SPECIAL MEETING MINUTES

Date: 1/28/2019
Time: 6:30 p.m.
Belle Haven Branch Library
413 Ivy Dr., Menlo Park, CA 94025

A. Chair Leep called the meeting to order at 6:38 p.m.

B. Roll Call

Present: Cohen, Hadrovic, Leep, Lemons
Absent: Bugna, Chambers, Pandey
Staff: Interim Library Services Director Sean Reinhart, Assistant Library Services Director Nick Szegda

C. Regular Business

C1. Approve the minutes from the December 17, 2018 Library Commission Meeting

ACTION: Motion/second (Hadrovic/Cohen) to approve the minutes passed unanimously.

C2. Review/update 2019 Library Commission agenda schedule

By acclamation the Commission added the following to their future agenda:
- Affiliate group report review
- Discussion on the merger of Belle Haven Neighborhood Library Advisory Committee (BHNLAC) and the Library Commission
- Library strategic plan update review

D. Informational Items

D1. Report from the Library Director

Interim Library Services Director Reinhart reported that the City Council would be holding a goal setting meeting on February 2, and would be holding a study session on the Belle Haven space needs on March 12.

D2. Update on the disposition of the Belle Haven Neighborhood Library Advisory Committee (BHNLAC)

Interim Library Director Reinhart stated that his understanding of City Council direction was that BHNLAC was an ad hoc committee formed to assist through the needs assessment process which would then sunset. He presented the staff recommendation that the active public members of the BHNLAC group be merged with the Library Commission, expanding the Library Commission size to nine.
Pam Jones spoke in favor of keeping BHNLAC as a separate advisory body.

Pushpinder Lubana spoke of the great work BHLAC accomplished and in favor of keeping the committee as a separate advisory body.

Lynne Bramlett spoke in favor of keeping BHNLAC as a separate working body.

**ACTION:** Motion/second (Hadrovic/Lemons) to recommend that City Council table discussion of BHNLAC until the Library Commission has had time to gather input and discuss at their February 25 meeting passed 4-0.

D3. Library System Improvements Project (LISP) update

Interim Library Director Reinhart reported that the City Council approved the scope and timeline of the library system improvements project at their January 15, 2019 meeting, with the stipulation that the Belle Haven portion of the project be the first priority.

- Pushpinder Lubana expressed concern that funds raised for the LSIP go first to the Belle Haven portion of the project.
- Pam Jones urged staff to develop a project page and to make hard copies of important documents available at the branch.
- Lynne Bramlett spoke in favor of separating the Belle Haven portion of the project from the main library portion. She expressed concern that the January 15 staff report was biased.
- Sue Connelly spoke in favor of separating the Belle Haven portion of the project from the main library portion.
- Rachel Bickerstaff said that she understood that the two projects were at different points in their timelines and could not be combined. She urged that funding for the two library sites be kept separate.

E. Commissioner Reports

E1. Individual commissioner reports

Commissioner Lemons reported on her attendance at the January 15 2019 City Council meeting.

Commissioner Hadrovic reported on her attendance at the January 15 2019 City Council meeting.

Study Session

SS1. Belle Haven Library Space Needs Study

Interim Library Director Reinhart, Assistant Library Services Director Szegda, and Chris Noll from Noll and Tam Architects (project consultants) gave a presentation on the preliminary results of the space needs assessment (Attachment A). The public in attendance were invited to participate in a feedback exercise that gathered their thoughts on the project results to date.

- Sue Connelly was concerned that the space needs surveys had been mailed to all library card users and to Belle Haven residents but not to every City resident.
- Lynne Bramlett said that the process was rushed and that more effort should be made to include non-users of the library in the study.
- Pam Jones said that there had been good public engagement so far. She urged staff to
coordinate with the Community Services Department and their study of the Parks and Rec Master Plan.

SS2. Adjournment

Chair Leep adjourned the meeting at 8:31 p.m.

Minutes approved at 2/25/19 Special Meeting of the Library Commission

Attachment A: Study Session Presentation
INTRODUCTION

INTRODUCCIÓN
PROJECT TEAM

Noll & Tam Architects
Chris Noll
Principal in Charge
Trina Goodwin
Project Architect
Eli Mayerson
Project Manager
Penny Hummel
Library Consultant

City of Menlo Park
Sean Reinhart
Interim Library Services Director
Nick Szegda
Assistant Library Services Director
Morad Fakhrai
Senior Project Manager

REVIEW OF HISTORY AND PROCESSES THUS FAR
LA REVISIÓN DE LA HISTORIA Y LOS PROCESOS HASTA HOY
GENSLER’S KEY FINDINGS
LOS CONCLUSIONES DEL ESTUDIO DE GENSLER

Provide Community Space
First, Library Second
Requests across all age groups for community space to gather, play and learn

Improve Brand Perception
Library should be viewed as a community space for everyone, instead of a school library just for kids.
Library Programs and Services

Community priorities:
- Enclosed Quiet / Reading Rooms
- Enclosed Rooms for Video Games
- Reservable Conference Rooms
- Teen Center
- Makerspace / Art Studio
- Outdoor Space

Neighborhood Belonging and Change

Residents feel disconnected from and underserved by the City of Menlo Park

Neighborhood Services

Needs: access to grocery store, traffic reduction along Willow Road, access to city services
Study Inputs

The Noll & Tam study, which began at the end of 2018 has included:
- Focus Groups
- Stakeholder Interviews
- Community Workshops
- Citywide Survey

The results of these inquiries have directly influenced the program proposals which are still in progress.
COMMUNITY MEETING EXERCISE – DECEMBER 13TH, 2018

Teen Social Spaces
Residents feel that teens need a space in which they can feel safe after school, serving as both a social and study center and supporting their creativity.

Private Rooms
Residents asked for reservable rooms which can host tutoring sessions, individual study, final exam preparations or adult literacy classes.
Belle Haven Representation

While the neighborhood of Belle Haven accounts for approximately 17% of the total population of Menlo Park, 26% of the survey respondents are Belle Haven residents, indicating a strong representation of the community within the survey results.

Belle Haven Library Use

Three out of five (60%) Menlo Park residents have never used the Belle Haven Branch Library. Approximately one in four (26%) residents have used it recently (“within the last six months”). These results are consistent with the relatively small service area and neighborhood-focused nature of the Belle Haven Branch Library.
Community Priorities

The rating scale assigns a point value of 1 for “not at all important”; 2 for “somewhat important”; and 3 for “very important.” The preliminary survey results find nearly all of the proposed features to be somewhat or very important except for “Food/drink in the library.”

Community Suggestions

This question is open-ended and respondents are encouraged to write in their thoughts. Staff sorted the responses into loose categories to generate this chart of common themes and suggestions.
**Respondent Age Range**

One-half of the surveys (50.33%) were completed by adults who self-identified as 45 years of age or older. An additional 28.55% of the surveys were from adults who self-identified as between ages ages 25-44. Self-identified children and youth between ages 6-17 provided 12.8% of the responses.

**Respondent Household**

Roughly two of five (37.64%) respondents indicated that they have children under age 18 living with them.
BELLE HAVEN POPULATION
LA POBLACIÓN DE BELLE HAVEN

POPULATION GROWTH IN THE BAYFRONT AREA
POPULATION GROWTH IN THE BAYFRONT AREA

BELLE HAVEN

Current Population:
5,500 residents (Census Bureau, 2019)

2040 Projected Population:
- ~6,000 residents (Connect Menlo)

Neighborhood is already built out and only minor growth is anticipated.

BELLE HAVEN BRANCH LIBRARY

Library Card Holders
Ages 13-17

Library Card Holders
Ages 18-24
COMPARABLE LIBRARIES
IN THE BAY AREA
UNAS BIBLIOTECAS COMPARABLES
EN LA BAY AREA

Library Size per Population Served

- BELMONT
- EDZ
- FAIR OAKS
- FOSTER CITY
- LOS ALTOS
- MILLBRAE
- PALO ALTO
- SANMateO
- SANJOSE
- BELLEHAVEN
- PALO ALTO
- PHYLLIS HARRISON

Regional Average

COMPARABLE LIBRARIES – SIZE PER CAPITA

BELLE HAVEN BRANCH LIBRARY
# PROGRAM OPTIONS

**LAS OPCIONES DEL PROGRAMA**

<table>
<thead>
<tr>
<th></th>
<th>Best practice (range)</th>
<th>Current Belle Haven library</th>
<th>Program A</th>
<th>Program B</th>
<th>Program C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected population served</td>
<td>-</td>
<td>9,509</td>
<td>9,000</td>
<td>13,000</td>
<td>18,000</td>
</tr>
<tr>
<td>Approximate size of building</td>
<td>-</td>
<td>3,500 sq. feet</td>
<td>7,100 sq. feet</td>
<td>11,400 sq. feet</td>
<td>20,600 sq. feet</td>
</tr>
<tr>
<td>Square feet per capita</td>
<td>.5 – 1.2</td>
<td>.63</td>
<td>.78</td>
<td>.95</td>
<td>1.1</td>
</tr>
<tr>
<td>Approximate size of collection (books, media, etc.)</td>
<td>-</td>
<td>13,600 items</td>
<td>15,400 items</td>
<td>15,400 items</td>
<td>23,100 items</td>
</tr>
</tbody>
</table>

- Reader seating
- Quiet reader seating area: -
- General seating (tables, desks, lounge seating): -

<p>| Seating per 1,000 people | 4 – 10 | 12.0 | 6.0 | 6.0 | 10.3 |</p>
<table>
<thead>
<tr>
<th>Study / conference rooms</th>
<th>Best practice (range)</th>
<th>Current Belle Haven library</th>
<th>Program A</th>
<th>Program B</th>
<th>Program C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-seat studyrooms</td>
<td>-</td>
<td>-</td>
<td>1 room (2 seats total)</td>
<td>2 rooms (4 seats total)</td>
<td>4 rooms (8 seats total)</td>
</tr>
<tr>
<td>4-seat studyrooms</td>
<td>-</td>
<td>-</td>
<td>1 room (4 seats total)</td>
<td>2 rooms (8 seats total)</td>
<td>4 rooms (16 seats total)</td>
</tr>
<tr>
<td>Conference room</td>
<td>-</td>
<td>12 seat room</td>
<td>-</td>
<td>10 seat room</td>
<td>-</td>
</tr>
<tr>
<td>Homework center / conference room</td>
<td>-</td>
<td>20 seat room</td>
<td>20 seat room</td>
<td>35 seat room</td>
<td></td>
</tr>
<tr>
<td>Computer training classroom</td>
<td>-</td>
<td>-</td>
<td>12 seat room</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total seats / Total rooms</td>
<td>24-48 seats</td>
<td>12 seats</td>
<td>26 seats</td>
<td>42 seats</td>
<td>71 seats</td>
</tr>
<tr>
<td></td>
<td>3-6 rooms</td>
<td>one room</td>
<td>3 rooms</td>
<td>6 rooms</td>
<td>10 rooms</td>
</tr>
<tr>
<td>Teen space</td>
<td>-</td>
<td>400 sq. feet</td>
<td>440 sq. feet</td>
<td>610 sq. feet</td>
<td>1,584 sq. feet</td>
</tr>
<tr>
<td>Storytime space (floor seating)</td>
<td>30 - 60+ seats</td>
<td>-</td>
<td>-</td>
<td>30 seats</td>
<td>40 seats</td>
</tr>
<tr>
<td>Large community meeting room</td>
<td>100-200+ seats</td>
<td>-</td>
<td>-</td>
<td>Divisible 100 seat room</td>
<td>Divisible 150 seat room</td>
</tr>
</tbody>
</table>

**Program Option Overview**

**Belle Haven Branch Library**

**Public Areas**

**Adult Services**

**Youth Services**

**Meeting Areas**

**Staff Areas**

**Program Option A – 7,100 Square Feet**

**Belle Haven Branch Library**
PARTICIPANT EXERCISE
UN EJERCICIO PARTICIPANTE

REGROUP/DEBRIEF
RECONVENCIÓN/DISCUSIÓN
NEXT STEPS
LOS PRÓXIMOS PASOS

PAST

JAN-OCT 2018
Belle Haven Neighborhood
Needs Assessment -
Gender

NOV 2018
Belle Haven Space 
 palavra

PRESENT

DEC 13, 2018
Community Meeting - 
Neil & 
Team Architects & Penny Hammel

MAR 12, 2019
City Council 
Study Session

FUTURE

APR 9, 2019
City Council Adopt Belle 
Haven Space Needs