



REGULAR MEETING MINUTES

Date: 8/19/2024
Time: 6:30 p.m.
Locations: Teleconference and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Wise called the meeting to order at 6:30 p.m.

B. Roll Call and Introductions

Present: Crockett, Herrick, Pollack, Shafer, Westcott, Wise
Absent: Orton
Staff: Library and Community Services Director Sean Reinhart and Assistant Library and Community Services Director Nick Szegda

C. Public Comment

C1. Public comment

None.

D. Regular Business

D1. Approve the meeting minutes from the July 15, 2024 meeting (Attachment)

ACTION: Motion and second (Pollack/ Herrick), to approve the minutes from the July 15, 2024 meeting, passed 6-0 (Orton absent).

D2. Recommend the Library Commission work plan for 2024-25 (Staff Report LC-2024-024)

The Commission discussed adding the words “near-term” just after the word “potential” in work plan item No. 5.

ACTION: Motion and second (Herrick/ Crockett), to recommend the Library Commission work plan as amended for 2024-25, passed 6-0 (Orton absent).

D3. Establish an ad-hoc subcommittee focused on the library’s role in the community and the community’s needs for library services (Staff Report LC-2024-025)

ACTION: Motion and second (Pollack/ Shafer), to establish an ad hoc subcommittee, consisting of Commissioners Crockett, Herrick, and Westcott, to identify a methodology by the October 2024 Library Commission meeting, for how the full Commission will achieve Commission work plan item number 2, passed 6-0 (Orton absent).

E. Informational Items

- E1. Update on departmental strategic plan goal: achieve Star Library rating on the Library Journal Index of Public Library Service (Staff Report LC-2024-026)
- E2. Library and community services department updates (Staff Report LC-2024-027)
- E3. Library Commission tentative agenda calendar (Attachment)

ACTION: By acclamation, the Commission added:

- a report out from the ad hoc subcommittee to the September and October regular meetings
- a review of holiday scheduling to the October regular meeting

F. Commissioner Reports

- F1. Individual Commissioner reports

None.

G. Adjournment

Vice Chair Wise adjourned the meeting at 8:03 p.m.

Assistant Library and Community Services Director Nick Szegda