



## REGULAR MEETING AGENDA

**Date:** 5/15/2023  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 856 3671 8830 and  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Attend in person at Menlo Park Main Library
- Access the meeting real-time online at:
- [Zoom.us/join](https://zoom.us/join) – Meeting ID 856 3671 8830
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(669) 900-6833  
Meeting ID 856 3671 8830  
Press \*9 to raise hand to speak

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### Regular Meeting

#### A. Call To Order

#### B. Roll Call

B1. Welcome new Commissioners Carol Orton and Jennifer Wise

#### C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Regular Business

D1. Menlo Park Community Campus – proposed program summaries ([Staff Report LC-2023-006](#))  
Not a California Environmental Quality Act (CEQA) project.

D2. Approve minutes from March 6, 2023 meeting ([Attachment](#))  
Not a CEQA project.

D3. Select new chair and vice chair ([Staff Report LC-2023-007](#))  
Not a CEQA project.

## **E. Informational Items**

- E1. Onboarding new Commissioners ([Staff Report LC-2023-008](#))  
Not a CEQA project.
- E2. Library Commission tentative agenda calendar ([Attachment](#))  
Not a CEQA project.

## **F. Commissioner Reports**

- F1. Individual Commissioner reports  
Not a CEQA project.

## **G. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

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**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**5/15/2023**

**Staff Report Number:**

**LC-2023-006**

**Regular Business:**

**Menlo Park Community Campus – proposed program summaries**

**Recommendation**

City staff recommends that the Library Commission review and discuss Menlo Park Community Campus proposed program summaries that have been developed over the past several months with robust community input, including consultation with a working group of Belle Haven neighborhood residents and stakeholders convened by the Menlo Park Community Campus ad hoc subcommittee of the City Council, and with feedback and direction from City Council (Attachment A.)

**Policy Issues**

The Library Commission provides advice and recommendations to the City Council related to City programs and services such as those planned for the Menlo Park Community Campus (MPCC). City Council identified the MPCC as one of the City's top priorities.

**Background**

In January and February 2021, City Council approved the architectural control, use permit, funding and improvements agreement for the MPCC project located at 100-110 Terminal Ave. The new multiservice facility will incorporate a community center, senior programs, school age child care, aquatics center, and branch library among other public amenities, and is on track to open in 2024.

On March 22, 2023, the Library Commission (LC) and Parks and Recreation Commission (PRC) convened a joint study session to review MPCC programming plan elements, including background information outlining the development of the plan elements with robust community involvement.

On April 25, 2023, the LC and PRC received extensive preparatory information related to MPCC programming and policy elements, including current policies and proposed new policies to be reviewed and updated in advance of the new facility opening (Attachment B.)

**Analysis**

Proposed program summaries

At the direction of City Council, Menlo Park Community Campus proposed program summaries have been developed over the past several months with robust community input and in consultation with the MPCC Subcommittee and MPCC working group of Belle Haven neighborhood residents and stakeholders. City staff will present to the Library Commission proposed program summaries related to library services, school age childcare, and older adult senior services in the new facility (Attachment A.)

- Seniors – Nutrition program
- Seniors – Enrichment and transportation
- Library – Books, media, technology access
- Library – Makerspace and teen zone
- Library – Cultural and educational programs
- Youth center – School age child care and enrichment

Policies to update; proposed new policies to develop

Current policies relevant to MPCC programming and operations, as well as proposed new policies, will be reviewed and updated in advance of the new facility opening. City staff is preparing current and proposed new policies for LC and PRC review and feedback at their respective meetings on June 19 and June 28. A selection of relevant current policies was transmitted to the LC and PRC on April 25 for advance review and reference (Attachment B.)

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. Proposed program summaries
- B. Hyperlink – Library Commission and Parks and Recreation Commission joint meeting agenda. April 25, 2023. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/library-commission/2023-meetings/agendas/20230426-library-and-parks-and-recreation-commissions-and-prc-special-agenda-packet.pdf>

Report prepared by:

Airel Tinajero, Recreation Coordinator  
Rose Waldman, Library and Community Services Supervisor  
Sheriann Chaw, Library and Community Services Supervisor  
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# Senior Nutrition Program

LCS – Older adults / seniors

Program lead – Airel Tinajero, Recreation Coordinator



## Overview

Senior Nutrition Program's purpose is to support the health and wellness of Menlo Park residents ages 55+ by providing regular access to healthy, nutritious, affordable food. The desired outcome of this program is for every Menlo Park resident senior to regularly meet their caloric and nutrition needs; maintain healthy eating habits; and get the energy and strength needed to pursue daily life activities.

## Goals and tasks

1. Provide daily lunch service (weekdays)  
 Maintain health permits  
 Maintain kitchen in good, clean working order  
 Train and organize kitchen staff  
 Prepare weekly/monthly lunch menus  
 Ensure nutritional content of meals<sup>1</sup>  
 Stock and coordinate food supplies  
 Train and organize check-in / cashier staff  
 Track expenditures, revenues, grants  
 Organize monthly special event meals.
2. Support twice monthly grocery distribution  
 Partnership with Second Harvest Food Bank  
 City staff help assemble and distribute food  
 Home delivery of groceries to qualified homebound seniors twice per month.
3. Evaluate program effectiveness  
 Survey: Are participants satisfied with the program? Has the program helped meet participants' nutrition, health, and wellness needs?  
 Suggestion box at location.

## Operations

1. The weekday senior lunch service provides hot, freshly cooked meals to Menlo Park residents ages 55+ every Monday-Friday between 12pm-1:00pm. Meals are table service, and include a protein, a vegetable, dessert, and beverages. Lunches are \$2.50 suggested donation per person and are usually paid at the door. Participants are registered by name. Attendance is tracked. Staff begins at 8:30am daily to prep the meals. Meal service begins at 12pm and ends at 1pm. Clean up activities typically finish by 2pm.
2. The grocery distribution is a drive-through grocery box program on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month from 10am-11:45am. Second Harvest provides the foodstuffs on pallets. City staff and volunteers assemble the foods into boxes, fresh produce, dry goods, and fresh meat and dairy, and place them in the recipients' vehicles. The groceries are provided no questions asked, one box per vehicle. Staff begins setup activities at 8:30am. Clean up activities typically finish by 1pm.

## Resources needed

Senior Nutrition Program needs financial resources to buy and store food supplies, maintain equipment and health permits, and to pay for operating costs to safely prepare, serve, and distribute meals. City staff manage the weekday meal service and kitchen operations; the twice-monthly drive-through grocery box program; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Team, partners and community engagement

### Program team

- 1- Recreation Coordinator (lead)
- 1- Nutrition Specialist<sup>1</sup> (food service lead, health ed.)
- 1- Senior Program Assistant (program/admin.)
- 1- Program Assistant (front of house, accounts)
- 4 to 6 – hourly team members (kitchen crew)

### Partners and community engagement

- Public Works department (facility and logistical support)
- Second Harvest Food Bank (grocery box distribution)
- Samaritan House (box meals as needed.)

Presentations and reports – Annually or as needed

Community outreach – Ongoing.

<sup>1</sup> Proposed in FY 2023-24

# Senior Enrichment and Transportation

LCS – Older adults / Seniors

Program Lead – Airel Tinajero, Recreation Coordinator



## Overview

The purpose of the Senior Enrichment and Transportation program is to provide Menlo Park residents ages 55+ access to activities and resources that enhance lifelong learning, connectedness, productivity, and inclusion through enrichment classes, social activities, and transportation services. The desired outcome of these services is to support the mental health, physical health, social connectedness, and mobility of Menlo Park resident seniors.

## Goals and tasks

### 1. Enrichment

- Maintain working partnerships with instructors and external agencies to provide enrichment programming
- Maintain a database with class schedules and registrations
- Train and organize staff
- Prepare outreach and promotional materials
- Create and plan social events
- Coordinate decorations, food, staff, and volunteers
- Maintain records of tickets and number of participants
- Research, recruit, and contract entertainment

### 2. Transportation

- Maintain shuttle vehicle in good working order
- Maintain licenses, insurance and registration
- Coordinate an efficient shuttle schedule
- Track and retain transportation records
- Support the twice-month grocery box distribution with delivery to homebound seniors.

### 3. Evaluate program effectiveness

- Make wellness calls to seniors regularly
- Meet with instructors and staff to evaluate effectiveness of enrichment programs
- Suggestion box at location.

## Operations

1. Enrichment programs are provided to Menlo Park adults 55+ years of age on weekday mornings, and include yoga, arts and crafts, conversational Spanish classes, and light recreational activities such as a pool table and dance. Senior enrichment classes typically have no participation fees. Monthly social events often coincide with national and cultural holidays. Some social events require pre-sale tickets to manage head counts and to help offset the costs of special menus and entertainment. Social event ticket fees range from \$2.50-\$10.00 per person. City staff, contract instructors, and volunteers collaborate to provide enrichment services.
2. Door-to-door transportation is provided to eligible Menlo Park seniors by wheelchair-accessible shuttle seniors to drive them safely from their homes. Shuttle pickups are Monday-Friday starting at 8:30am and return drop-offs starting at 1:15pm. City staff drive and maintain the shuttle.

## Resources needed

Senior Enrichment and Transportation Program needs financial resources to engage contract instructors, buy supplies and fuel; organize and host social events; maintain shuttle vehicle. City staff plan and execute activities; organize volunteers; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Teams, partners, and community engagement

### Program team

- 1- Recreation Coordinator (lead)
- 1- Senior Program Assistant (program, admin support)
- 1- Program Assistant (front of house, accounts)
- 1- Program Aide/Driver (transportation)
- 2 to 4 – hourly team members (kitchen crew)

### Partners and community engagement

- Foothill College/ Stanford (enrichment classes)
- Contract instructors (enrichment classes)
- Skilled volunteers
- Presentations and reports – Annually or as needed
- Community outreach – Ongoing.

# Books, Media, Technology Access

LCS – Library

Program Lead – Rose Waldman, Library and Community Services Supervisor



## Overview

The purpose of library books, media and technology are to provide free and equitable access to information, resources, opportunity, and learning for all members of the Menlo Park community. The desired outcome is for all community members to have access to knowledge and tools to improve their quality of life through lifelong education and enrichment, supported by information professionals.

## Goals and tasks

### Books, media, technology access

- Select, order, process library materials
- Maintain collection in good condition
- Provide a wide selection of items for all interests and walks of life, and in-demand items
- Provide books for children, teens, and adults, DVDs, magazines and newspapers
- Provide books and media in various languages
- Fill book purchase/hold requests in a timely manner
- Maintain a system for easy search and discovery
- Provide public internet access and connected devices
- Uphold freedom of information for all

### Library public spaces

- Keep spaces safe, clean, and welcoming to all
- Create displays, informational bulletins, and exhibits
- Staff 2 public service points (children's/ all-ages)
- Train, organize, evaluate library staff

### Evaluate program effectiveness

- Data: Circulation, foot traffic, patron interactions
- Surveys: Ease of access, quality of service, general satisfaction
- Assessment: Library collections demand and use
- Suggestion boxes at locations.

## Operations

Libraries are open to the public 7 days per week, 8 to 10 hours daily, with identical open hours at both library locations. MPCC will include a children's library on the ground floor and an all-ages public library on the second floor. Library cards are available to members of the public free of charge, and provide the ability to borrow books, media and technology. There are no overdue fines for Menlo Park library items, however lost or damaged items may be subject to replacement fees. Library books and media can be requested from other libraries and shipped to the location via interlibrary loan, making virtually any desired book or media item freely available to Menlo Park library cardholders. Library staff maintain the library collections and assist library patrons with library systems, accounts, resources and technology. Library service points are typically staffed in two-hour shifts, with staff alternating between customer service and space use work. Library services are provided free of cost (with no overdue fines) and open to all members of the public. Peninsula Library System controls and maintain the online library catalog through a joint powers agreement with other libraries in San Mateo County that was first established in the 1980s. MPCC books and media will available for onsite pickup only (no holds/delivery to other libraries) to prioritize the MPCC library collection for local residents.

## Resources needed

Library needs financial resources to buy library books and media, including print and digital formats, maintain equipment, and acquire library supplies and services. City staff provide customer service, information and referral; manage the library's collection and systems; administrative support and direction; community engagement and program evaluation.

## Teams, partners, and community engagement

### Program team

- 1- LCS Supervisor
- 1- Librarian (onsite lead, collection development)
- 1- Library Assistant (program/admin support)
- 8 to 10 - hourly team members (customer service)

### Partnerships and community engagement

- Library Commission (City advisory body)
- Peninsula Library System (library catalog, interlibrary loan)
- Friends of Menlo Park Library (funding support)
- Presentations and reports – Quarterly or as needed
- Community outreach – Surveys, focus groups.

# Makerspace and Teen Zone

LCS – Library

Program Lead – Rose Waldman, LCS Supervisor



## Overview

The Makerspace and Teen Zone create opportunities for community education, growth and connection by providing publicly accessible spaces that facilitate collaborative learning and creating. The desired outcome of these spaces is to give users the opportunity to create, collaborate, and develop skills that can lead to new interests or employment, and to build a community of lifelong learners.

## Goals and tasks

### Makerspace

- Partner with local educational and nonprofit organizations to provide makerspace classes, equipment training, and open labs.
- Provide equipment including 3D printers, sewing machines, small ceramic kiln, whiteboards, laser cutter, Raspberry Pi kits, Cricut machine
- Train participants in safe equipment use
- Promote an active learning environment where participants are free to learn from trial and error
- Prioritize local community and nonprofit use.

### Teen Zone

- Maintain a safe inclusive space just for teens
- Provide information and programs by and for teens
- Coordinate with local educational and nonprofits to support youth enrichment and development

### Evaluate program effectiveness

- Survey: Are educational opportunities offered matching community need? Do teens regularly use and feel comfortable in our spaces?
- Suggestion box at locations.

## Operations

Makerspace provides traditional arts and crafts such as sewing, painting, and ceramics; and new technology including 3-D printing and computer aided design. Schedule will focus on senior adults on weekday mornings, and youth on afternoons and weekends. Participants receive training on equipment use and safety. Classes are taught by contracted teachers and organizations. Some classes may have participation fees; others will be free to Menlo Park residents. City staff schedule and ensure equitable use of the space, maintain equipment, monitoring the space, and organize instructors and volunteers.

Teen Zone provides a space for local youth to gather, study, and socialize. The space is available to youth ages 13-18, during library open hours, and features a variety of youth-oriented furnishings and equipment. Programs and activities are developed with input from the Youth Advisory Committee and Youth Advisory Group, and by ad hoc focus groups of local youth. Gaming, "study hall" and other educational and recreational programs are organized by City staff, partner organizations, and youth volunteers and interns, and vary by season.

## Resources needed

Makerspace requires financial resources to purchase and maintain equipment, and operating costs to fund programming instructed by contractors. Teen Zone requires financial resources to purchase and maintain the furniture, technology, and other materials. City staff manage the spaces; organize instructors and volunteers; maintain class registration systems; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Team, partners, and community engagement

### Program team

- 1- LCS Supervisor
- 1- Librarian (lead, makerspace/teen zone)
- 1- Library Assistant (program/admin support)
- 4 to 6 hourly team members (customer service)
- 6 to 8- Skilled volunteers

### Partnerships and community engagement

- Library Commission (City advisory body)
- Youth Advisory Committee / Youth Advisory Group
- Local educational and non-profit organizations
- Presentations and reports – Annually or as needed
- Community outreach – Ongoing.



# Cultural and Educational Programs

LCS – Library

Program Lead – Rose Waldman, Library and Community Services Supervisor



## Overview

The purpose of Cultural and Educational Programs is to provide educational resources and opportunities for life enrichment through hands-on and interactive learning that is available to all without a barrier to access. The desired outcome of Cultural and Educational Programs is to bring community members together, encourage civic engagement, increase awareness of community resources, and foster a space where community members feel welcome and open to sharing their culture and experiences.

## Goals and tasks

### Cultural and educational programs

- Provide storytimes that incorporate reading, singing, movement and wordplay to help promote reading and communication skills early on, while celebrating and supporting the cultural and linguistic diversity of our communities
- Provide storytime 3+ times per week for ages ranging from small toddlers (w/ caregivers) to school-age.
- Provide educational programs including book clubs, trivia nights, book talks, language conversation club, civic engagement.
- Provide cultural programs and entertainment including guest speakers, live performances, informational workshops, resource fairs, and community conversations about issues of local, regional and national importance.

- Foster welcoming, safe spaces for participants, especially people who identify within historically marginalized minorities, in which to share their lived experiences. Cultivating such spaces may include creating programs for identity-based groups that reflect the needs of City of Menlo Park community members and covering sensitive topics such as, but not limited to, gender, sexual orientation, race, mental and physical disability, and immigration status.
- Publicize events via social and print media, and on the web, in multiple languages and formats to reach varied audiences.

### Evaluate program effectiveness

- Track event attendance
- Survey feedback
- Suggestion box at locations.

## Operations

Cultural and educational programs are typically provided with no entry fees and are open to all members of the public. Schedules, locations, and times vary depending on the audience and subject matter. Some programs such as storytimes and book groups are recurring in nature; others such as author talks and community workshops are occasional or one-time. City staff organize presenters, content, and logistics; and collect and analyze community input and feedback to evaluate and guide the overall program to meet community needs.

## Resources needed

Cultural and educational programs require financial resources to purchase supplies; engage speakers and presenters; maintain equipment and spaces; promote and advertise programs. City staff manage the overall program; organize presenters and performers; maintain program and event schedules; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Team, partners, and community engagement

### Program team

- 1- LCS Supervisor (lead)
- 1- Librarian (in-house programs)
- 1- Senior Program Assistant (contract presenters)
- 1- Library Assistant (scheduling/ marketing)
- 1 to 3 City team members (program delivery)
- 4 to 6 - hourly team members (setup, logistics)

### Partners and community engagement

- Library Commission (City advisory body)
- Contracted presenters (Additional program content)
- Friends of Menlo Park Library (funding)

Presentations and reports – Annually or as needed

Community outreach – Ongoing.

# Youth Center – School-Age Child Care

LCS – School-Age Child Care

Program Lead – Mayra Monje, Acting Recreation Coordinator



## Overview

The Youth Center’s purpose is to provide year-round afterschool education and summer camps for rising Kindergarteners through 5<sup>th</sup> grade; and a summer program for rising 6<sup>th</sup> through 8<sup>th</sup> graders focusing on youth development, community building, and volunteerism. The desired outcome of these programs is to provide school-age children and families a safe, healthy, quality program which allows families to work or go to school while their children are cared for in an environment that supports the child’s growth in the areas of cognitive, social-emotional, and physical development.

## Goals and tasks

### After school care for rising K-5<sup>th</sup> grade children

- Maintain child care license
- Provide a safe, healthy, and enriching classroom environment, which supports the child’s whole development
- Hire and train child care staff including bilingual staff which represent the community
- Prepare age-appropriate curriculum
- Communicate with families
- Provide nutritious snacks and/or meals
- Provide transportation from school or drop-off point to program (school-year only).

### Summer camp program for rising K-5<sup>th</sup> grade children

- Same goals as after school care, above
- Provide curriculum to prevent summer learning loss
- Provide nutritious snacks and/or meals.

### Summer program for rising 6<sup>th</sup> - 8<sup>th</sup> grade children

- Provide a safe, healthy, and enriching environment which is conducive to team building and youth development.
- Prepare curriculum to support STEAM learning; community building, volunteer opportunities, and college/career exploration.

## Operations

Youth Center is a licensed child care facility under the Department of Human Services, Community Care Licensing Division, Facility #:4144001721 with a capacity of 71 children. The after school program operates weekdays from 12pm-6pm, depending on time of local school dismissals. Many families qualify for subsidized tuition. The summer camp program for rising K-5<sup>th</sup> grade children operates 8-weeks (weekdays) in the summer with the operating hours of 8am-5:30pm with a subsidized tuition rate of \$170/\$207. The summer program for rising 6<sup>th</sup> - 8<sup>th</sup> grade children operates 6-weeks during the summer.

## Resources needed

Youth Center needs financial resources to purchase supplies, food services, and to maintain equipment (including transportation vehicles), and licenses. City staff manage the program; develop curriculum; maintain class registration systems; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.. Title 22 regulations require 1 child-care teacher for every 28 children or fraction thereof, and 1 recreation specialist to maintain a ratio of 1:14 at any given time.

## Program team, partners, and community engagement

### Program team

- 1- LCS Supervisor
- 1- Recreation Coordinator (program lead)
- 1- Program Assistant (program/admin)
- 2 to 4- Child Care Teacher (classroom instruction)
- 5 to 8- hourly team members (activities)

### Partnerships and community engagement

- Library- Early literacy education support
- Recreation- Onsite activities
- Local school districts and schools
- Alternate Payment Subsidy Programs (DHS, 4 C’s)
- Presentations and reports – Annually or as needed
- Community outreach – Ongoing.



**SPECIAL MEETING MINUTES**

**Date:** 3/6/2023  
**Time:** 6:30 p.m.  
**Locations:** Zoom and  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Chair Cohen called the meeting to order at 6:32 p.m.

**B. Roll Call**

**Present:** Cohen, Erhart, Hadrovic, Leep (arrived 6:35), Rekhi, Velagapudi, Singh  
**Absent:** None  
**Staff:** Library and Community Services Director Reinhart, Assistant Library Director Szegda, Library and Community Services Supervisor Waldman, Librarian II Mercer

**C. Presentations and Proclamations**

**C1. Menlo Park Community Campus programming – library collections**

Supervisor Waldman and Librarian Mercer made the presentation.

Commissioner Leep left the meeting at 7:08 p.m.

**D. Regular Business**

**D1. Approve minutes from September 19, 2022 meeting**

**ACTION:** Motion and second (Hadrovic/Velagapudi), to approve the minutes from the September 19, 2022 meeting passed 6-0-1 (Commissioner Leep not present).

**D2. Establish a procedure for the annual selection of Chair and Vice Chair**

Commissioner Leep rejoined the meeting at 7:38 p.m.

**ACTION:** Motion and second (Leep/ Hadrovic), to establish a procedure for the annual selection of Chair and Vice Chair that corresponds to the City Council procedure to select a Mayor and Vice Mayor passed 6-0-1 (Commissioner Leep abstaining).

**D3. Advisory body meeting format and attendance requirements – Assembly Bill 2449 Just Cause and Emergency Circumstances**

**NO ACTION TAKEN**

**E. Informational Items**

**E1. Revised library use guidelines**

E2. Advisory body recruitment

E3. Library Commission tentative agenda calendar

**ACTION:** By acclamation, the following changes were made to the Commission's agenda calendar:

- April: add information item on Chair/Vice Chair rotation.
- April: add joint meeting with the Parks and Recreation Commission on April 26 at 6:30 at the Belle haven Branch Library
- May: add drafting Commission work plan
- May: add review of collection development policy
- May: add welcome new/reappointed members

**F. Commissioner Reports**

None.

**G. Adjournment**

Chair Cohen adjourned the meeting at 8:09 p.m.

Nick Szegda, Assistant Director of Library Services



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**5/15/2023**

**Staff Report Number:**

**LC-2023-007**

**Regular Business:**

**Select new Library Commission Chair and Vice Chair**

**Recommendation**

City staff recommend that the Library Commission select a Chair and Vice Chair for the 2023-24 fiscal year.

**Policy Issues**

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, 2019, and 2020.

**Background**

City Council policy CC-01-004<sup>1</sup> requires commissions to select a chair and Vice Chair and to rotate those positions annually. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

In March 2023, the Library Commission approved a process for selecting a Chair and Vice Chair that follows the practice of the City Council. (Attachment A).

**Analysis**

The Library Commission (Commission) Chair works with staff to set the agendas for the Commission’s meetings, and presides over those meetings. The Chair typically delivers the Commission’s updates to the City Council. The Vice Chair serves as Chair in the Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommend that the Commission follow the procedure that was established at their March 2023 meeting for selecting a new Commission Chair and Vice Chair. That procedure states that the longest serving Commissioner who has not served as Chair becomes the Chair, and the next longest serving Commissioner becomes Vice Chair.

Following the previously established procedure, Vice Chair Singh would serve next as Chair, and Commissioner Velagapudi would serve next as Vice Chair. The new Commission Chair and Vice Chair will begin their duties at the June 2023 Library Commission meeting and will serve until May of 2023.

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<sup>1</sup> <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. Staff report from the March 6, 2023 Library Commission meeting: “Establish a procedure for the annual selection of Chair and Vice Chair”

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**3/6/2023**

**Staff Report Number:**

**LC-2023-002**

**Choose an item.**

**Establish a procedure for the annual selection of Chair and Vice Chair**

**Recommendation**

Staff recommends that the Library Commission (LC) establish a procedure for the annual selection of the LC Chair and Vice Chair that emulates the procedure City Council uses to annually select the Mayor and Vice-Mayor.

**Policy Issues**

City Council policy #CC-22-004 requires advisory bodies to select a Chair and a Vice Chair and to rotate those positions annually: “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected. Each commission/committee shall annually rotate its chair and vice chair.” (Attachment A.)

**Background**

The LC on May 16, 2022 selected a Chair and Vice Chair and discussed options to establish a procedure for selecting a Chair and Vice Chair by rotation.

**Analysis**

City Council in February 2016 established City Council Procedure #CC-16-0001, “Selection of Mayor” (Attachment B). Per the procedure, the Mayor is selected from Councilmembers who have served a minimum of one year and who have not yet served as Mayor. The Councilmember who has served the longest without being selected as Mayor is selected as Mayor. Typically, the Councilmember who has served next longest without selection is selected as Vice Mayor, and the Vice Mayor then becomes Mayor the following year. The selection of the Mayor and Vice Mayor remains subject to approval by a majority vote of the City Council.

Staff recommends that the LC follow the same procedure for the selection of Chair and Vice Chair that is used by the City Council for the selection of Mayor and Vice-Mayor: The longest serving LC member who has not yet served as Chair would be selected as Chair. If all eligible LC members have served as Chair, then the member with the longest elapsed time since serving as Chair would be selected. The next longest tenured LC member would be selected as Vice Chair and then rotate into the Chair role the following year. The selection of the Chair and Vice Chair would remain subject to approval by a majority vote of the LC.

**Impact on City Resources**

As an advisory body to the City Council, the Library Commission does not authorize resource allocations.

City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

### **Environmental Review**

Meeting attendance of advisory board members is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. City Council Policy #CC-22-004
- B. City Council Procedure #CC-16-0001

Report prepared by:  
Nick Szegda, Assistant Library Services Director

Report Reviewed by:  
Sean S. Reinhart, Library and Community Services Director



# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803



<p><b>Purpose</b></p>
<p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p>
<p><b>Authority</b></p>
<p>Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."</p>
<p><b>Background</b></p>
<p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<p><b>Policies and Procedures</b></p>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

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### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as "off-premises"), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

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### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

#### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however,

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members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

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### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

#### Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

#### Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

#### 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

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- 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

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718



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Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803

**SELECTION OF MAYOR**

City Council Procedure #CC-16-0001

Effective 10/7/2014

Ordinance No. 1016



<b>Purpose</b>		
To establish a procedure for the annual selection of the Mayor.		
<b>Policies and procedures</b>		
City Council policy shall be to rotate the mayor annually. The City Council shall select as mayor an elected member of the City Council who has served a minimum of one year and who has not served as mayor. If all eligible members have served as mayor, then the member with the longest elapsed time since serving as mayor shall be selected as mayor. In the event there are two or more eligible members having equal seniority, the City Council may select any eligible member as mayor.		
<b>Procedure history</b>		
Action	Date	Notes
Proposed and approved by City Council	February 23, 2016	Ordinance No. 1016



## STAFF REPORT

**Library Commission**

**Meeting Date:**

**5/15/2023**

**Staff Report Number:**

**LC-2023-008**

**Informational Item:**

**Onboarding new commission members**

### Recommendation

Staff recommends that the Commission review a resource list for onboarding new Library Commission members.

### Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with advising the City Council on matters related to the City's libraries.

### Background

As a City Council-appointed citizen member of a Menlo Park advisory body, Commission members are considered to be public officials serving in an advisory capacity to the City Council. Once a Commissioner is appointed, the City Clerk is responsible for administering the oath of office and for providing mandated training on California law (like the Brown Act).

### Analysis

Staff prepared a checklist that may help new Commission members acclimate to their roles as advisory body members, and to become better acquainted with current issues relevant to the Commission's work (Attachment A). Links in the checklist are reviewed at least annually for accuracy and timeliness. The Commission is encouraged to review the list and suggest any additions or edits. The Commission may also want to consider a "buddy system", where an incoming Commissioner is paired with an existing Commissioner for questions and concerns. The staff liaison would continue to serve in their role as the primary contact for interactions with the department. In addition, the City of Menlo Park Advisory Body Handbook, a primary source of information for the roles and responsibilities of advisory body members, is included in Attachment B.

### Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### Attachments

Attachment A: Suggested checklist of items for new Commissioners

Attachment B: Advisory body handbook (link): <https://menlopark.gov/files/sharedassets/public/city-managers-office/documents/2023-advisory-body-handbook.pdf>

Staff Report #: LC-2023-008

Report prepared by:  
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:  
Sean S. Reinhart, Library and Community Services Director

## Attachment A – Suggested checklist of items for new Library Commissioners

Library Commission webpage: <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

Includes links to the Commission's current meeting agenda, past meeting minutes and recordings of meetings.

Public engagement portal: <https://publicinput.com/hub/Subscriptions/2463>

Sign up for alerts on topics of interest including meeting agendas, newsletters and calendar events

Library affiliate groups:

Friends of the Menlo Park Library: <https://friendsmpl.org/>

The Friends of the Library (nicknamed "The Moles" because of their primary sorting location in the main library's basement) has been around in some form since the 1950's. The Friends collect and sort thousands of donated books, sell them online and onsite, and give the money raised to the library to support programs, materials, and special projects.

Menlo Park Library Foundation: <https://www.menlolibrary.org/>

"Menlo Park Library Foundation connects private financial support to enhance community library programs, facilities, and services. We partner with the City of Menlo Park and the community to fund multiple Library projects." The Library Foundation is the lead nonprofit partner raising funds for the new Menlo Park Community Campus project. The Foundation also funds special projects including the Seed Lending Library, the Little Free Libraries project, and the Youth Poetry and Youth Poster contests.

Literacy Partners Menlo Park: <https://www.literacypartnersmenlopark.org/>

LPMP is a nonprofit dedicated to supporting literacy programs and projects through fundraising and community awareness. LPMP supports the library's literacy efforts.

Menlo Park Historical Association: <https://sites.google.com/site/mphistorical/>

Housed in the basement of the main library, MPHA was formed "to collect, preserve and disseminate historical data, information, relics and objects or records of historical interest relating to the City of Menlo Park and environs"

Parks and Recreation Commission: <https://menlopark.gov/Government/Commissions-and-committees/Parks-and-Recreation-Commission>

The Library and the Community Services departments merged in 2020, and collaboration between the library, child care, and recreation teams will continue to grow. [The Park & Recreation Facilities Master Plan](#) is a guiding document, and is being updated to include emerging recreational uses like pickleball.

City of Menlo Park Open Government site: <https://menlopark.gov/Government/Open-government>

Compiled Links to budgets, planning documents, public notices, and more

LCS Strategic Plan: 2020 and beyond:

[https://www.menlopark.org/DocumentCenter/View/27206/Staff-report\\_LC\\_21-006\\_LCS-Strategic-Plan-Update](https://www.menlopark.org/DocumentCenter/View/27206/Staff-report_LC_21-006_LCS-Strategic-Plan-Update)

Guiding document for the Library and Community Services department.

Menlo Park Community Campus project page: <https://menlopark.gov/Government/Departments/Community-Development/Projects/Under-construction/Menlo-Park-Community-Campus>

Construction updates and meeting documents on the new combined library and recreation facility.

Programs and events:

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Programs-and-events>

Attending an event (in person or virtually) is a great way to see LCS staff in action. There are many events for all ages to choose from.

AGENDA ITEM E-2

**City of Menlo Park Library Commission - 2023 Tentative Agenda Schedule**  
**May 15, 2023**

*Meetings are held at 6:30pm on the third Monday of the month unless otherwise specified.*

MEETING DATE	PROPOSED AGENDA TOPICS
January 22, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> <li>• Study session - MPCC programming elements</li> <li>• Suggestion box – comments and responses</li> <li>• MPCC project updates</li> </ul>
March 6, 2023 (Special meeting)	<ul style="list-style-type: none"> <li>• Menlo Park Community Campus programming – Library collections</li> <li>• Revised library use guidelines</li> <li>• Establish a procedure for the annual selection of commission chair and vice chair</li> <li>• Advisory body meeting format and attendance requirements - AB 2449</li> </ul>
March 22, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> <li>• MPCC naming process</li> <li>• MPCC project updates - programming</li> </ul>
April 17, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> <li>• <b>MEETING CANCELLED – LACK OF QUORUM</b></li> <li>• MPCC programming – programming and policies</li> <li>• Kelly Field turf replacement</li> </ul>
May 15, 2023	<ul style="list-style-type: none"> <li>• MPCC programming and policy elements</li> <li>• Selection of commission chair and vice chair</li> <li>• Onboarding new commissioners</li> </ul>
June 19, 2023	<ul style="list-style-type: none"> <li>• Library Commission work plan update</li> <li>• MPCC programming and policies</li> <li>• LCS department proposed FY 2023-24 operating budget</li> <li>• Suggestion box – comments and responses</li> </ul>
July 17, 2023	<ul style="list-style-type: none"> <li>• MPCC programming and policies</li> </ul>
August 21, 2023	<ul style="list-style-type: none"> <li>• MPCC programming and policies</li> <li>• Suggestion box – comments and responses</li> </ul>
September 18, 2023	<ul style="list-style-type: none"> <li>• MPCC programming and policies</li> <li>• Summer reading program recap</li> </ul>
October 16, 2023	<ul style="list-style-type: none"> <li>• MPCC programming and policies</li> </ul>
November 20, 2023	<ul style="list-style-type: none"> <li>• MPCC programming and policies</li> <li>• Suggestion box – comments and responses</li> </ul>
December 18, 2023	<ul style="list-style-type: none"> <li>•</li> </ul>
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> <li>• <i>Staff presentations: library programming, early childhood education, adult literacy / ESL</i></li> <li>• <i>Local author collection policy</i></li> <li>• <i>Library meeting room policy</i></li> </ul>

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 6:30 PM  
 Recurring board meetings of library-related external nonprofit orgs:  
 Friends of the Library: Typically meets second Monday of each quarter, 1pm.  
 Library Foundation: Typically meets first Thursday of each month, 6:30pm.