

Belle Haven Neighborhood Library Advisory Committee



SPECIAL MEETING MINUTES

Date: 9/10/2018
Time: 7:00 p.m.
Belle Haven Branch Library
413 Ivy Dr., Menlo Park, CA 94025

A. Chair Cebrian called the meeting to order at 7:01 p.m.

B. Roll Call

Present: Cebrian, Halaby, Lai, Lubana
Absent: Cline, Gonzalez, Keith
Staff: Assistant Library Services Director
Nick Szegda

C. Public Comment

- Lynne Bramlett urged the Committee to take up the composition of the Committee on a future agenda. She highlighted the importance of having neighborhood residents and neighborhood groups represented on the Committee and on future committees going forward.

D. Regular Business

D1. Approval of minutes from the August 13, 2018, Special Meeting

Committee member Lubana asked that an incorrect spelling of her name be corrected.

ACTION: Motion and second (Lai/Lubana) to approve minutes as amended, passed unanimously.

D2. Consider requests for future agenda items

By acclamation, the Committee requested the following items be added to a future agenda:

- Discuss and consider making a recommendation to City Council on the Committee's composition
- Discuss and consider collecting contact information for neighborhood organizations
- Discuss and approve a letter of response to the final Gensler report
- Discuss and consider subcommittee formation to address issues raised in the final assessment report
- Library System Improvements project update

D3. Discuss and consider forming a subcommittee to write a letter of response to the final needs assessment

Chair Cebrian opened the item for public comment.

- Pam Jones thanked the Committee for their work, and encouraged them to conduct the space needs analysis and the siting for a new branch library simultaneously.
- Lynne Bramlett urged the Committee to make their agenda items focused on their advisory role. She spoke in support of beginning fundraising now, and of making a list of available sites for a new branch. She directed the Committee's attention to an American Library Association campaign called "United for Libraries".

Committee member Lubana suggested using her email to the City Council as a starting point for the response letter. The Committee discussed what to include in the response letter and how to ensure it would not delay the process or be misinterpreted.

ACTION: Motion and second (Lai/Halaby) to form a subcommittee of Lubana, Cebrian, and Halaby to draft a letter of response to the Gensler final assessment report. The subcommittee will bring the response letter back to the full Committee for approval on September 24, passed unanimously.

- D4. Discuss and consider forming subcommittees to work on needs identified in the final needs assessment

Chair Cebrian opened the item for public comment.

- Lynne Bramlett spoke in support of developing marketing materials and beginning fundraising as a way to raise community awareness of the system improvements project.
- Katie Hadrovic spoke in support of the collaboration among the various library support groups.

The Committee discussed the advantages and disadvantages on forming a group to begin fundraising. The considered options including forming two subcommittees; one that focused on short-term improvements that could be made at the branch and one that focused on fundraising.

ACTION: By acclamation the Committee will add this item to a future agenda.

E. Informational Items

- E1. Library system improvements project update

Assistant Director Szegda suggested the main library portion of the system improvements project to be held until January whereas the Belle Haven portion of the project is scheduled to come before City Council in October.

F. Committee Member Reports

- F1. Individual Committee Member reports

Chair Cebrian will attend the September 17 meeting of the Library Commission and share with them the Committee's work on the response letter as well as the their discussion on the composition of the Committee.

G. Adjournment

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

Minutes approved at 9/24/18 Belle Haven Neighborhood Library Advisory Committee special meeting