



## REGULAR MEETING MINUTES

**Date:** 4/19/2021  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
800 Alma St., Menlo Park, CA 94025

**Meeting Location:** Zoom.us/join – ID# 976 8438 5934

### A. Call to Order

Chair Hadrovic called the meeting to order at 6:33 p.m.

### B. Roll Call

**Present:** Bunyagidj, Cohen, Erhart, Guha, Hadrovic, Leep  
**Absent:** None  
**Staff:** Library and Community Services Director Reinhart, Assistant Library Services Director Szegda

### C. Public Comment

None.

### D. Regular Business

D1. Approve minutes from the March 15, 2021 Library Commission meeting

**ACTION:** Motion and second (Leep/Cohen) to approve the minutes from the March 15, 2021 Library Commission meeting, passed unanimously.

D2. D2. Library facility reactivation (Presentation)

Director Reinhart gave a brief presentation (Attachment A) and provided an update to the Commission on the department's plans for reopening library facilities.

**ACTION:** Motion and second (Hadrovic/Bunyagidj) to recommend to the City Council that the libraries set a target date of July 1 for reopening library facilities to the greatest level possible given their current resources, and that a reopening date and hours of service be widely publicized in both English and Spanish, passed unanimously.

### E. Informational Items

E1. City Council reports for Library Commission review

- a. Library and community services facility, program, and event reactivation
- b. City Council Direction on cost recovery policy, library overdue fines and recreation user fees
- c. Extend terms of various advisory bodies, extend recruitment application deadline, and postpone interviews and appointments of various advisory

Assistant Director Szegda made a brief presentation on these recent City Council items.

### E3. Menlo Park Community Center project updates

Assistant Director Szegda made a brief presentation

### E4. Review/Update: Library Commission agenda calendar

**ACTION:** By acclamation, the following items were added to the Commission's agenda calendar:

- May 2021 – Review of the operational plan for the library (operating hours, COVID protocols, evacuation procedures)
- May 2021 – submissions and responses to the Library User Feedback Form
- Move emergency policy review to parking lot – reconsider when City wide policy is updated

## F. Commissioner Reports

### F1. Individual Commissioner reports

Chair Hadrovic shared an update on the activities of the Menlo Park Historical Association

Commissioner Cohen shared an update on the activities of the Friends of the Library – donations are not yet being accepted, work has begun on cleanup and organization in preparation for a future opening.

Commissioner Leep shared a picture and a brief report on a visit to the National Library of Bermuda

## G. Adjournment

Chair Hadrovic adjourned the meeting at 8:17 p.m.

Nick Szegda, Assistant Library Services Director

## Attachments

- A. LC Presentation: Library facility reactivation

Minutes approved at the May 17, 2021 Library Commission meeting



# **Library facility reactivation**

Library Commission 04.19.2021

# Key considerations

- Safety of employees and the public is the priority
- City lacks operational capacity due to budget reductions
- Most City services are already in operation, in modified formats
- Not all facilities can be opened to indoor public access at once
- Reopening to indoor public access must be phased in over time
- Changes in pandemic can result in changes to timeline
- Set clear expectations around potential reopening dates

# Key criteria

- Vaccine eligibility and availability
- Vaccination rates
- Variants, hospitalizations and cases
- Health orders and restrictions
- Organizational capacity and readiness
- Efficiency, effectiveness, sustainability of operational models

# Prioritization, sequencing

- City facilities: phase-in period of six to nine months
- Minimum lead time needed to reopen a facility: eight to ten weeks
- Group 1: Lower-risk public services currently operating in modified formats
- Expand and sustain access to all members of the community at the earliest safe, feasible opportunity
- Phase-in could be accelerated or slowed depending on changing events and circumstances
  - if more resources are brought to bear (accelerated)
  - if vaccine resistant variants emerge and spread (slowed)

# Library service reductions

- Major budget and staffing reductions in FY19-20 and FY20-21
- Hybrid curbside/in-house operations are infeasible
- Pre-pandemic open hours:
  - 59 hours/7 days per week at Main Library
  - 55 hours/7 days per week at Belle Haven
- Post-pandemic open hours (unless budget/ staff is enhanced)
  - 40 hours/5 days per week at both locations

# Neighboring libraries

- Reopening plans and models vary
  - Hybrid curbside/in-house approach
  - Opening and closing multiple times per day
  - Access limited only to lobbies or other controlled areas
  - Focus on employee safety, community vaccinations
  - Changing dates and plans
  - Budget, staffing levels vary