



REGULAR MEETING MINUTES

Date: 10/21/2024
Time: 6:30 p.m.
Locations: Teleconference and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Orton called the meeting to order at 6:33 p.m.

B. Roll Call

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

C. Public Comment

None.

D. Regular Business

D1. Approve the meeting minutes from the September 16, 2024 meeting (Attachment)

ACTION: Motion and second (Wise/ Herrick), to approve the minutes from the September 16, 2024 meeting, passed 6-0 (Pollack absent).

D2. Ad-hoc subcommittee update (Staff Report LC-2024-032)

The Ad-hoc Subcommittee provided an update on their charge to identify a methodology for achieving Commission work plan item No. 2.

- Moira Cullen spoke in support of the “library of things” provided at some libraries.

ACTION: Motion and second (Wise/ Shafer), to establish an ad-hoc subcommittee consisting of Commissioners Crockett, Herrick and Westcott, to continue work toward achieving Commission work plan item No. 2, passed 6-0 (Pollack absent).

E. Informational Items

E1. Library and community services department updates (Staff Report LC-2024-033)

The Commission requested that the suggestion box comments be sorted by location and date received.

E2. Library and community services department strategic plan 2024-26 (Staff Report LC-2024-033)

E3. Library Commission tentative agenda calendar and list of annually recurring agenda items (Staff

Report LC-2024-034)

ACTION: By acclamation, the Commission added the following items to the tentative agenda calendar:

- 2025 Commission meeting calendar review – November 2024
- Department budget review – April 2025
- Ad-hoc subcommittee work plan approval – August 2025
- Staff report on improving Star Library ranking – unscheduled

F. Commissioner Reports

F1. Individual Commissioner reports

Commissioner Herrick reported out on meeting with library commissioners serving in Daly City and San Mateo.

Chair Orton reported out on the new Library Foundation president and the ad-hoc subcommittee's work with the foundation.

Commissioner Crockett reported out on the Friends of the Library board meeting.

G. Adjournment

Chair Orton adjourned the meeting at 8:03 p.m.

Assistant Library and Community Services Director Nick Szegda