



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 on 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 BHNLC 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 BHNLC as a separate working body.

ACTION: Motion/second (Hadrovic/Lemons) to recommend that City Council table discussion of BHNLC 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

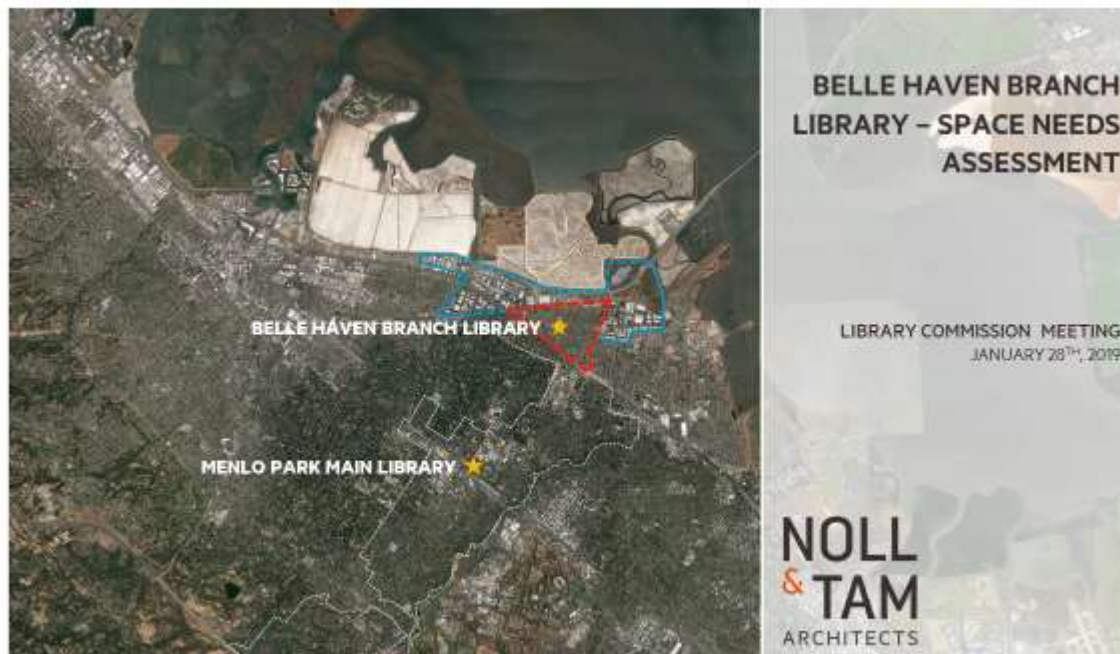
coordinate with the Community Services Department and their study of the Parks and Rec Master Plan.

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

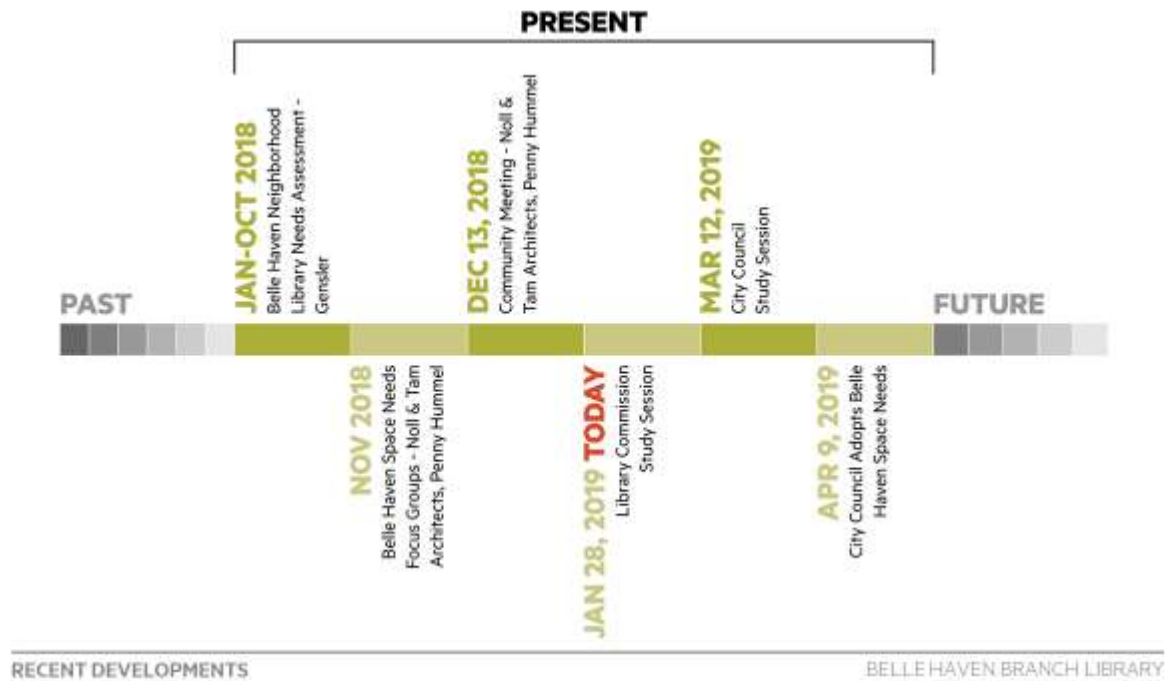
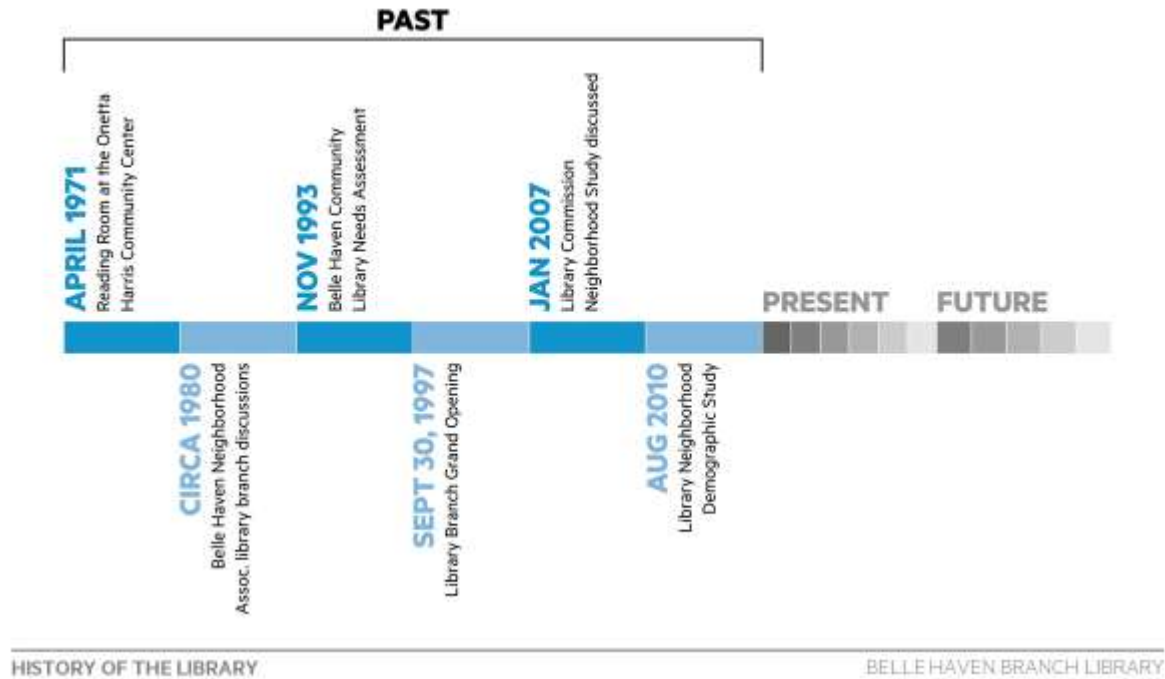
Morad Fakhrai
Senior Project Manager

INTRODUCTION

BELLE HAVEN BRANCH LIBRARY

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



Improve Brand Perception

Library should be viewed as a community space for everyone, instead of a school library just for kids.

Provide Community Space First, Library Second

Requests across all age groups for community space to gather, play and learn





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

GENSLER STUDY - KEY THEMES

BELLE HAVEN BRANCH LIBRARY



Neighborhood Services

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

Neighborhood Belonging and Change

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



GENSLER STUDY - KEY THEMES

BELLE HAVEN BRANCH LIBRARY

NOLL & TAM ARCHITECTS STUDY

EL ESTUDIO DE NOLL & TAM ARCHITECTS

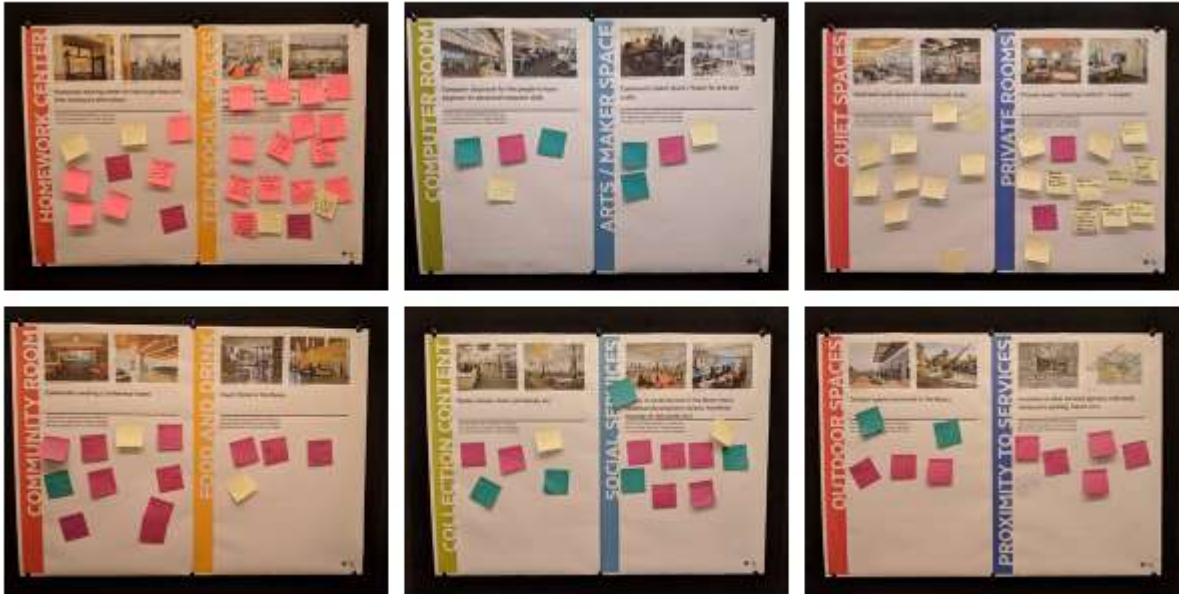


Study Inputs

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

BELLE HAVEN BRANCH LIBRARY



Private Rooms

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

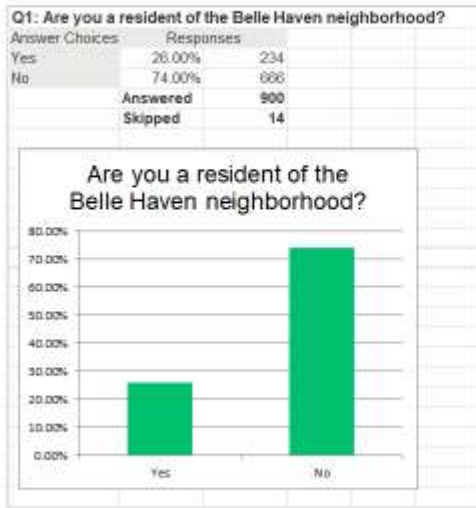
Teen Social Spaces

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.



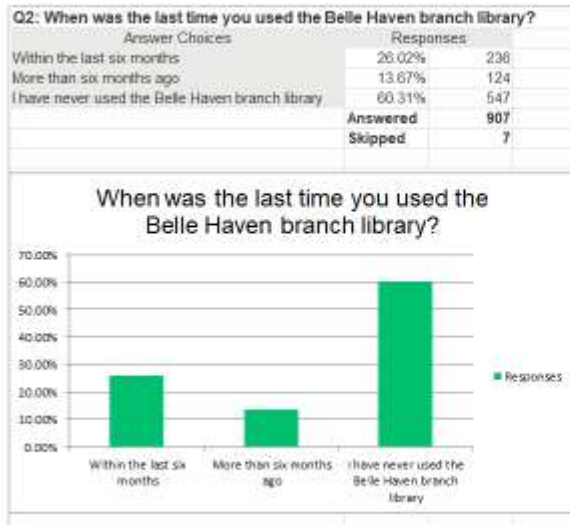
COMMUNITY MEETING EXERCISE – DECEMBER 13TH, 2018

BELLE HAVEN BRANCH LIBRARY



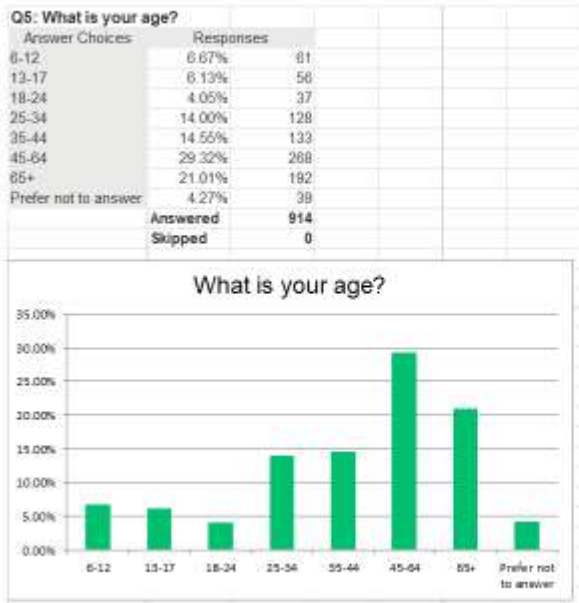
Belle Haven Representation

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.



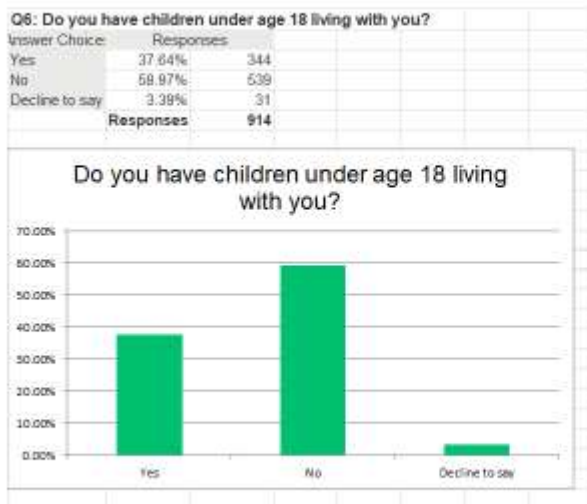
Belle Haven Library Use

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.



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 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.



POPULATION GROWTH IN THE BAYFRONT AREA

BELLE HAVEN BRANCH LIBRARY

**Library Card Holders
Ages 13-17**



**Library Card Holders
Ages 18-24**

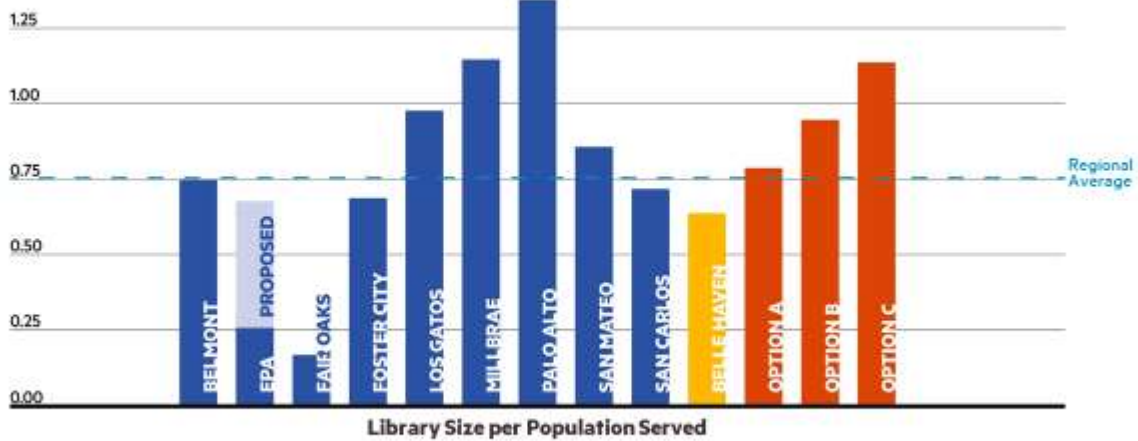


POPULATION GROWTH IN THE BAYFRONT AREA

BELLE HAVEN BRANCH LIBRARY

COMPARABLE LIBRARIES IN THE BAY AREA

UNAS BIBLIOTECAS COMPARABLES EN LA BAY AREA



COMPARABLE LIBRARIES – SIZE PER CAPITA

BELLE HAVEN BRANCH LIBRARY

PROGRAM OPTIONS

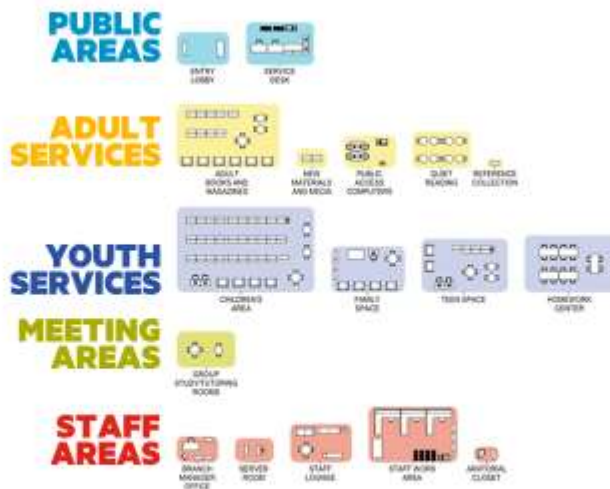
LAS OPCIONES DEL PROGRAMA

	Best practice (range)	Current Belle Haven library	Program A	Program B	Program C
Projected population served	-	5,500	9,000	12,000	18,000
Approximate size of building	-	3,500 sq. feet	7,100 sq. feet	11,400 sq. feet	20,600 sq. feet
Square feet per capita	.5 – 1.2	.63	.78	.95	1.1
Approximate size of collection (books, media, etc.)	-	13,600 items	15,400 items	15,400 items	23,100 items
Reader seating					
Quiet reader seating area	-	-	8 seats	12 seats	20 seats
General seating (tables, desks, lounge seating)	-	54 seats	46 seats	60 seats	166 seats
Seating per 1,000 people	4 – 10	12.0	6.0	6.0	10.3

	Best practice (range)	Current Belle Haven library	Program A	Program B	Program C
Study / conference rooms					
2-seat study rooms	-	-	1 room (2 seats total)	2 rooms (4 seats total)	4 rooms (8 seats total)
4-seat study rooms	-	-	1 room (4 seats total)	2 rooms (8 seats total)	4 rooms (16 seats total)
Conference room	-	12 seat room	-	10 seat room	-
Homework center / conference room	-	-	20 seat room	20 seat room	35 seat room
Computer training classroom	-	-	-	-	12 seat room
Total seats / Total rooms	24-48 seats 3-6 rooms	12 seats one room	26 seats 3 rooms	42 seats 5 rooms	71 seats 10 rooms
Teen space	-	400 sq. feet*	440 sq. feet	610 sq. feet	1,584 sq. feet
Storytime space (floor seating)	30 – 60+ seats	-	-	30 seats	40 seats
Large community meeting room	100-200+ seats	-	-	Dividable 100 seat room	Dividable 150 seat room
Public Internet access computers (including catalogs and laptops)	-	15	24 (including 12 laptops)	24 (including 12 laptops)	30 (including 12 laptops)

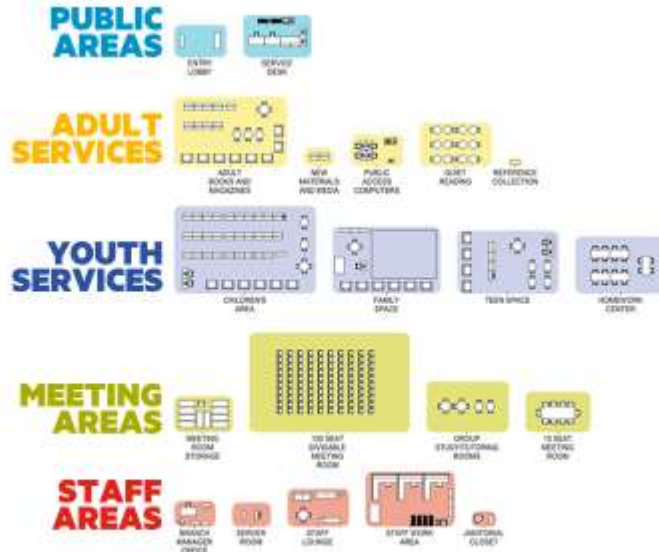
PROGRAM OPTION OVERVIEW

BELLE HAVEN BRANCH LIBRARY



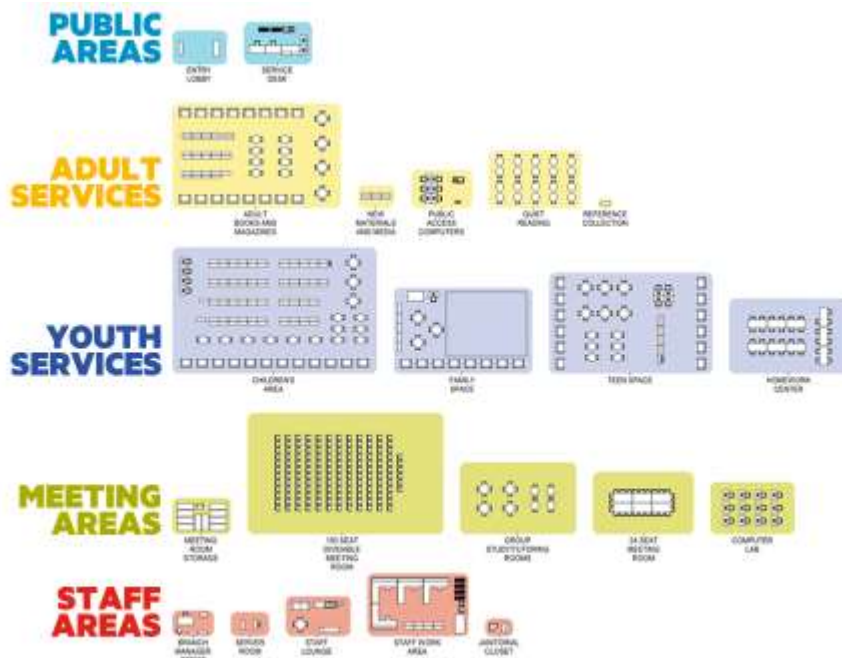
PROGRAM OPTION A – 7,100 SQUARE FEET

BELLE HAVEN BRANCH LIBRARY



PROGRAM OPTION B - 11,400 SQUARE FEET

BELLE HAVEN BRANCH LIBRARY



PROGRAM OPTION C - 20,600 SQUARE FEET

BELLE HAVEN BRANCH LIBRARY

PARTICIPANT EXERCISE
UN EJERCICIO PARTICIPANTE

REGROUP/DEBRIEF
RECONVENCIÓN/DISCUSIÓN

NEXT STEPS

LOS PRÓXIMOS PASOS

