



REGULAR MEETING MINUTES

Date: 5/20/2019
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Chair Leep called the meeting to order at 6:53 p.m.

B. Roll Call

Present: Chambers, Hadrovic, Leep, Lemons
Absent: Cohen, Erhart, Pandey
Staff: Library Services Director Reinhart, Assistant Library Services Director Szegda

C. Public Comment

- Mr. George Yang, Chair of the Sister City Committee, proposed that the Commission partner with the Committee to initiate and support a book exchange program with Menlo Park's Sister Cities.
- Ms. Pam Jones submitted written comments (attachments A, B and C).
- Ms. Lynne Bramlett reminded the Commission of the Council study session on the proposed budget to be held on 5/21/19 and expressed her view that the Commission should discuss the library's budget proposal.
- Commissioner David Erhart submitted written public comment in advance of the meeting via email (with reply by Director Reinhart – Attachment D).

D. Presentations and Proclamations

D1. A moment of silence was observed for former Library Commissioner and longtime Menlo Park resident Ester Bugna.

E. Regular Business

E1. Approve the minutes from the April 15, 2019 Library Commission Special Meeting. Assistant Director Szegda pointed out a few minor corrections to the draft minutes that had been brought to his attention.

ACTION: Motion/second (Hadrovic, Leep) to approve the minutes with the above noted corrections passed unanimously.

E2. Elect new Commission Chair and Vice Chair

Chair Leep opened the item for public comment.

- Ms. Lynne Bramlett submitted written public comment (Attachment E).

Chair Leep closed public comment on this item. Assistant Director Szegda gave a short staff presentation on Commission election procedures.

Chair Leep opened the floor to nominations.

ACTION: Motion/second (Lemons, Leep) to elect Hadrovic as Chair passed unanimously.

ACTION: Motion/second (Leep, Chambers) to elect Lemons as Vice Chair passed unanimously.

E3. Review and Recommend: Library Collection Development Policy

Assistant Director Szegda gave a brief staff presentation, and noted Commissioner Erhart's comments that were submitted by email. Director Reinhart suggested changes to characterize the composition of the branch collection more accurately, and to provide a definition of the Link+ system under the "resource sharing" section. Staff will amend the policy to reflect these changes.

ACTION: Motion/second (Lemons/Hadrovic) to recommend the Library's amended Collection Development Policy passed unanimously.

E4. Discuss and Approve: Updates to Library Commission Two Year Work Plan

Chair Leep opened the item for public comment.

- Ms. Lynne Bramlett asked Commissioners to consider how their work plan reflects their advisory role to City Council as stated in the Commission's charter.

Chair Leep closed public comment on this item. Assistant Director Szegda gave a short staff presentation on the Library Commission's work plan.

- Commissioner Chambers asked to drop the Meet the Commissioner events and replace with a flyer or pamphlet.
- Commissioner Hadrovic suggested reserving 15 minutes before each meeting for "Meet the Commissioners", and/or that Commissioners engage with the public at library events.
- Commissioner Hadrovic asked that attending other affiliate group meetings at least once per year be added to the Commission's agenda calendar.

ACTION: Motion/second (Leep/Hadrovic) to approve the Library Commission's 2019/2020 Work Plan passed unanimously.

E5. Review and Recommend: Library Strategic Plan Update 2019-20

Chair Leep opened the item for public comment.

- Ms. Lynne Bramlett suggested that some goals are internal measurements rather than public measurements. She asked for more transparent agendas, org charts and position descriptions for the Library, and suggested a Belle Haven resident be added to the Foundation board.

Chair Leep closed public comment on this item. Director Reinhart gave a short staff presentation on the Library's Strategic Plan Update, noting that it had been well reviewed over multiple previous Commission meetings, and that the only changes were a few missing performance goals which have since been filled in.

ACTION: Motion/second (Hadrovic/Chambers) to recommend the Library's Strategic Plan Update passed unanimously.

E5. Review and update: Library Commission agenda calendar

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

- Move safety policy review to unscheduled from September
- Add update report on selected consultant for branch library/conceptual design (September)
- Evaluate and discuss library services to seniors and the homebound (October)
- Add affiliate group board meeting dates

Director Reinhart offered to write a more detailed "Director's Report" to be submitted at each Commission meeting. The report would contain updates, important upcoming meeting notifications, and upcoming library events.

F. Informational Items

F1. Little Free Libraries Incentive Program update.

Director Reinhart reported that the Little Free Libraries would be installed during the last two weeks of May. A reception for Little Free Library stewards was well attended. Library staff are creating a map handout that lists the street locations for all of the Little Free Libraries in Menlo Park.

- Commissioner Lemons suggested arranging some sort of tour of the Little Free Libraries once installed
- Commissioner Hadrovic asked if a memorial plaque honoring Ester Bugna could be attached to the downtown library's Little Free Library

F2. Library staff updates

- Director Reinhart reported that City's preliminary budget would be presented at the 5/21 City Council meeting.
- Director Reinhart reported on the Foundation's RFP for consultants to assist with fundraising and community information work.
- Director Reinhart reported that the RFP for the next stage of the Belle Haven branch library project would be released soon and would return to the City Council for consultant approval on July 18.

G. Commissioner Reports

G1. Individual commissioner reports

- Commissioner Hadrovic noted that the Parks & Rec User Focus Group will meet May 30 at 6:30 at the Senior Center
- Commissioner Chambers requested details on the Library's Summer Learning Challenge
- Chair Leep reported on a recent Planning Commission meeting she attended

H. Adjournment

Chair Leep adjourned the meeting at 8:04 p.m.

Attachments:

- A. Written comment by Ms. Pam Jones ([link](#))
- B. TIERS Framework link – from the California Institute for Local Government (part of Jones comment): http://www.ca-ilg.org/sites/main/files/file-attachments/ilg_tiers_public_engagement_framework__learning_lab_overview.pdf
- C. What is Public Engagement and Why Should I do it? – from the California Institute for Local Government (part of Jones comment): http://www.ca-ilg.org/sites/main/files/file-attachments/ilg_what_is_public_engagement_and_why_should_i_do_it_8.31.16.pdf
- D. Written comment by Commissioner Erhart (submitted by email - [link](#))
- E. Written comment by Ms. Lynne Bramlett ([link](#))

Minutes approved at July 15 2019 Library Commission meeting