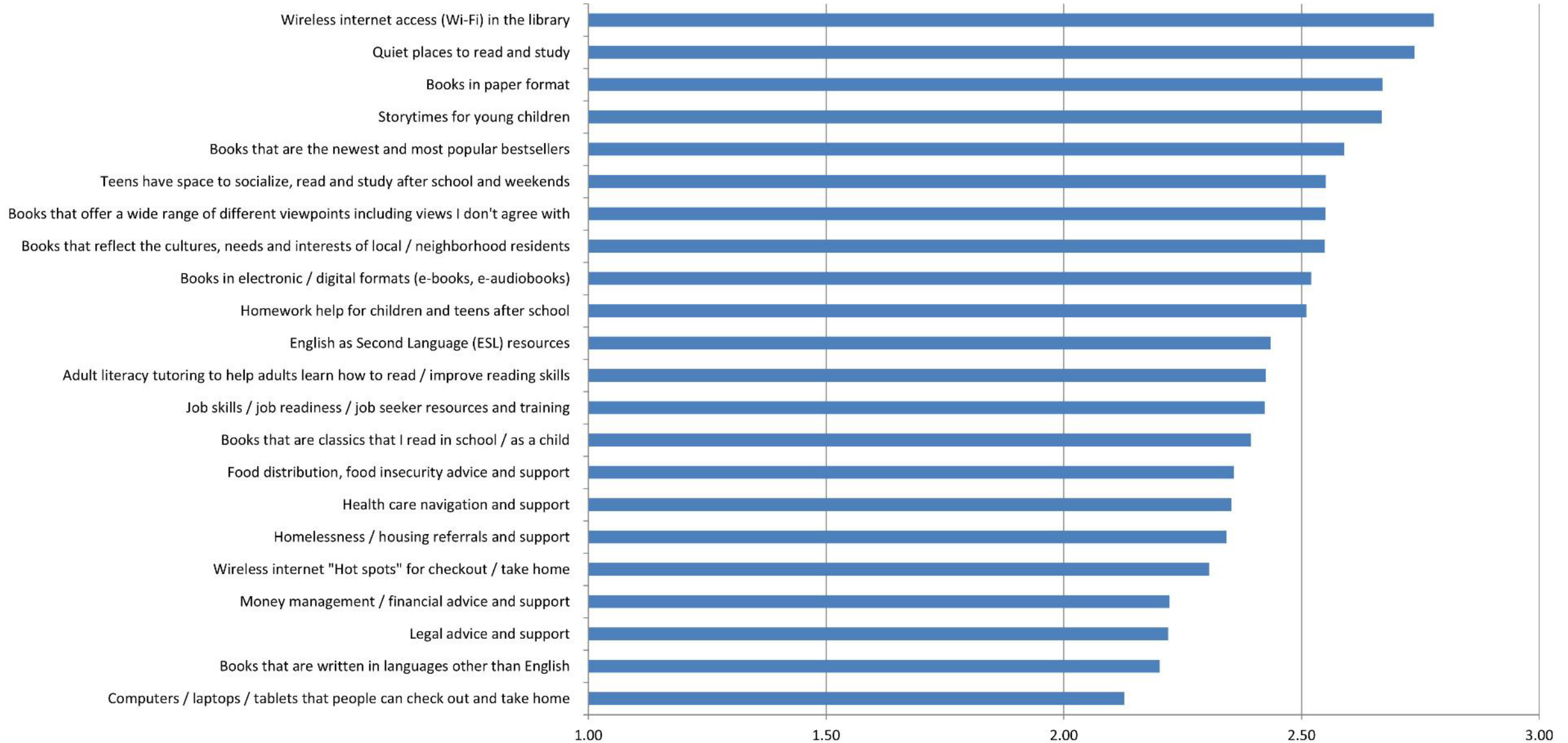


Chart shows average relative importance rated by survey respondents. Respondents rated each item as either "not at all important," "somewhat important," or "very important." Items rated "not important" are assigned a value of 1; "somewhat important" a value of 2; and "very important" a value of 3. The chart shows the average value of all ratings for each item. Higher average ratings indicate higher relative importance to the survey respondents.

Programming considerations*

- A. Prioritize the program elements that survey respondents rated with the highest relative importance
- B. Include programs that aren't currently offered on a regular basis, but were rated with high importance by survey respondents, for example:
 - Homework help for children and teens after school
 - Job skills / job readiness / job seeker resources and training
 - Food insecurity advice and support
 - Health care navigation and support

* List is numbered for convenience only, in no particular order or priority

Programming considerations*

- C. Prioritize programs and classes that are free or have discounted fees for Menlo Park residents.
- D. Deprioritize programs that primarily attract participants from outside Menlo Park, and/or that survey respondents rated with low relative importance
- E. Prioritize casual and drop-in play opportunities for children and families, especially Menlo Park residents

* List is numbered for convenience only, in no particular order or priority

Next steps

- Continue to work with stakeholders including the MPCC Subcommittee and working group, Library Commission, and Parks and Recreation Commission to develop the MPCC program planning
- Incorporate stakeholder feedback and City Council direction into the planning process
- Present preliminary MPCC staffing and program options to City Council tentatively in January/February 2023.





DEPARTMENT UPDATES - LIBRARY

Library Commission – September 19, 2022



SUMMER READING GAME

- Summer Reading Game took place between June 1 and August 31
- Open to all ages
- 1,000+ participants
- Participants tracked their reading, discovered new books, enjoyed community activities, and earned prizes
- Participants received a reading log, a free book of their choice for signing up, and another book for completing their reading goals
- Library staff visited summer camps and summer schools weekly to perform story times and engage children in early literacy activities.



LITTLE FREE LIBRARY INCENTIVE PROGRAM



- Encourages Menlo Park residents to install and maintain Little Free Libraries on their properties
- Mini-grants cover 100% of the upfront purchase and installation costs at no charge to the property owner
- Participating property owners pledge to curate and keep the Little Free Library in good condition
- 15 new libraries awarded in 2022; to be installed in October/November
- Program sponsored by Menlo Park Library Foundation

LIBRARY READS BANNED BOOKS

- Banned books week is an annual event celebrating the freedom to read
- Launched in 1982 in response to a surge in the number of challenges to books in schools, bookstores and libraries
- This year's theme is Books Unite Us, Censorship Divides Us
- Menlo Park Library will host an after-hours event to read selections from frequently challenged books and discuss past and recent attempts to suppress them.
- Thursday, Sept. 22, at 6:30 p.m. at the Menlo Park Library

BELLE HAVEN RESOURCE FAIR

- Formerly known as the Belle Haven Spring Fair
- Food, entertainment and children's activities
- Learn about community-serving organizations and resources in the Belle Haven neighborhood
- Participating organizations include the City of Menlo Park, Belle Haven Action, Job Train, Meta and more.
- Saturday, Sept. 24, 2022, from 10 a.m. to 2 p.m. on Ivy Plaza (outside the Belle Haven Branch Library).

COMMISSION RECRUITMENTS

- Three special recruitments are now underway:
 - Library Commission
 - Environmental Quality Commission
 - Planning Commission.
- Application deadline is October 14.
- Applications are available online and can be submitted directly from the web or via email, mail, or in-person at the City Clerk's office

Commission	No. of vacancies	Term expiration
Environmental Quality Commission	1	April 30, 2024
Library Commission	1	April 30, 2026
Planning Commission	1	April 30, 2026