



## REGULAR MEETING MINUTES

**Date:** 5/17/2021

**Time:** 6:30 p.m.

**Menlo Park Library**

**Special Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 971 5664 2294

### A. Call to Order

Vice Chair Erhart called the meeting to order at 6:37 p.m.

### B. Roll Call

**Present:** Cohen, Erhart, Hadrovic, Leep

**Absent:** Bunyagidj, Guha

**Staff:** Library Services Director Reinhart, Assistant Library Services Director Szegda

### C. Public Comment

None.

### D. Regular Business

D1. Approve minutes from the April 19, 2021 Library Commission meeting ([Attachment](#))

**ACTION:** Motion and second (Leep/ Cohen) to approve the minutes as presented, passed 4-0 (Bunyagidj and Guha absent).

D2. Expanding public access to library facilities ([Presentation](#))

Director Reinhart made the presentation ([Attachment](#)).

### E. Informational Items

E1. City Manager's proposed FY 2021-22 operating budget ([Staff report CC-21-100](#))

E2. Suggestion box compilation: January-May 2021 ([Staff report LC-2021-016](#))

E3. Review/Update: Library Commission agenda calendar ([Attachment](#))

**ACTION:** By acclamation, the following items were added to the Commission's agenda calendar (Bunyagidj and Guha absent):

- June - Budget review, focusing on potential service enhancements
- June - Library use policy revision (any COVID related revisions on mask use and social distancing)
- Unscheduled – community observance/groundbreaking for new MPCC project

## **F. Commissioner Reports**

### F1. Individual Commissioner reports

None.

## **G. Adjournment**

Vice Chair Erhart adjourned the meeting at 7:26 p.m.

Nick Szegda, Assistant Library Services Director

Minutes approved at the June 21, 2021 meeting

# **Service expansion to indoor public access**

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# Background

City is currently offering services in modified fashion

- + Police; public works; water utility; plan check; building inspections; admin
- + Senior meal deliveries and wellness checks by telephone
- + Outdoor and virtual programs, classes, events
- + Childcare – preschool, school-age, summer camps
- + Parks and outdoor recreation – athletic fields, playground, aquatics centers
- + Library curbside pickup
- + Library virtual and remote programs

# Key considerations for service expansion

- + City lacks the operational capacity to safely and sustainably expand indoor public access to all facilities at once
- + Most customers and all City employees are now eligible for vaccination; variants and vaccine hesitancy remain concerns
- + City budget not yet amended to provide staffing, contract services, and capital improvements necessary to expand public access to facilities and services
- + Library Commission on April 19 unanimously recommended reopening libraries on or around July 1
- + City Council on April 27 reviewed phase-in sequence for expanding various city services to indoor access over the next four to six months

# Comparisons to other communities

- + Every community has its own unique circumstances to contend with during the pandemic
- + Not all cities on the peninsula have libraries open yet, for example Burlingame's libraries are still closed to indoor public access
- + Some cities like Menlo Park sustained far more severe budget reductions during FY 20-21 than others
- + Some cities have more operational, staffing, and facility capacity than others
- + Menlo Park is wholly unique as the only peninsula city that is simultaneously initiating construction on a major new facility project (MPCC) and relocating multiple public services while also preparing for post-covid reopening of other facilities.

# Expansion phase 1 targets (all dates are tentative)

- + June 7 Senior center operations begin at ARC: staff offices, meal delivery, wellness checks
- + June 10 Senior center “brown bag” food distribution to seniors begins at Burgess
- + June 12 OHCC staff offices, curbside pickup move to BH Library
- + June 21 Youth Center portable classroom at Kelly Park opens for classes
- + July 7 Indoor public access to Main and BH Library: borrowing and checkout only
- + July 12 Senior meals served onsite (prepped offsite), lounge, classes at ARC, Main Library
- + July 12 OHCC / ESL classes at BH Library
- + July 13 Second Harvest public food distribution @ new location in Belle Haven

# Expansion phase 2 targets (all dates are tentative)

- + Aug 2021 Indoor classes and programs for children, youth, special needs
- + Aug 2021 Small-scale special event permits
- + Sep 2021 Indoor classes and programs for the general population
- + Sep 2021 Indoor City Council, advisory body meetings.



# Reduced levels of service

- + Substantial staffing and operating budget reductions in FY 2020-21
- + Libraries will reopen with ~30% fewer open hours than before the pandemic
- + Current staffing capacity is sufficient to safely reopen 40 hours over five days per week (same hours at both locations)
- + Pre-pandemic open hours: 59 hours over seven days per week at the Main Library and 55 hours over seven days per week at the Belle Haven Branch
- + City Manager's FY 21-22 proposed budget and service level enhancements would provide additional capacity to increase library open hours



# Thank you

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