



SPECIAL MEETING AGENDA

Date: 3/6/2023
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 833 7787 5965 and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Attend in person at Menlo Park Main Library
- Access the meeting real-time online at:
- [Zoom.us/join](https://zoom.us/join) – Meeting ID 833 7787 5965
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 833 7787 5965
Press *9 to raise hand to speak

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.gov/agendas).

Special Meeting

A. Call To Order

B. Roll Call

C. Presentations and Proclamations

- C1. Menlo Park Community Campus programming – library collections ([Staff Report LC-2023-001](#))
Not a California Environmental Quality Act (CEQA) project.

D. Regular Business

- D1. Approve minutes from September 19, 2022 meeting ([Attachment](#))
Not a CEQA project.
- D2. Establish a procedure for the annual selection of Chair and Vice Chair ([Staff Report LC-2023-002](#))
Not a CEQA project.
- D3. Advisory body meeting format and attendance requirements – Assembly Bill 2449 Just Cause and
Emergency Circumstances ([Staff Report LC-2023-003](#))
Not a CEQA project.

E. Informational Items

- E1. Revised library use guidelines ([Staff Report LC-2023-004](#))
Not a CEQA project.

- E2. Advisory body recruitment ([Staff Report LC-2023-005](#))
Not a CEQA project.
- E3. Library Commission tentative agenda calendar ([Attachment](#))
Not a CEQA project.

F. Commissioner Reports

- F1. Individual Commissioner reports

G. 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 before, 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.gov. 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 Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 3/2/2023)



STAFF REPORT

Library Commission

Meeting Date:

3/6/2023

Staff Report Number:

LC-2023-001

Choose an item.

MPCC Library collections

Recommendation

City staff recommends that the Library Commission review a presentation by staff about planning for the library collections at the Menlo Park Community Campus (Attachment A.)

Policy Issues

As an advisory body to the City Council, the Library Commission makes recommendations and serves as a forum for public input, commentary, and discussion related to library programs and facilities in Menlo Park.

Background

Planning has begun for the library collections at the Menlo Park Community Campus (MPCC). The library spaces at the MPCC include a downstairs library space for children, and an upstairs space for all ages, primarily teens and adults.

Analysis

City staff are developing programming in the MPCC with robust community input, and seek Library Commission and community feedback on various aspects of the planning for the library collections of books and media in the new facility. (Attachments A, B, and C.)

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

Library collections are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

- A. Presentation – Menlo Park Community Campus programming – Library collections
- B. Presentation – Menlo Park Community Campus programming – iCurate diversity audit
- C. Calculations worksheet

Report prepared by:
Nick Szegda, Assistant Library Services Director

Report Reviewed by:
Sean S. Reinhart, Library and Community Services Director



MENLO PARK COMMUNITY CAMPUS PROGRAMMING – LIBRARY COLLECTIONS

Library Commission – March 6, 2023

MPCC LIBRARY GOALS

- Menlo Park residents, especially Belle Haven neighborhood residents, will have **priority access** to popular, up-to-date, diverse, educational, informative, inspiring, resourceful, useful, interesting, entertaining, and helpful library materials
- Library materials will focus on and reflect the interests, needs, culture, and history of the Menlo Park community, especially the Belle Haven neighborhood.



MPCC LIBRARY SPACES

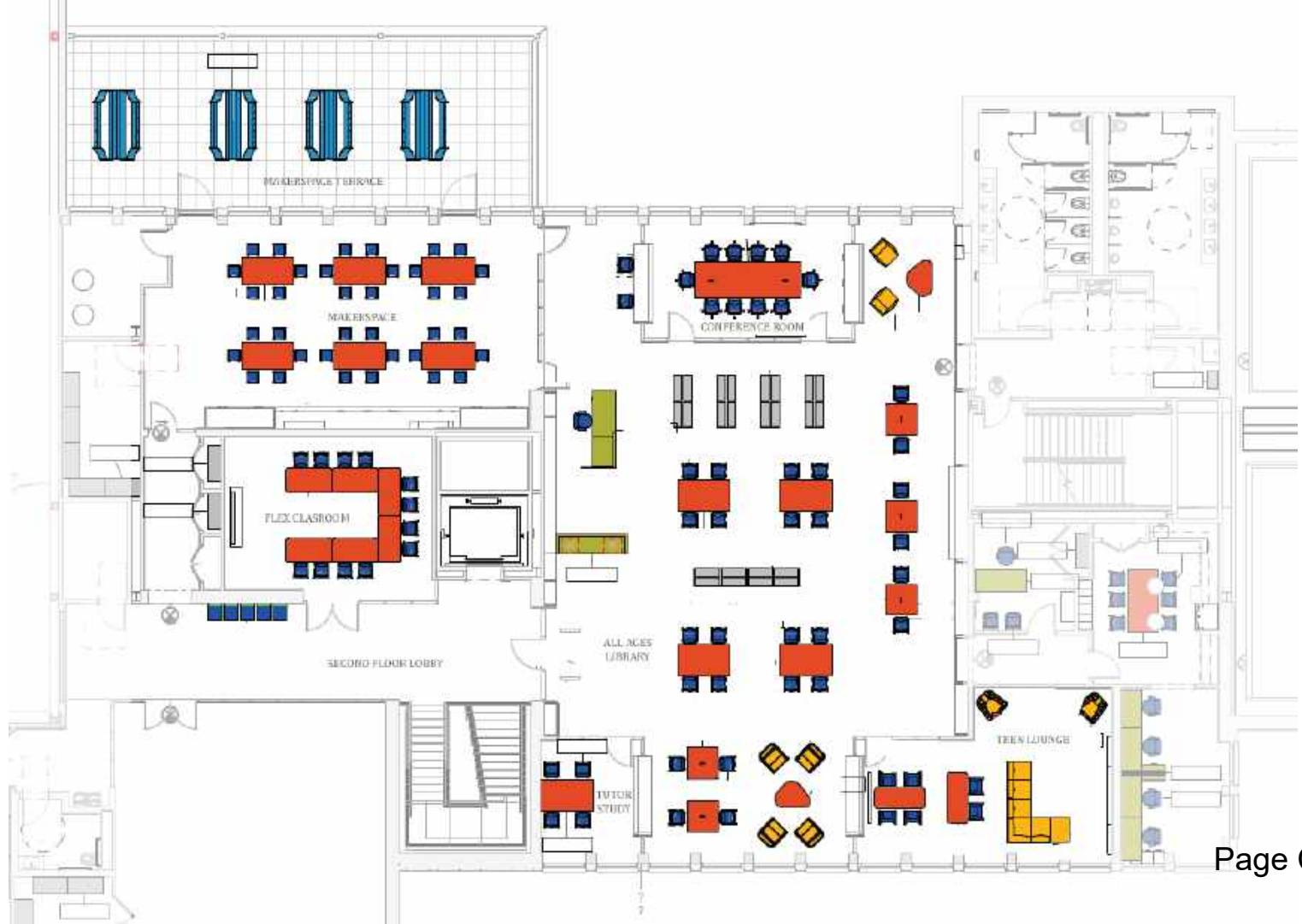
DOWNSTAIRS

- Children's materials
- Storytime space
- Access to senior lounge

UPSTAIRS

- Adult and teen materials
- Technology, holds
- Access to makerspace







COLLECTIONS – DOWNSTAIRS / CHILDREN



- Special Collections
(Trucks/Trains, Featured Character, BIPOC Voices etc.)
- Board Books
- Picture Books
- Beginning Reader Fiction
- Beginning and Easy Reader Nonfiction
- Easy Reader Fiction
- Juvenile Fiction
- Juvenile Nonfiction
- Juvenile Graphic Novel
- DVDs (children)
- Spanish Language (children)
- World Language (children)
- Read Together Kits



COLLECTIONS –UPSTAIRS / ALL AGES



- Holds*
- Technology*
- DVDs (Spanish, English, World)
- Magazines/
- newspapers (?)
- Nonfiction (adult)
- Fiction (adult)
- Mystery (adult)
- Science Fiction/ Fantasy (adult)
- Graphic Novel (adult)
- Special Collection (BIPOC Voices) (adult)
- Spanish Language (adult)
- World Language (adult)
- Nonfiction (teen)
- Fiction (teen)
- Graphic Novel (teen)
- Spanish Language (teen)
- Special Collections (BIPOC Voices) (teen)

PRIORITIES BY COLLECTION AREA

Collection area	How library materials are selected
Core collection	Menlo Park Library collection development policy
New / popular items	Recently published and/or in high demand in Menlo Park and the Belle Haven neighborhood
Community driven	Based on community feedback and requests

PRIORITY ACCESS FOR RESIDENTS

Menlo Park residents, especially Belle Haven neighborhood residents, will have priority access to popular, up-to-date, diverse, educational, informative, inspiring, resourceful, useful, interesting, entertaining, and helpful library materials.

- Library items housed at MPCC will not be “holdable”
- Any member of the public who has a valid library card may walk into the MPCC library and check out items
- Menlo Park residents may still “hold” items from other libraries and have them delivered to MPCC library for pick up
- MPCC library will have hold shelves where residents to pick up items requested from other libraries in San Mateo County



THANK YOU

A young woman with dark hair, wearing a blue t-shirt and a dark grey hoodie, is sitting at a table in a library. She is resting her chin on her hand and looking down at an open book. The background is filled with bookshelves filled with books.

MPCC PROGRAMMING – ICURATE LIBRARY COLLECTION DIVERSITY AUDIT

Library Commission – March 6, 2023



PURPOSE AND GOAL

- Assess the diversity of books in Menlo Park Library's collection
- Compare the diversity of MPL's collection to that of other public libraries
- Identify areas of strength, and areas in need of improvement
- Perform a second diversity audit in 2-3 years

DEFINING “DIVERSE”

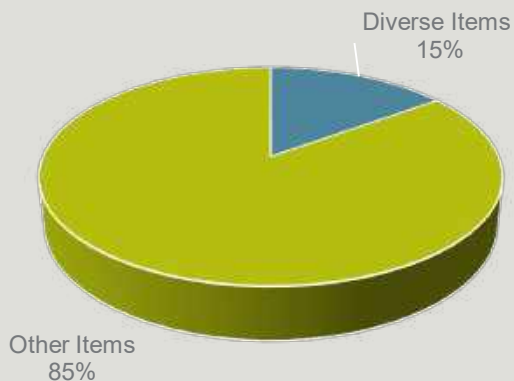
- Print books only
- 11 Diversity Categories
 - Asian, Black, Indigenous, Jewish, Latinx, LGBTQIA+, Mental Health, Middle Eastern, Multicultural, Muslim, Neuro and Physical Diversity
- Books can be counted in multiple categories
- “Based on interest and content rather than author identification”
 - Exception: well-known authors ie. Amy Tan, Toni Morisson
- Proprietary database maintained by collection development librarians

Collection	Asian Interest	Black Interest	Indigenous Interest	Jewish Interest	Latinx Interest	LGBTQIA+ Interest	Mental Health	Middle Eastern Interest	Multicultural	Muslim Interest	Neuro and Physical Diversity	Other Items	inClusive Items	Total Items
Adult	914	1,113	169	398	319	494	321	327	69	98	109	21,942	3,796	25,738
Adult Fiction	423	419	80	202	125	239	69	116	28	23	40	8,571	1,534	10,105
Adult Graphic Novels	38	28	2	9	6	39	21	7	31	6	1	821	152	973
Adult Nonfiction	453	666	87	187	188	216	231	204	12	69	68	12,550	2,110	14,660
Adult 00s	0	2	0	1	0	0	0	2	0	0	0	390	5	395
Adult 100s	10	12	2	0	1	3	37	1	1	0	3	792	66	858
Adult 200s	17	6	1	15	0	0	2	7	0	9	0	279	52	331
Adult 300s	54	171	10	19	35	42	32	31	4	12	3	2,036	365	2,401
Adult 400s	6	0	0	0	10	1	0	1	0	0	2	87	20	107
Adult 500s	0	6	1	0	0	0	0	2	0	1	2	578	11	589
Adult 600s	127	44	3	14	30	8	77	20	2	3	30	3,171	335	3,506
Adult 700s	44	46	3	7	8	6	0	3	0	2	1	1,851	115	1,966
Adult 800s	33	60	13	4	20	43	1	12	1	2	1	657	161	818
Adult 900s	72	55	38	41	46	1	1	72	1	13	0	1,036	286	1,322
Adult Biographies	90	264	16	86	38	112	81	53	3	27	26	1,673	694	2,367
Children's	503	942	118	155	353	126	66	76	497	72	166	17,740	2,726	20,466
Board Books	7	9	1	3	4	2	0	0	17	2	0	529	43	572
Children's Graphic Novels	24	41	2	9	26	19	4	1	92	2	10	903	154	1,057
Children's Fiction	397	559	50	106	246	84	53	44	306	49	140	10,721	1,797	12,518
Easy Reader Fiction	45	29	0	0	13	0	0	0	6	5	4	1,438	93	1,531
Juvenile Fiction	186	261	25	47	142	43	49	24	71	17	114	4,359	826	5,185
Picture Books	166	269	25	59	91	41	4	20	229	27	22	4,924	878	5,802
Children's Nonfiction	75	333	65	37	77	21	9	31	82	19	16	5,587	732	6,319
Juvenile Nonfiction	46	199	55	20	56	11	7	23	47	9	6	3,419	467	3,886
Easy Nonfiction	28	117	10	17	21	10	2	8	35	9	8	1,914	244	2,158
Easy Reader Nonfiction	1	17	0	0	0	0	0	0	0	1	2	254	21	275
Teen	205	288	27	48	137	442	165	45	148	51	64	2,700	1,247	3,947
Teen Fiction	150	162	14	36	106	314	139	33	51	34	45	1,257	834	2,091
Teen Graphic Novels	41	84	5	5	21	111	5	8	71	16	8	862	267	1,129
Teen Nonfiction	14	42	8	7	10	17	21	4	26	1	11	581	446	727
Grand Total	1,622	2,343	314	601	809	1,062	552	448	714	221	339	42,382	7,769	50,151

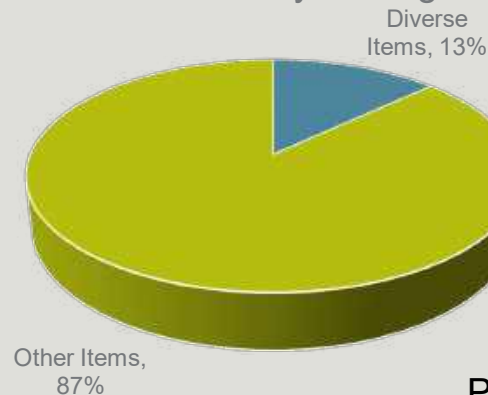
BY THE NUMBERS

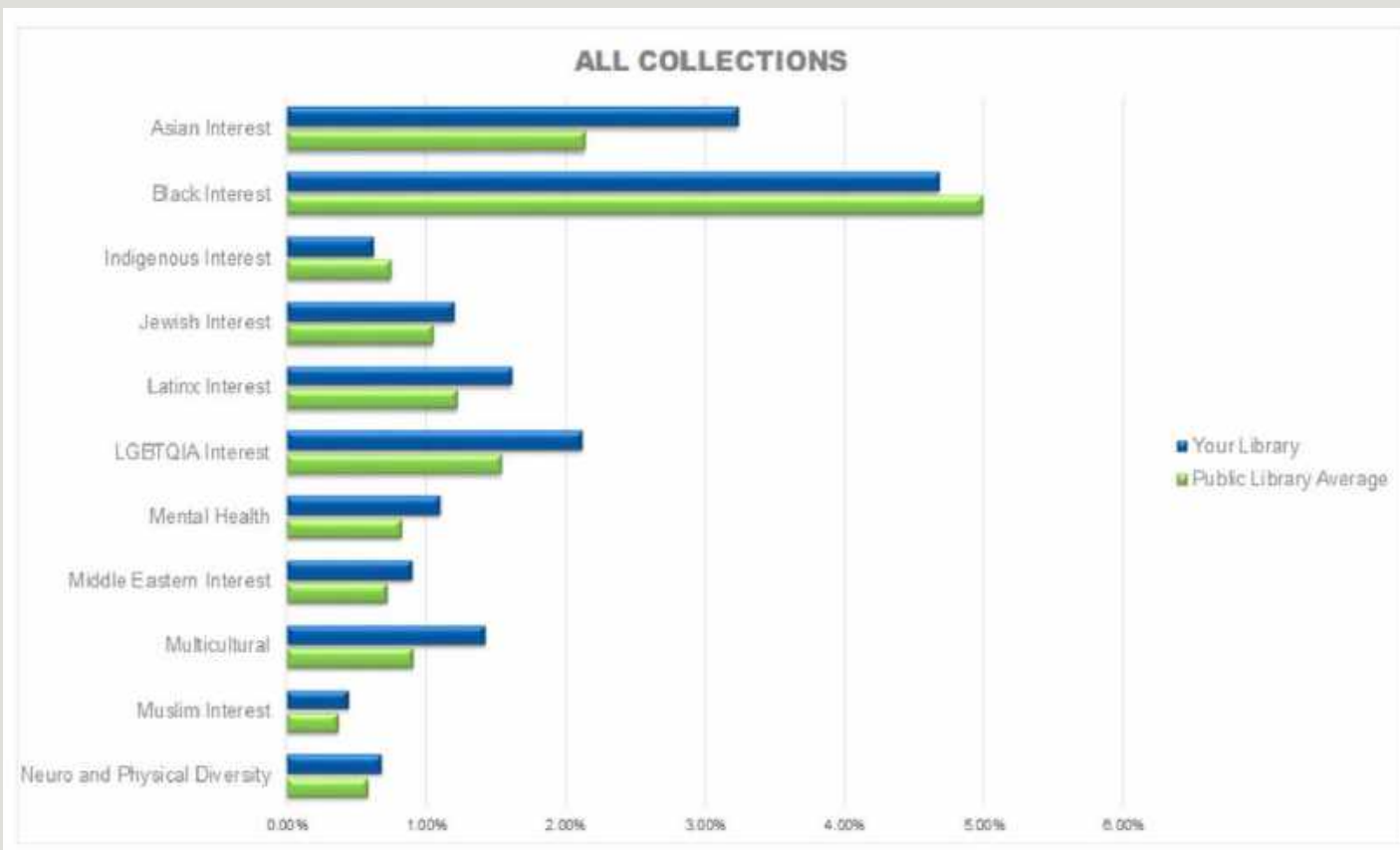
- 50,151 items surveyed – unique ISBN numbers
 - 25,738 Adult, 20,466 Children’s, 3,947 Teens
- 7,769 “diverse” items
 - 15% of total print collection

Menlo Park Total Collection

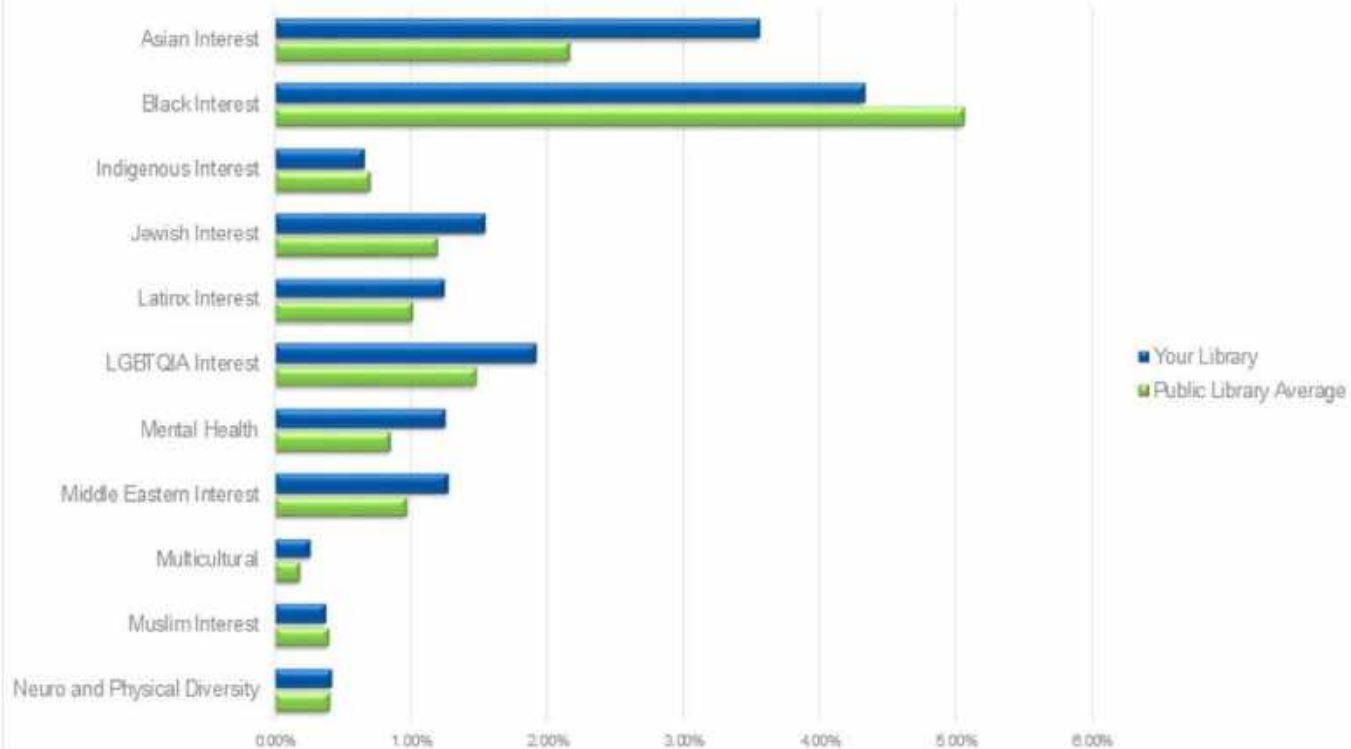


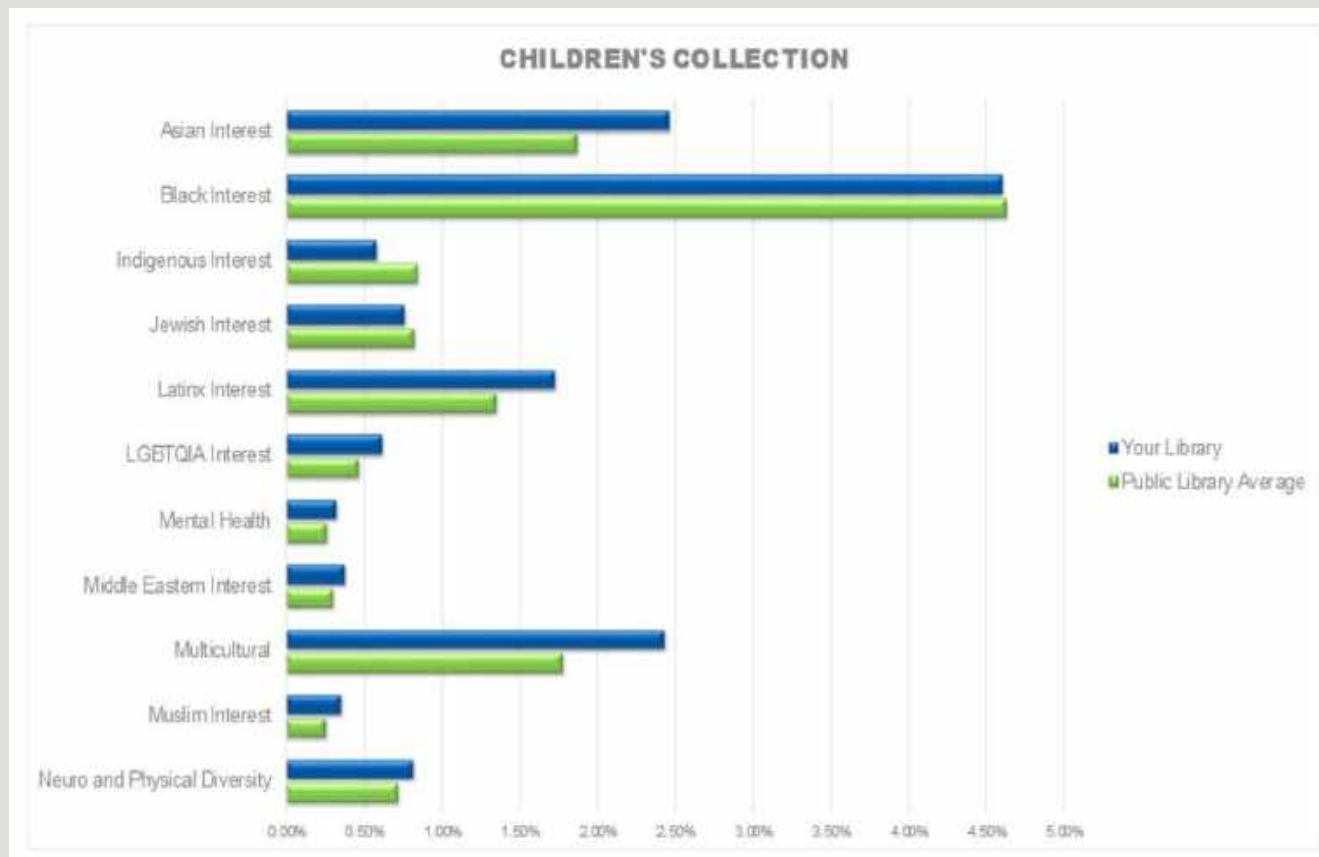
Public Library Average

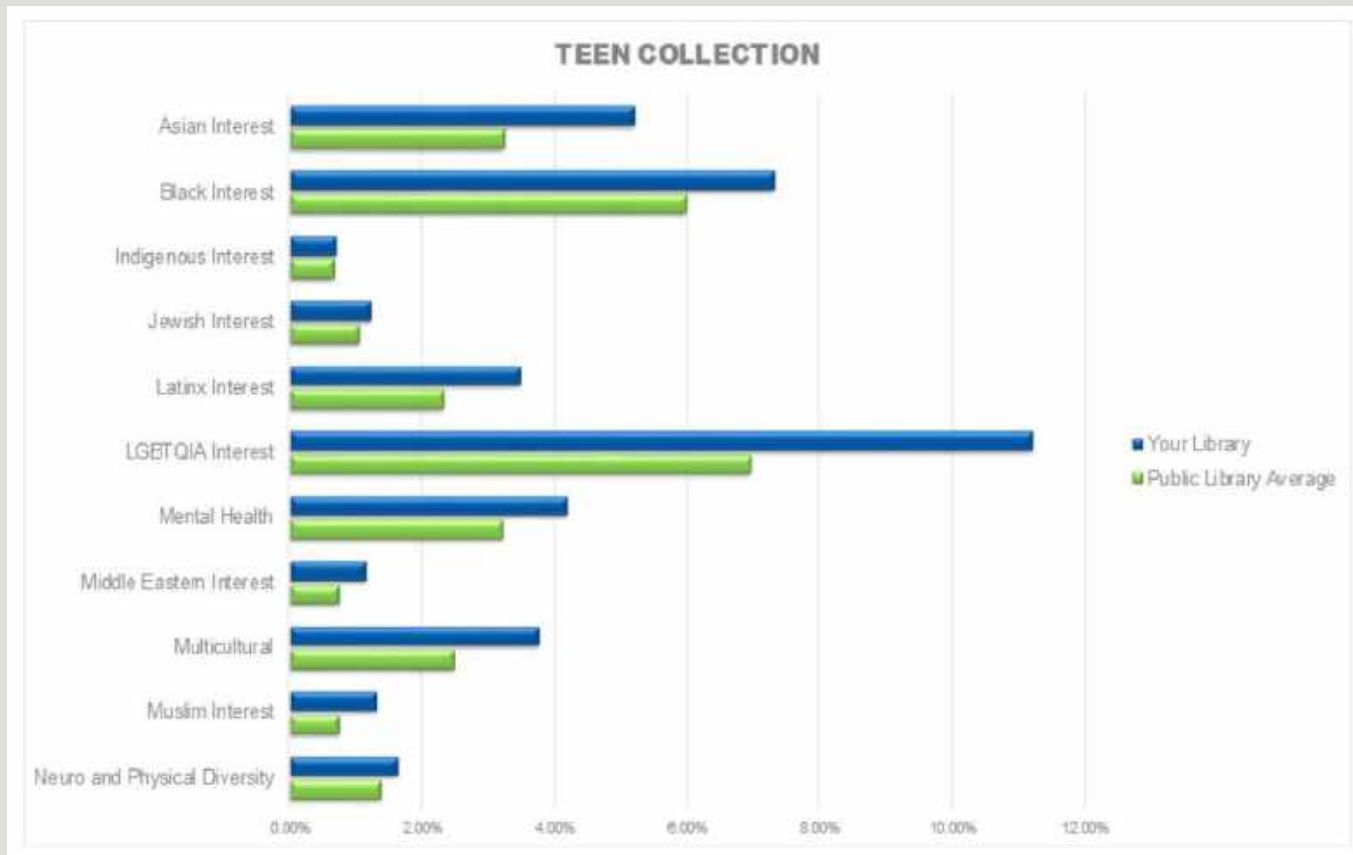




ADULT COLLECTION









THANK YOU

CHILDREN'S / DOWNSTAIRS

ATTACHMENT C

Material Type/Genre	number of items currently held at main	Percentage of children's holdings at main that type takes up	percentage of downstairs holdings at MPCC that the type WILL take up	how many feet of shelving is that percentage	average number of items that fit in one linear foot of shelving	how many items are in that many feet	2.75/3rds of column G total (leave 6 inches space on each 3ft shelf) = GOAL FOR TOTAL COLLECTION WHEN COMPLETE	of those items, how many are CORE? (start with one third)	of those items, how many are HOT? (Start with one third)	of those items, how many are COMMUNITY-DRIVEN? (start with one third)	total number of CORE items	total number of HOT items	total number of COMMUNITY items	of the HOT items, how many are popular & published PRIOR TO OPENING	of the HOT items, how many are in high demand AFTER OPENING	of the COMMUNITY items, how many to purchase PRIOR TO OPENING	of the COMMUNITY items, how many to purchase AFTER OPENING	total number of items to purchase PRIOR TO OPENING (add columns L, O, Q)	total number of items to purchase AFTER OPENING (add columns P, R)	notes
*displays	28		1.0%	3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
*special collections			8.0%	12	25	300	275	80%	10%	10%	220	25	30	15	10	20	10	255	20	
beginning reader fic	2804	8.0%	5.0%	9	30	270	250	40%	50%	10%	100	125	25	90	35	15	10	205	45	
beginning & easy reader NF	1101	3.1%	2.0%	3	40	120	110	70%	15%	15%	80	15	15	10	5	10	5	100	10	
easy reader fic	3267	9.6%	8.0%	12	25	300	275	35%	50%	15%	95	135	45	90	45	30	15	215	60	
picture books	8889	26.1%	20.0%	30	30	900	840	70%	10%	20%	585	85	170	45	40	120	50	750	90	
board books	889	2.6%	2.0%	3	20	60	55	70%	10%	20%	35	10	15	10	0	10	5	55	5	
Jfic	5084	14.9%	14.5%	21	10	210	195	20%	50%	30%	40	100	55	70	30	35	20	145	50	
JNF	7471	21.9%	16.0%	24	30	720	670	80%	10%	10%	535	65	70	40	25	45	25	620	50	
graphic novel	1381	4.0%	6.0%	9	20	180	170	15%	70%	15%	25	120	25	90	30	15	10	130	40	
DVD	1080	3.1%	2.0%	3	20	60	55	60%	20%	20%	35	10	10	5	5	5	5	45	10	
spanish language	1381	4.0%	10.0%	15	30	450	420	x	x	x	x	x	x	x	x	x	x	x	x	Same distribution as English collection, just in Spanish.
sp lang beginning reader fic			5.0%	0.75	30	22	20	40%	50%	10%	8	10	2	5	5	2	0	15	5	
sp lang beginning & easy reader NF			2.0%	0.3	40	12	11	70%	15%	15%	7	2	2	2	0	2	0	11	0	
sp lang easy reader fic			8.0%	1.2	25	30	28	35%	50%	15%	10	14	4	10	4	4	0	24	4	
sp lang picture books			15.0%	3	30	90	84	70%	10%	20%	59	8	17	8	0	10	7	77	7	
sp lang board books			7.0%	0.3	20	6	5	70%	10%	20%	3	1	1	1	0	1	0	5	0	
sp lang Jfic			14.5%	2.175	10	22	20	20%	50%	30%	4	10	6	5	5	6	0	15	5	
sp lang JNF			16.0%	2.4	30	72	67	80%	10%	10%	54	6	7	6	0	7	0	67	0	
sp lang graphic novel			6.0%	0.9	20	18	17	15%	70%	15%	2	12	3	6	6	3	0	11	6	
sp lang DVD			2.0%	0.3	20	6	5	60%	20%	20%	3	1	1	1	0	1	0	5	0	
world language	466	1.3%	2.0%	3	30	90	85	15%	15%	70%	15	10	60	5	5	30	30	50	35	
RTK	50	1.4%	2.5%	6	5	30	25	x	x	x	x	x	x	x	x	x	x	x	x	
BV	117	0.3%	1.0%	3	25	75	70	20%	5%	75%	15	5	50	5	0	20	25	40	25	
TOTALS	33980	100%	175.5%	167.325												391		2840	467	

ALL AGES / UPSTAIRS

Material Type/Genre	number of items currently held at main	Percentage of combined teen & adult holdings at main that type takes up	percentage of upstairs holdings at MPCC that the type WILL take up	how many feet of shelving is that percentage	average number of items that fit in one linear foot of shelving	how many items are in that many feet	2.5/3rds of column G total (leave 6 inches space on each 3ft shelf) = GOAL FOR TOTAL COLLECTION WHEN COMPLETE	of those items, how many are CORE? (start with one third)	of those items, how many are HOT? (Start with one third)	of those items, how many are COMMUNITY-DRIVEN? (start with one third)	total number of CORE items	total number of HOT items	total number of COMMUNITY items	of the HOT items, how many are popular & published PRIOR TO OPENING	of the HOT items, how many are in high demand AFTER OPENING	of the COMMUNITY items, how many to purchase PRIOR TO OPENING	of the COMMUNITY items, how many to purchase AFTER OPENING	total number of items to purchase PRIOR TO OPENING (add columns L, O, Q)	total number of items to purchase AFTER OPENING (add columns P, R)	notes
*holds	1051		3.0%	6	x	x		x	x	x	x	x	x	x	x	x	x	x	x	
*tech/computers	108		0.5%	1	x	x		x	x	x	x	x	x	x	x	x	x	x	x	
*displays	187		1.5%	3	x	x		x	x	x	x	x	x	x	x	x	x	x	x	
DVDs, spanish	140	0.2%	2.0%	6	20	120	100	25%	25%	50%	25	25	50	10	15	25	25	60	40	
DVDs, english	9474	16.0%	10.0%	24	20	480	400	25%	50%	25%	100	100	200	50	50	125	75	275	125	
DVDs, world	1662	2.8%	1.0%	3	20	60	50	30%	20%	50%	15	10	25	5	5	10	15	30	20	focus on local languages spoken
mags/news	997	1.7%	0.5%	18	1	18	18	75%	0%	25%	14	0	4	0	0	4	0	18	0	locate in senior area??
Adult Graphic Novels	1136	1.9%	1.0%	3	20	60	50	25%	50%	25%	12	25	13	10	15	6	7	28	22	
Nonfiction	26247	44.3%	35.0%	72	10	720	600	75%	5%	20%	450	30	120	10	20	70	50	530	70	
Fiction	10535	17.8%	15.0%	27	10	280	230	20%	50%	30%	45	115	70	50	65	40	30	135	95	
Mystery	3133	5.3%	4.0%	9	10	90	75	20%	50%	30%	15	35	25	15	20	15	10	45	30	
SFF	1702	3.0%	4.0%	9	10	90	75	20%	50%	30%	15	35	25	20	15	20	5	55	20	
BV	203	0.3%	1.0%	3	10	30	25	30%	5%	65%	8	2	15	2	0	10	5	20	5	
Adult Spanish language	196	0.3%			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Adult Spanish nonfiction			2.5%	6	10	60	50	20%	30%	50%	10	15	25	10	5	15	10	35	15	
Adult Spanish fiction			7.5%	15	10	150	125	20%	30%	50%	25	35	65	20	15	45	20	90	35	
teen fiction	2152	3.6%	3.5%	9	10	90	75	15%	55%	30%	10	40	25	25	15	15	10	50	25	
teen nonfiction	317	0.5%	0.5%	1	20	20	15	5%	65%	30%	2	10	3	10	0	3	0	15	0	
teen graphic novel	1198	2.0%	3.0%	6	20	120	100	10%	70%	20%	10	70	20	50	20	10	10	70	30	
teen spanish language	76	0.1%	3.5%	9	10	90	75	10%	50%	40%	10	35	30	20	15	15	15	45	30	
teen BV	96	0.2%	1.0%	3	10	30	25	20%	5%	75%	7	3	15	3	0	10	5	20	5	
TOTALS	59264	100%	100.0%	233														1521	567	

Notes on calculations in MPCC library collection spreadsheet

Rose Waldman, Library and Community Services Supervisor

March 6, 2023

1. Holdings logistics and contents by type

For document calculating number of items based on percentage of shelf space, see spreadsheet

Areas to take shelf space into consideration for:

Upstairs (adult and teen)	Downstairs (children)
*holds	*holds
*tech/computers	*displays
*displays	*special collections
DVDs, spanish	beginning reader fic
DVDs, english	beginning & easy reader NF
DVDs, world	easy reader fic
mags/news	picture books
Graphic Novels	board books
Nonfiction	Jfic
Fiction	JNF
Mystery	graphic novel
SFF	DVD
BV	spanish language
Spanish language	world language
teen fiction	RTK
teen nonfiction	BV
teen graphic novel	
teen spanish language	
teen BV	

With available shelf space, make the following calculations:

- a. Calculate how many linear feet = 2/3rds of total shelf space – use this number as working total shelving (WTS)
- b. Decide what percentage of WTS each of the above categories occupies
- c. Multiply WTS by each percentage to get actual number of linear feet each category above will occupy
- d. Determine how many of each type of item fits into one linear foot of space
- e. Multiply the number determined in D by the actual linear feet determined in C for each category to determine the actual number of items (ANI) to purchase in each category
- f. For each category, take the ANI and determine how much of each will be devoted to core, hot, and

community-driven items (see holdings development philosophy and strategy)

2. Holdings development philosophy and strategy

For each collection area, a combination of the following:

Name for purposes of reference	Core Collection	Hot New Items	Community-Driven Components
How materials are decided upon	Menlo Park Library collection development policy	Recently published and/or in high demand	Based on community feedback and requests
How much of the total collection the section occupies	Approximately 1/3 rd of any given collection area (final numbers for each area to be decided by MPL selectors in the Holdings Calculations document)	Approximately 1/3 rd of any given collection area (final numbers for each area to be decided by MPL selectors in the Holdings Calculations document)	Approximately 1/3 rd of any given collection area (final numbers for each area to be decided by MPL selectors in the Holdings Calculations document)
How materials are selected	Vendor-derived lists, to be approved/modified by MPL librarians	2/3 rd s = popular and published between February 2023 and August 2023 – vendor decides these	MPL librarians will develop these lists for all English Language materials
		1/3 rd = in high demand in May 2023 (list run by MPL, delivered to vendor)	Spanish language lists to be curated by Brodart, with intensive involvement from MPL librarians and Spanish-speaking staff

3. Circulation and ongoing development plans

Circulation Strategy:

In order to promote circulation in the Belle Haven community, all materials will be quick picks (suppressed in catalog and not "holdable") for at least the first six months after MPCC opening. After six months, the collection will be assessed, and a decision will be made as to whether to keep all of the items as quick picks, or to keep as quick picks only the items that have holds on them. The end goal would be for any items popular enough to have holds to remain as quick picks indefinitely, and to have that be the browsing collection (rather than having a separate "new" and "quick pick" collection like at the Main Library).

Ongoing Purchasing:

Leaving about 20% of the available shelf space open for purchasing after opening day. These items will be comprised of hot items published during the month before and three months following opening, and items indicated as a priority by the community after opening.

Ongoing purchasing is to be determined, but factors will include demand (purchase requests, high demand holds), budget allocation, and turnover of available space. Routine purchasing should begin within the first month of purchasing, so a plan should be put in place at minimum two months prior to opening.

Ongoing Collection Maintenance:

Maintenance will be conducted on a regular basis with an eye to maintaining a collection of holdings with high circulation that are of interest and use to the immediate service population of the MPCC. Due to space limitations and a desire to keep a consistent flow of new materials coming in, older and less popular items that are not deselected may be moved to the Main Library for storage purposes.



REGULAR MEETING MINUTES – DRAFT

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

Director 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

The background of the slide is a photograph of a construction site. It shows a wooden formwork structure with several vertical rebar columns. Two construction workers wearing orange safety vests and hard hats (one yellow, one white) are visible working on the structure. The sky is clear and blue.

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

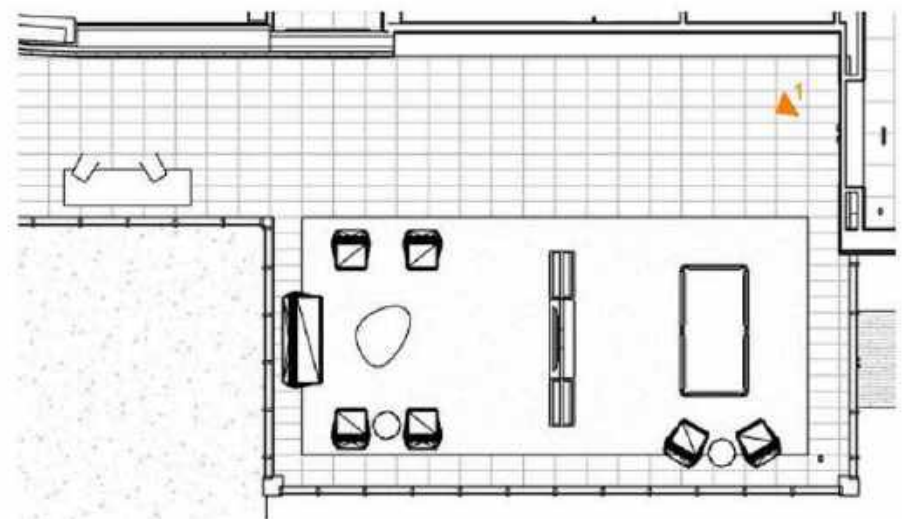
- October 11 – Authorize staff to issue a RFP for an aquatics operator at Burgess Pool and the new MPCC Pool
- November/December – Provide direction to update City Council Policy CC-86-0001, “Naming and/or changing the name of facilities” (1986)
- December/January – Award of contract and budget authorization 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 Children's Library 1



3 Children's Library 2





CHILDREN'S LIBRARY
FIRST FLOOR



4 Makerspace 1



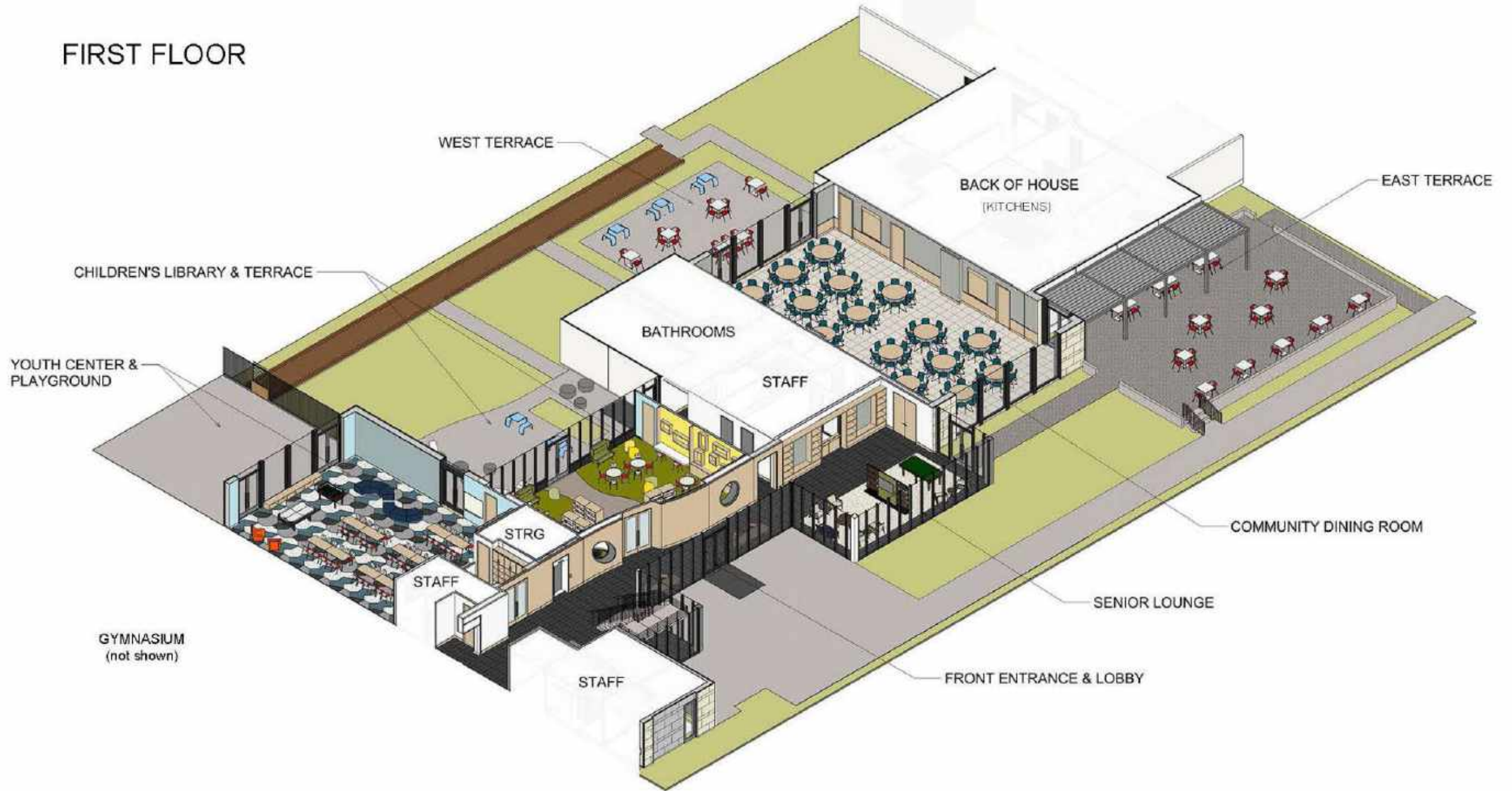
5 Makerspace 2





MAKERSPACE
SECOND FLOOR

FIRST FLOOR



WEST TERRACE

BACK OF HOUSE
(KITCHENS)

EAST TERRACE

CHILDREN'S LIBRARY & TERRACE

BATHROOMS

STAFF

YOUTH CENTER &
PLAYGROUND

COMMUNITY DINING ROOM

STRG

SENIOR LOUNGE

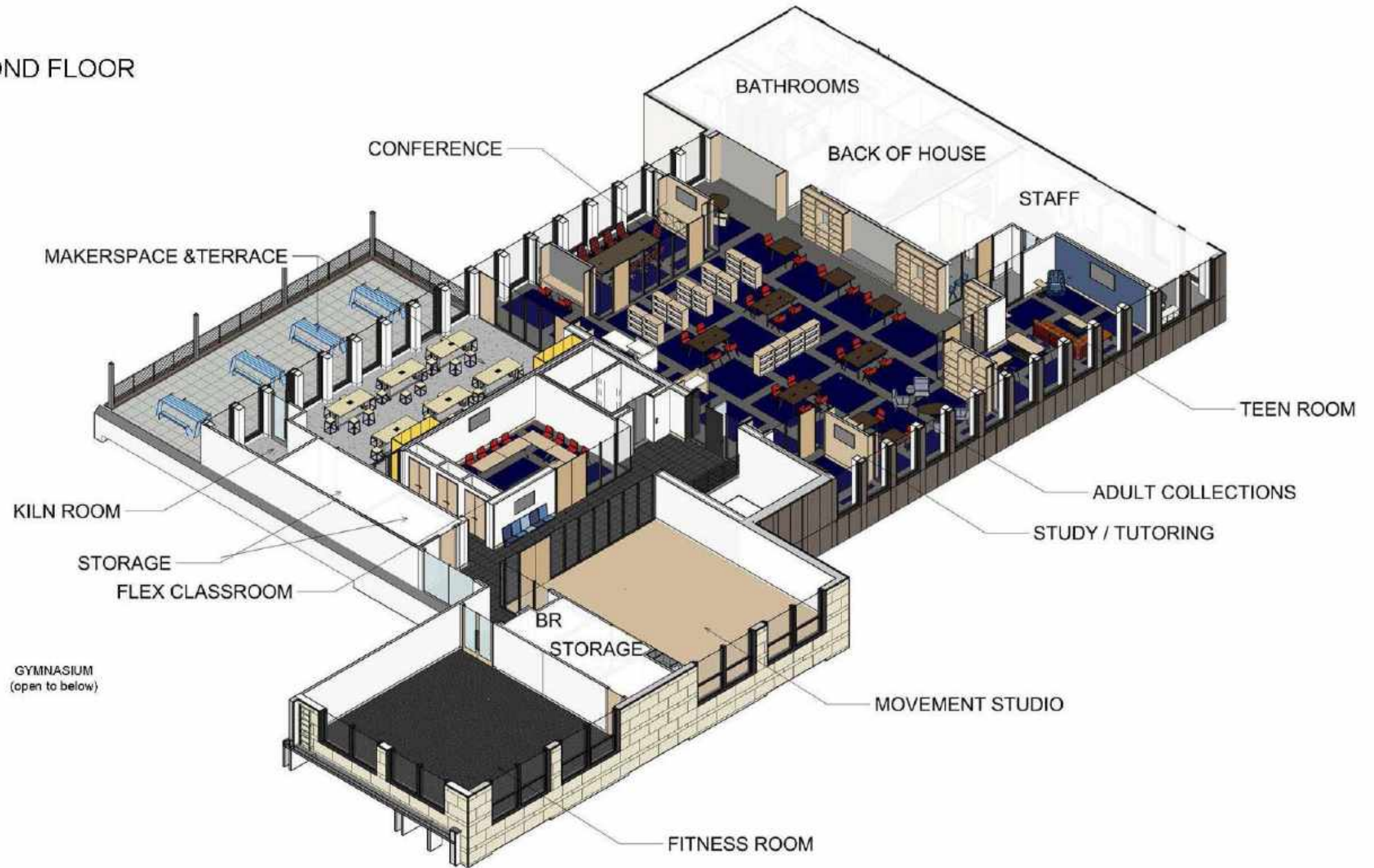
STAFF

FRONT ENTRANCE & LOBBY

GYMNASIUM
(not shown)

STAFF

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 and 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?

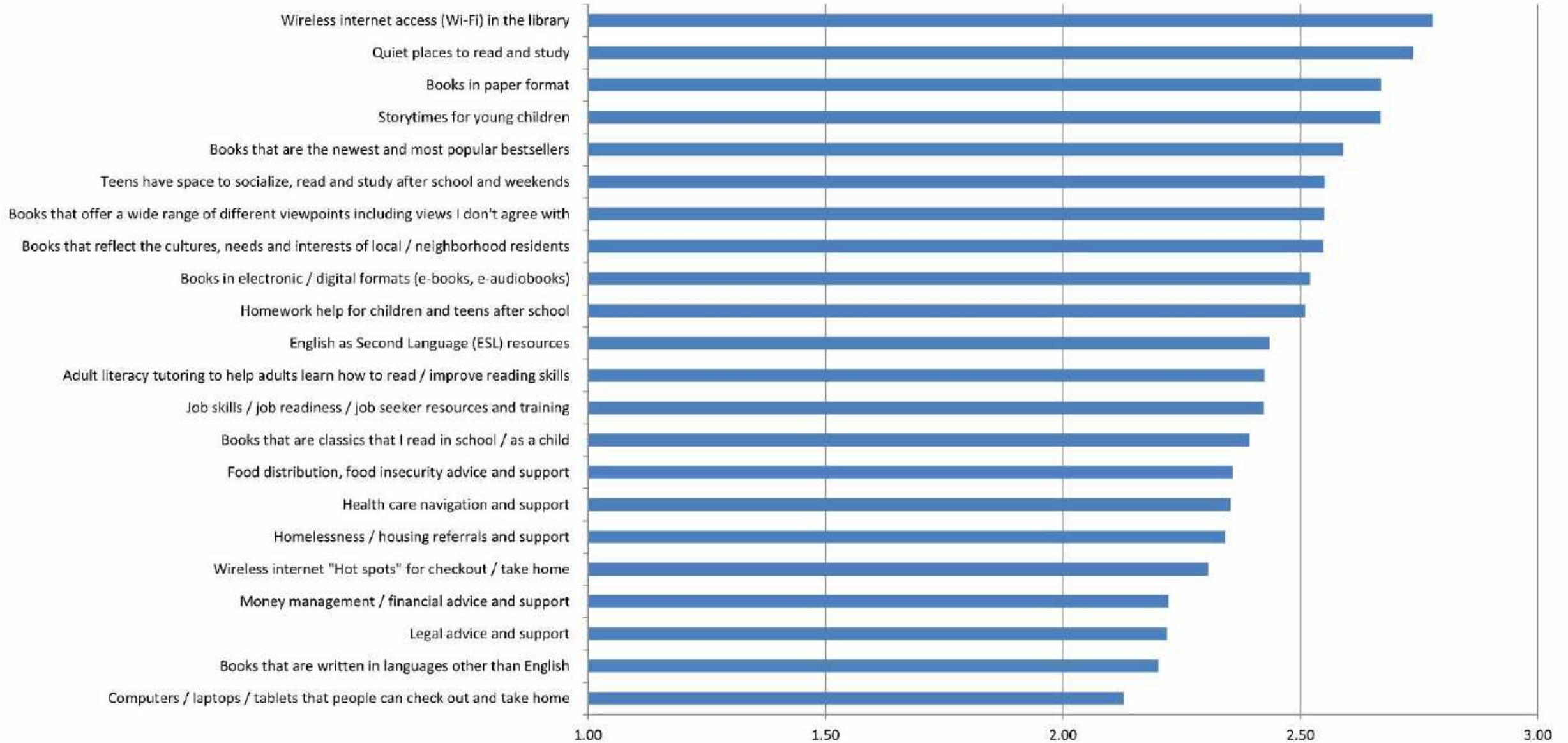


Chart shows average relative importance rated by survey respondents. Respondents rated each item as either "not at all important," "somewhat important," or "very important." Items rated "not important" are assigned a value of 1; "somewhat important" a value of 2; and "very important" a value of 3. The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



STAFF REPORT

Library Commission

Meeting Date:

3/6/2023

Staff Report Number:

LC-2023-002

Choose an item.

Establish a procedure for the annual selection of Chair and Vice Chair

Recommendation

Staff recommends that the Library Commission (LC) establish a procedure for the annual selection of the LC Chair and Vice Chair that emulates the procedure City Council uses to annually select the Mayor and Vice-Mayor.

Policy Issues

City Council policy #CC-22-004 requires advisory bodies to select a Chair and a Vice Chair and to rotate those positions annually: “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected. Each commission/committee shall annually rotate its chair and vice chair.” (Attachment A.)

Background

The LC on May 16, 2022 selected a Chair and Vice Chair and discussed options to establish a procedure for selecting a Chair and Vice Chair by rotation.

Analysis

City Council in February 2016 established City Council Procedure #CC-16-0001, “Selection of Mayor” (Attachment B). Per the procedure, the Mayor is selected from Councilmembers who have served a minimum of one year and who have not yet served as Mayor. The Councilmember who has served the longest without being selected as Mayor is selected as Mayor. Typically, the Councilmember who has served next longest without selection is selected as Vice Mayor, and the Vice Mayor then becomes Mayor the following year. The selection of the Mayor and Vice Mayor remains subject to approval by a majority vote of the City Council.

Staff recommends that the LC follow the same procedure for the selection of Chair and Vice Chair that is used by the City Council for the selection of Mayor and Vice-Mayor: The longest serving LC member who has not yet served as Chair would be selected as Chair. If all eligible LC members have served as Chair, then the member with the longest elapsed time since serving as Chair would be selected. The next longest tenured LC member would be selected as Vice Chair and then rotate into the Chair role the following year. The selection of the Chair and Vice Chair would remain subject to approval by a majority vote of the LC.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations.

City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

Meeting attendance of advisory board members is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

- A. City Council Policy #CC-22-004
- B. City Council Procedure #CC-16-0001

Report prepared by:
Nick Szegda, Assistant Library Services Director

Report Reviewed by:
Sean S. Reinhart, Library and Community Services Director

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803



<p>Purpose</p> <p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p>
<p>Authority</p> <p>Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”</p>
<p>Background</p> <p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<p>Policies and Procedures</p> <p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

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3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however,

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

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members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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Adopted January 10, 2023

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- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803

SELECTION OF MAYOR

City Council Procedure #CC-16-0001

Effective 10/7/2014

Ordinance No. 1016



Purpose		
To establish a procedure for the annual selection of the Mayor.		
Policies and procedures		
City Council policy shall be to rotate the mayor annually. The City Council shall select as mayor an elected member of the City Council who has served a minimum of one year and who has not served as mayor. If all eligible members have served as mayor, then the member with the longest elapsed time since serving as mayor shall be selected as mayor. In the event there are two or more eligible members having equal seniority, the City Council may select any eligible member as mayor.		
Procedure history		
Action	Date	Notes
Proposed and approved by City Council	February 23, 2016	Ordinance No. 1016



STAFF REPORT

Library Commission

Meeting Date:

3/6/2023

Staff Report Number:

LC-2023-003

Regular Business:

Advisory body meeting format and attendance requirements - AB 2449 Just cause and emergency circumstances

Recommendation

Staff recommends that the Commission receive and acknowledge understanding of this report related to changes to advisory body meeting formats and attendance requirements that are now in effect under state Assembly Bill 2449 (AB 2449).

Policy Issues

Advisory body attendance is governed by the rules of the Brown Act. The Brown Act requires a quorum of the body to be in attendance before a meeting can begin.

Background

The California Legislature temporarily modified the rules for advisory body meetings during the COVID-19 pandemic and the associate state of emergency. Governor Gavin Newsom terminated the state of emergency on February 28, 2023 (Attachment A). Beginning March 1, 2023, new rules were set in place by the State Legislature under Assembly Bill 2449. The bill requires a quorum of in person advisory body board members. AB 2449 makes some allowances for remote participation of advisory body members, but limits the number of and allowable reasons for, remote appearances.

Analysis

Beginning March 1, 2023, the procedure for participating in advisory body meetings will change per Assembly Bill 2449. As of March 1, 2023, all legislative body members (including City commissions) will need to participate in person unless one of the criteria outlined below is met. The public's remote participation under AB 2449 will not be impacted, and the City will continue hybrid teleconference meetings for the public as well as allow in-person attendance.

Under the first criteria for participating remotely, a commissioner can continue to apply rules from the traditional Brown Act.

The traditional Brown Act requirements (Gov. Code sec. 54953(b)(3)) (Attachment B) state that a quorum of the legislative body must be in-person at City Council Chambers, City Hall conference room, City library, etc. and any members participating remotely must post the address of where the remote legislative body member is participating from on the agenda for the meeting (i.e. home address, hotel, etc.). The agenda must also be posted on the door of where the remote legislative body member is participating from, in public view, and members of the public must be allowed into the location where the remote legislative body

member is participating from. For example, if a member is participating from home, then the public must be allowed access to participate in the meeting at the home.

Under AB 2449 ([Attachment C](#)), two new criteria for participating remotely have been added. They are referred to as "just cause" and "emergency circumstances."

"Just Cause"

To use "just cause," a commissioner must notify the legislative body at the earliest possible opportunity of their intention to participate remotely. This could include the notification being made up to the start of a regular meeting. The notification must be made by the member who is participating remotely and cannot be made by staff or the Chair on the remote attendee's behalf. The notification must include a general description of the just cause circumstances relating to their need to appear remotely at the given meeting. For example, "I am Commissioner Jane Smith participating remotely tonight for caregiving purposes."

Accepted reasons for using "just cause" are:

- Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely
- A contagious illness that prevents a member from attending in person
- A need related to a physical or mental disability
- Travel while on business of the legislative body or another state or local agency.

In order to use "just cause," a quorum of the legislative body must still be in-person at the City Council Chambers, City Hall conference room, City library, etc.

"Emergency Circumstances"

To use "Emergency Circumstances," a member may request the legislative body to allow them to participate in the meeting remotely due to "emergency circumstances."

To do this, at the start of the meeting, the remote legislative body member must request that the legislative body allow them to participate remotely because of an emergency circumstance. The remote legislative body member then must provide a general description of the circumstances relating to the legislative body member's need to appear remotely. This description should be 20-words or less. The legislative body member does not have to disclose any personal medical information. However, the remote legislative body member must disclose whether any other people over 18 years old are present in the room and the general nature of the legislative body member's relationship with the individual

The legislative body must then vote to add the emergency circumstance to the agenda for consideration. A majority vote is required. If approved (e.g., add the consideration of an emergency circumstance to the agenda), the legislative body must vote to approve the remote legislative body member's participation. These steps are required before the commencement of the business meeting. The legislative body must then vote to approve the request. The legislative body must request a general description of the circumstances relating to their need to appear remotely at the given meeting.

Again, as with the first two criteria, an in-person quorum must be present.

Limitations on Teleconference Participation

AB 2449's teleconference procedures may not be used by a member of the legislative body to teleconference for a period of more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than 10 times per calendar year. Teleconference may not be used for more than two consecutive meetings. Members participating

remotely must do so through both audio and visual technology and must publicly disclose whether any individual over the age of 18 is present at the remote location with the member.

Under all circumstances listed above a remote legislative body member must participate through both visual and audio with cameras and mics engaged. Roll call voting will be required if one or more member is participating remotely.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

Meeting attendance of advisory board members is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

- A. Office of Governor Gavin Newsom: press release and information announcing the end of the state of emergency. Link: <https://www.gov.ca.gov/2023/02/28/governor-newsom-marks-end-of-californias-covid-19-state-of-emergency/>
- B. Text of Gov. Code sec. 54953(b)(3) known as the "Brown Act". Link: <https://leginfo.legislature.ca.gov/faces/selectFromMultiples.xhtml?lawCode=GOV§ionNum=54953>.
- C. Text of Assembly Bill 2449 – Open meetings: local agencies: teleconferences. Link: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2449
- D. Powerpoint presentation on Assembly Bill 2449

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library Services Director

Report reviewed by:

Sean Reinhart, Library and Community Services Director



COMMISSION MEETING ATTENDANCE

New requirements – AB 2449

BACKGROUND

- Beginning March 1, 2023, the procedure for participating in meetings will change per AB 2449
- The City will continue teleconference meetings for all legislative bodies
- Teleconference = in-person and remote participation (hybrid)
- Legislative bodies = City Council, advisory bodies, commissions, committees, and standing sub-committees

NEW ATTENDANCE REQUIREMENTS

- All legislative body members will need to appear in person unless one of the following conditions is met
 - Traditional Brown Act requirements
 - AB 2449 “Just Cause”
 - AB 2449 “Emergency Circumstances”

- Public participation not impacted – they may continue to attend and participate remotely

TRADITIONAL BROWN ACT REQUIREMENTS

- Quorum must be present in-person
- Address of remote participation site on agenda
- Agenda posted to the door of the remote location
- Members of the public must be allowed into the location where the remote participation is occurring
 - This requirement includes the home of the participating member

AB 2449 JUST CAUSE

- Quorum must be present in-person
- Can be used up to two meetings per calendar year
- Just Cause =
 - Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely
 - A contagious illness that prevents a member from attending in person
 - A need related to a physical or mental disability
 - Travel while on business of the legislative body or another state or local agency

IN ORDER TO USE “JUST CAUSE”

- In-person quorum
- Notify your legislative body at the earliest possible opportunity of the need to participate remotely
 - The earliest possible opportunity can be, but is not required to be, at the start of the meeting
- Provide a general description of the circumstances related to one of the four items above (e.g., childcare, illness, disability, travel)

AB 2449 “EMERGENCY CIRCUMSTANCES”

- Can be used up to 20% of a legislative body’s regular meetings per calendar year (January – December) and cannot exceed three consecutive meetings
 - If the regular meeting schedule is once a month: 20% = 2 meetings
- Physical or family medical emergency that prevents a legislative body member from attending in-person

IN ORDER TO USE EMERGENCY CIRCUMSTANCES

- At the start of the meeting, the remote legislative body member must request that the legislative body allow them to participate remotely because of an emergency circumstance
- Remote legislative body member must provide a general description of the circumstances relating to the legislative body member's need to appear remotely
- This description should be 20-words or less
- The legislative body member does not have to disclose any personal medical information

IN ORDER TO USE EMERGENCY CIRCUMSTANCES (2)

- Remote legislative body member must also disclose whether any other people over 18 years old are present in the room and the general nature of the legislative body member's relationship with the individual
- The legislative body must vote to add the emergency circumstance to the agenda for consideration
 - Majority vote required
- If approved (e.g., add the consideration of an emergency circumstance to the agenda), the legislative body must vote to approve the remote legislative body member's participation
- These steps are required before the commencement of the business meeting

ADDITIONAL RULES FOR REMOTE LEGISLATIVE BODY MEMBER ATTENDANCE

- Remote legislative body members must participate through both visual and audio
 - Cameras and mics engaged
- Rollcall voting required if one or more member is participating remotely
 - Robert’s Rules of Order (45:48) requires that:
 - A verbal rollcall vote be done in alphabetical order, with the presiding officer (e.g., mayor or chair) last
 - Legislative body members can vote “yes”, “no”, “abstain”, or “pass”
 - If “pass”, following the remainder of the rollcall vote, the vote will return to that member



THANK YOU



STAFF REPORT

Library Commission

Meeting Date:

3/6/2023

Staff Report Number:

LC-2023-004

Choose an item.

Library use guidelines

Recommendation

Staff recommends that the Library Commission review and recommend revisions to the Library Use Guidelines (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission may review and recommend updates to library user policies and guidelines as the need arises.

Background

The Library Use Guidelines (Guidelines) set rules and expectations for the public's use of library facilities, programs, and materials. The Guidelines were previously reviewed and recommended by the Library Commission on April 18, 2022.

Analysis

The Guidelines are intended to foster a public environment that is safe, welcoming, and inclusive for all community members by establishing clear expectations and rules for the shared use of the library building, library materials, and library services. From time to time, it is appropriate and necessary to conduct reviews of the Guidelines and update them as needed to clarify library rules and policies or in response to changing community needs. Staff recently reviewed the Guidelines and identified a need to make various minor administrative revisions or clarifications. The revised Guidelines are included with revisions shown in redline in Attachment A.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

Meeting attendance of advisory board members is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

A. Library Use Guidelines – with redline revisions March 6, 2023

Report prepared by:

Ashley Walker, Management Analyst

Sean S. Reinhart, Library and Community Services Director

LIBRARY USE GUIDELINES

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



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. Inappropriate personal grooming activity that can create unsanitary conditions or is disruptive to regular library use, including but not limited to: bathing, shaving, hair cutting, nail trimming, or washing clothes in the library or the public restrooms.~~
- ~~Entering the library without Failing to wear~~ 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.~~

- Bringing into the library any items that present health hazards, including but not limited to: items containing vermin, decomposing or rotten items, and items that contain or could potentially release hazardous material.
- 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~~
Distributing or posting literature, gathering signatures, soliciting contributions or conducting surveys, except by Library support groups or as a part of a Library-sponsored event.
- Placing any tables or other structures on library property, including library grounds.
- 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.

Library events and programs are intended to serve as safe spaces for participants, and it is important that people who identify within historically marginalized minorities have a safe space in which to share their lived experiences. Cultivating such spaces may include creating programs for identity-based groups that reflect the needs of City of Menlo Park community members and covering sensitive topics such as, but not limited to, gender, sexual orientation, race, mental and physical disability, and immigration status. In order to keep these spaces welcoming and serving their intended purposes, anyone who responds to such events with prejudice or intolerance of any variety, including derogatory comments, hate speech, and/or repeated microaggressions toward others may be asked to leave.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave.
- Library visiting privileges may be suspended for an extended time period.
- Library staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges.
- Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing.

Additional information

- In case of an emergency, promptly follow all library staff instructions.
- Theft of Library property, or property of Library staff, or property of Library visitors is prohibited.
- 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.)

Policy history

Action	Date	Notes
Policy adoption	December 17, 2018	Library Commission reviewed
Policy updated	September 16, 2019	Library Commission reviewed
Policy updated	June 21, 2021	Library Commission reviewed
Policy updated	April 18, 2022	Library Commission reviewed
<u>Policy updated</u>	<u>March 6, 2023</u>	<u>Administrative revisions</u>



STAFF REPORT

Library Commission

Meeting Date:

3/6/2023

Staff Report Number:

LC-2023-005

Choose an item.

Advisory body recruitments

Recommendation

City staff recommends that the Parks and Recreation Commission review this informational item about the City of Menlo Park advisory body recruitments ([Attachment A](#)).

Policy Issues

The City of Menlo Park's advisory body may need to address policy issues related to community development, land use planning, transportation, housing affordability, environmental sustainability, public safety, and library and community services.

Background

The City of Menlo Park's advisory bodies have several openings. The City is accepting applications from interested parties.

Analysis

Vacancies

The following advisory bodies currently have openings. Interested applicants should submit the online application form by 5 p.m., Friday, April 7, 2023.

- Complete Streets – 2
- Environmental Quality – 2
- Finance and Audit – 3
- Housing – 1
- Library – 2 ([Attachment B](#))
- Parks and Recreation – 2
- Planning – 2

Eligibility

The requirements (and length of terms) can vary depending on the advisory body, but in general, all applicants must meet the following criteria:

- Resident of Menlo Park (specific exceptions exist for certain advisory bodies)
- At least 18 years of age

Application

Applications can be submitted year-round and will be kept on file for when vacancies arise. For specific recruitments, interested parties should follow the deadline listed with the vacancy notice. Interested parties should complete the online application form or request a paper application.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

Meeting attendance of advisory board members is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

- A. Hyperlink – Commissions and committees webpage. menlopark.gov/Government/Commissions-and-committees
- B. Hyperlink – Library Commission webpage. <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

Report prepared by:
Sean S. Reinhart, Library and Community Services Director

AGENDA ITEM E-3

City of Menlo Park Library Commission - 2023 Tentative Agenda Schedule
March 06, 2023

Meetings are held at 6:30pm on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
January 22, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> • Study session - MPCC programming elements • Suggestion box – comments and responses • MPCC project updates
March 6, 2023 (Special meeting)	<ul style="list-style-type: none"> • Menlo Park Community Campus programming – Library collections • Revised library use guidelines • Establish a procedure for the annual selection of commission chair and vice chair • Advisory body meeting format and attendance requirements - AB 2449
March 22, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> • MPCC naming process • MPCC project updates - programming
April 17, 2023	<ul style="list-style-type: none"> • MPCC programming – Library programs, makerspace, teen lounge • Commission work plan 2022-23 • Suggestion box • Exhibits and displays policy
May 15, 2023	<ul style="list-style-type: none"> • MPCC programming – Belle Haven local history collection and exhibits • Selection of commission chair and vice chair
June 19, 2023	<ul style="list-style-type: none"> • MPCC programming
July 17, 2023	<ul style="list-style-type: none"> • MPCC programming
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Staff presentations: library programming, early childhood education, adult literacy / ESL</i> • <i>Local author collection policy</i> • <i>Library meeting room policy</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.