



## REGULAR MEETING MINUTES

**Date:** 1/9/2017  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**800 Alma St., Menlo Park, CA 94025**

### A. Call to Order

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

### B. Roll Call

Present: Badgely, Bramlett, Cebrian, Leep, Lemons, Race (6:50)  
Staff: Nick Szegda, Assistant Director of Library Services

### C. Public Comment

There was no public comment.

### D. Regular Business

D1. Accept the Commission meeting minutes from December 12th, 2016

**ACTION:** The meeting minutes were accepted without changes.

D2. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings.

**ACTION:** A motion (Badgely/Lemons) to approve moving the Library Commission meetings to the third Monday of each month at 6:30 passed unanimously. First meeting at new date will be March 20th, contingent on City Council approval.

D3. Select date for next social with leadership of library support groups.

**ACTION:** March 23<sup>rd</sup> at 6:30 was chosen as the next date for the library support group social.

D4. Discuss existing library event planning checklist and make suggestions.

N. Szegda shared the internal checklist the library uses to prepare for events with the Commission. Chair Bramlett shared examples of event preparation checklists from other libraries.

D5: Update from Science Café subcommittee.

Commissioner Race and N. Szegda will meet with John Weaver (in charge of adult programming at the library) to move the planning forward and will report back to the Commission.

- D6: Update from Belle Haven Branch Library subcommittee, including status of in-process document designed to collect and combine relevant information as part of a broader discussion about the Belle Haven Community and its library service needs.

Chair Bramlett shared the draft document she is developing with the Commission, and Commissioner Badgely and staff member Szegda agreed to assist her with the completion of some of the sections.

- D7. Update from commissioner working on programming ideas aimed at older adults

Chair Bramlett is planning to survey older library users to ascertain their library service needs.

- D8. Review progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss commission priorities that support Library Strategic Plan goals. Identify any additional opportunities for individual commission activity and/or subcommittees.

- D9. Elect new chair and vice chair

Council policy on Commission chair selection was reviewed.

**ACTION:** A motion was made (Leep/Cebrian) to select the Chair and Vice Chair in order according to the commissioner's start date on the Commission, unless the commissioner does not want to serve. Commissioner Lemons to serve as Chair and Commissioner Race to serve as Vice Chair for 2017 passes unanimously.

## **E. Reports and Announcements**

- E1. Staff liaison report

Roberta Roth, long time library employee and head of our adult literacy program, Project Read, retired at the beginning of the year. Recent library events included a black light puppet show for kids (Goldilocks and the Three Sharks), Carlos Pavan's classical guitar performance, and a jazz performance by the Jym Marks Quintet. The City is making changes to its Commission attendance policy, and urges Commissioners to fill out the Commissioner Satisfaction Survey.

- E2. Informal Commissioner reports

Chair Bramlett visited three libraries during a recent trip to Canada.

## **F. Informational Items**

- F1. Informal commissioner sharing of audio/digital/print books currently reading

Commissioner Badgley –Tree of Smoke by Johnson, N. Szegda –Last Shift by Levine, Commissioner Cebrian – Last days of Night by Moore, Commissioner Race – The Hajj by Porter, Chair Bramlett – A Shepherd's Life by Rebanks and White Boy Shuffle by Beatty.

**G. Adjournment**

Chair Bramlett adjourned the meeting at 7:57 p.m.

**Minutes approved at January 13, 2017 Library Commission meeting**