



REGULAR MEETING MINUTES

Date: 06/17/2024
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 6:32 p.m.

B. Roll Call

Present: Herrick, Orton, Pollack, Shafer, Westcott, Wise
Absent: None
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Supervisor Rose Waldman, and Management Analyst Ashley Walker

C. Public Comment

C1. Public comment

None.

D. Study Session

D1. Prepare updates to the Library Commission annual work plan for 2024-25 (Staff Report LC-2024-017)

The Commission discussed edits, additions, priorities and removal of items from the annual work plan.

E. Regular Business

E1. Approve minutes from the May 22, 2024 joint meeting with the Parks and Recreation Commission, and the April 22, 2024 special meeting (Attachment)

ACTION: Motion and second (Pollack/ Wise), to approve the minutes from the May 22, 2024 joint meeting with the Parks and Recreation Commission and the April 22, 2024 special meeting, passed unanimously.

E2. Consider assigning Library Commission members to serve as information liaisons to library affinity groups (Staff Report LC-2024-18)

Commissioners discussed liaisons to the Menlo Park Library Foundation, Safe Routes to School, other school groups and to the Friends of the Menlo Park Library.

E3. Recommend the Library and Community Services departmental policy: library meeting room use

policy (Staff report LC-2024-019)

ACTION: Motion and second (Herrick/ Westcott), to recommend the Library and Community Services departmental policy: library meeting room use policy, passed unanimously.

F. Informational Items

F1. Library and Community Services department updates (Staff Report LC-2024-020)

The Commission received clarification on library circulation data.

F2. Library Commission tentative agenda calendar

ACTION: By acclamation, the Commission moved the July Library Commission meeting to the Belle Haven Community Campus.

G. Commissioner Reports

G1. Individual Commissioner reports

Chair Orton reported out on Menlo Park Library Foundation updates, including board openings.

Commissioner Pollack reported out on the Bike to the Library event.

H. Adjournment

Chair Orton adjourned the meeting at 8:16 p.m.

Management Analyst Ashley Walker