



## SPECIAL MEETING MINUTES

**Date:** 1/25/2021  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
800 Alma St., Menlo Park, CA 94025

**Meeting Location:** Zoom.us/join – ID# 971 5664 2294

### A. Call to Order

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

### B. Roll Call

**Present:** Bunyagidj, Cohen, Erhart, Guha (arrived at 6:34 p.m.), Hadrovic, Leep (arrived at 6:33 p.m.), Tran  
**Absent:** None  
**Staff:** Library Services Director Reinhart, Assistant Library Services Director Szegda

### C. Regular Business

C1. Approve minutes from the November 16, 2020 Library Commission meeting

**ACTION:** Motion and second (Bunyagidj/Leep) to approve the minutes from the November 16, 2020 Library Commission meeting, passed unanimously.

C2. Recommend: Library and Community Services Department Strategic Plan Update: 2020 and Beyond.  
Assistant Director Szegda provided an update to the Commission on the department's strategic plan.

**ACTION:** Motion and second (Leep/ Bunyagidj) to recommend the Library and Community Services Strategic Plan Update passed unanimously.

C3. Review/Update: Library Commission agenda calendar

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

- Standing item – Updates on Menlo Park Community Campus project
- Standing item - Rebuilding Library and Community Services for post-COVID operations
- February 2021 – Draft schedule of policy review – info item
- March 2021 – Commission update to City Council
- June 2021 – Emergency preparedness policy
- June 2021 – Diversity, equity, and inclusion policy
- August 2021 – Joint meeting with Parks & Rec Commission on services and programs at new MPCC/Community meeting on services and programs at new MPCC

## **D. Informational Items**

### **D1. Department updates**

- a. Menlo Park Community Campus project  
Assistant Director Szegda provided an update on the project.
- b. Library enterprise technology system  
Assistant Director Szegda provided an update on the responses to the RFP, and directed Commissioners to the February 9 City Council meeting where the Council will take up this item.
- c. Library Commission work plan  
Assistant Director Szegda suggested that Commissioners review their current work plan in preparation for the City Council's upcoming goal setting session.
- d. Suggestion box responses

## **F. Individual Commissioner Reports**

Commissioner Cohen reported on the activities of the Friends of the Library

Chair Hadrovic reported on the activities of the Library Foundation, and will report on the Foundation Board's upcoming meeting at the next Commission meeting.

Chair Hadrovic reported on the Menlo Park Historical Association's article on the collected letters of a soldier stationed in Menlo Park during the Spanish Influenza epidemic of 1918.

## **G. Adjournment**

Chair Hadrovic adjourned the meeting at 7:48 p.m.

Nick Szegda, Assistant Library Services Director

Minutes approved at the Library Commission special meeting February 22, 2021