



## REGULAR MEETING MINUTES

**Date:** 3/17/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center  
700 Alma St., Menlo Park, CA 94025

### A. Call To Order

Chair Orton called the meeting to order at 6:31 p.m.

### B. Roll Call

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

Commissioner Sisbot introduced herself to the Commission

### C. Public Comment

#### C1. Public comment

None.

### D. Regular Business

#### D1. Approve the meeting minutes from the February 24, 2025 meeting (Attachment)

**ACTION:** Motion and second (Pollack/ Crockett), to approve the minutes from the February 24, 2025 meeting, 6-0-1 (Shafer absent).

#### D2. Recommend library and community services departmental policy: makerspace use guidelines (Staff Report LC-2025-010)

Director Reinhart introduced the item.

**ACTION:** Motion and second (Pollack/ Herrick), to recommend the makerspace use guidelines, 6-0-1 (Shafer absent).

#### D3. Review draft community survey: library and recreation programs (Staff Report LC-2025-011)

Director Reinhart introduced the item.

Commissioner Pollack asked that dog parks be added to the list of facilities.

Commissioner Crockett asked that the library program questions reflect current offerings and that work/study spaces be added to the list of facilities.

The Commission discussed methods of distributing the survey.

**ACTION:** No action taken.

**E. Informational Items**

- E1. Library and community services department statistics and recent activities  
(Staff Report LC-2025-012)

Commissioner Crockett asked that a year-over-year budget comparison for the library be provided that includes annual expenditures and FTE count.

- E2. Library Commission tentative agenda calendar (Attachment)

**F. Commissioner Reports**

- F1. Ad-hoc subcommittee update (Staff Report LC-2025-013)

Commissioner Crockett gave the update. The ad-hoc subcommittee is finishing up their library visits and has started conducting small focus group discussions.

- F2. Individual Commissioner reports

Commissioner Herrick reported on funding uncertainty surrounding the Institute of Museum and Library Services.

**G. Adjournment**

Chair Orton adjourned the meeting at 8:10 p.m.

Nick Szegda, Assistant Library and Community Services Director