



## REGULAR MEETING MINUTES

**Date:** 6/16/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center  
700 Alma St., Menlo Park, CA 94025

### A. Call To Order

Chair Herrick called the meeting to order at 6:35 p.m.

### B. Roll Call

Present: Crockett, Herrick, Orton, Shafer, Sisbot (AB 2449 – Just Cause), Westcott, Yule  
Absent: None  
Staff: Library and Community Services (LCS) Director Sean Reinhart, Assistant LCS  
Director Nick Szegda, LCS Supervisor Rose Waldman

### C. Public Comment

None.

### D. Presentations and Proclamations

- D1. Community-submitted library card art/design exhibition (Staff Report LC-2025-023)  
Supervisor Waldman made the presentation.

### E. Study Session

- E1. List of annually recurring Library Commission activities (Staff Report LC-2025-024)  
Chair Herrick made the presentation (Attachment).
- E2. Prepare updates to the Library Commission work plan 2025-26 (Staff Report LC-2025-025)  
The Commission discussed updates to the Library Commission work plan for 2025-26.  
Assistant Director Szegda reported that staff will return with a draft document as an information item for the July meeting, with the goal of completing the final version of the 2025-26 work plan at the August Commission meeting.

### F. Regular Session

- F1. Approve the meeting minutes from the April 21, 2025 meeting (Attachment)

**ACTION:** Motion and second (Orton/ Westcott), to approve the minutes from the April 21, 2025 meeting, passed unanimously.

F2. Select Commission Vice Chair for 2025-26 (Staff Report LC-2025-026)

Assistant Director Szegda introduced the item.

**ACTION:** Motion and second (Orton/ Shafer), to select Westcott as Vice Chair, passed unanimously.

**G. Informational Items**

G1. Library and community services department statistics and recent activities  
(Staff Report LC-2025-027)

G2. Library Commission tentative agenda calendar (Attachment)

The Commission added the following items to the tentative agenda calendar:

- July – programs and services survey analysis – library
- July – Ad-hoc subcommittee summary of findings including a discussion with staff of possible near-term improvements to the library
- July – Review current year work plan accomplishments and progress
- July – draft Library Commission (LC) work plan for 2025-26 (Information item)
- August – Preliminary report from Ad-hoc Subcommittee
- August – Commission report out on current work plan goals in preparation for Aug 26 report out to City Council
- August – Recommend LC work plan for 2025-26
- September – City Council approval of 2025-26 work plan

**H. Commissioner Reports**

H1. Ad-hoc subcommittee report (Staff Report LC-2025-028)

Commissioner Orton shared a timeline of subcommittee tasks for May-September 2025 and the consideration of short to mid-term library facility improvements based on input from the staff and public, including survey free text responses (Attachment).

H2. Individual Commissioner reports

Commissioner Crockett provided updates from the Friends of the Library annual meeting.

Commissioner Orton reported out on the Library Foundation board meeting.

**I. Adjournment**

Chair Herrick adjourned the meeting at 8:37 p.m.

Nick Szegda, Assistant Library and Community Services Director

## Library Commission ad-hoc subcommittee report

### Timeline for May-September 2025

TASK	DUE DATE	LEAD RESPONSIBLE	STATUS
Conduct site visits of 7 local libraries	Complete	Michael Herrick, Brian, Kim, Carol	done
Conduct focus groups with Friends of the Library and MP Library Foundation	Complete	Brian, Kim	done
Conduct literature review and report to LC	Complete	Michael Herrick and Scott Shafer	done
Separate meetings with City Council members Jennifer Wise, Jeff Schmidt, Drew Combs and Betsy Nash (Cecilia Taylor unavailable)	5/30-31/25	Kim, Carol & Brian	done
Ad-Hoc Subcommittee meeting	6/11/25	Kim, Carol & Brian	done
Meet with Rose re: obtaining data of comparison with other libraries	June 16	Brian	
Endeavor to get additional Library of the Future surveys completed at public events	June/July	Brian/Kim/Carol	
Update MP Library Foundation on Library of the Future Subcommittee Work	6/12/2025 working meeting and 6/26/2025 board meeting	Carol	
Update Friends of the Library on Library of the Future Subcommittee Work	7/14/2025 quarterly board meeting	Kim	
Teen Focus Group assisted by Ella Hadrovic	6/26/2025	Brian/Kim	

Endeavor to get additional Youth/Teen focus groups and/or additional Library of the Future surveys completed from youth/teens at Menlo-Atherton, Hillview, La Entrada, and/or Summer Sports Camps	June/July	Kim/Brian	
Draft report from Library of the Future Subcommittee to present to full LC with recommendations	Complete before August 13 (for inclusion in LC packet for Aug 18 meeting)	Brian/Kim/Carol	
Present report to full Library Commission and get input/approval from full commission	August 18 LC monthly meeting	Brian/Kim/Carol	
Chair to present PowerPoint report on 2024-25 LC work plan to City Council	September?? (Nick Szegda to advise what meeting has been designated for this report to City Council)	Michael Herrick as Chair of LC	

# Agenda item E-1

List of annually recurring Library Commission activities

# What we do

## 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
- 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

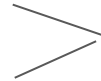
# How do we know we are on track?

## 1) Our yearly work plan:

a) Is it aligned with our charge?

i) 6 bullets in our charge

ii) 10 activities in our 2024-2025 work plan



*Are these aligned?*

b) Is it aligned with, annual, Council priorities?

i) The department, LCS, appears nowhere in the 54 line-item, specific goals of the City Council's March 2025 Status Report on its Fiscal Year 2024-25 Work Plan

ii) Can we find ways, in aligning our yearly agenda schedule, to better align with Council's priorities so we can advise more directly?

## 2) Our work with City Staff

a) Is our charge about monthly check-ins with Staff?

b) Is our charge about long-term vision and direction setting, by Council, about library services?

# Aligning our activity with Council priorities

## Priority Setting Workshop

On March 22, 2025, the City Council held its annual priority setting workshop and identified five top priorities for fiscal year 2025–26 with the help of many community members who shared their input.

- Climate action – mitigation, adaptation and resilience
- Downtown vibrancy
- Emergency and disaster preparedness
- Housing
- Safe routes

Top priorities provide direction to the city manager on aligning resources and work plans for the next year.



## Confirmations needed

- 1) May joint meeting with PRC not annually recurring? Is the December PRC meeting doing something to support this year's Work Plan Item #10? PRC is in the same "department" after all?
- 1) April annual review of departmental budget. If happening, how?
- 1) Do we need an annually recurring activity, in October, to sketch each year's November-April work?

# Agenda item E-2

Prepare updates to the Library Commission work plan for  
2025-26

#	2024-2025 Work Plan Item	Chair's thoughts
1	As an advisory body to the City Council and a forum for public information about library issues, encourage and facilitate robust public comment and participation at Commission meetings.	Met. But the Commissioners filled this role more than the "public"
2	Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the "library of the future."	Met. But what is the reportable statement for August?
3	Support and advise library program development and operations of the Belle Haven Community Campus (BHCC).	We have passively received reports. Is active support to program development the purview of Commissioners?
4	Analyze and evaluate whether and how potential near term capital improvements to the 800 Alma St. facility may be addressed.	Will there be a summer deliverable? Or, do we roll this over?
5	Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to library services.	We passively received a presentation on May 28
6	Periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new BHCC.	Met. But is this really part of #1? Our "regular business"?
7	Periodically receive staff presentations and reports about major library service areas and programs and Commissioner liaison reports about affiliates.	Met. But is this really part of #1? Our "regular business"?
8	Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly.	Met.
9	Support the filling of openings on the Commission and the effective onboarding of new Commissioners	Met.
10	Review and advise on potential synergies with or support from other City departments.	I don't believe this was met. PRC is not in another City Dept.

## Confirmations needed:

- Commissioners facilitate a forum for public information about library issues
- Commissioners do not advise nor directly influence City Staff in fulfilling their duties as charged by Council and the City Manager
- Commissioners do fulfill their work according to the 6 points in Council Policy #CC-23-004