

# Belle Haven Neighborhood Library Advisory Committee



## SPECIAL MEETING MINUTES

**Date:** 7/16/2018  
**Time:** 7:15 p.m.  
**Belle Haven Branch Library**  
**413 Ivy Dr., Menlo Park, CA 94025**

**A.** Chair Cebrian called the meeting to order at 7:05 p.m.

**B. Roll Call**

**Present:** Cebrian, Halaby, Keith, Lubata  
**Absent:** Cline, Gonzalez, Lai  
**Staff:** Library Services Director Susan Holmer, Assistant Library Services Director Nick Szegda

**C. Public Comment**

- Rose Bickerstaff spoke in support of a new community library and understands the difficulties of turning a school library into a library for adults. She also wanted to make sure that there had been enough outreach done to community members during the report's writing.
- Pam Jones suggested the creation of a city interdepartmental team to address issues of traffic, recreation and library needs at the same time. She spoke in support of a student library at Belle Haven School as well as a new library.
- Cheryl Bims spoke in support for a new, multi-service community center and library to provide more community space.
- Michael Hoffman spoke in support of a new facility and requested clarification on what is currently being done by the existing library.
- Lynne Bramlett spoke in support of a new branch library. She urged that fundraising to support the new branch and the new main should start now.
- Alan Cohen said that the improvements to both libraries should be done in concert, considering that both libraries exist to serve the needs of the entire community.
- Katie Hadrovic wanted to emphasize meeting the needs of the community while new facilities were being planned and built.

**D. Regular Business**

D1. Approval of minutes from the May 15, 2018, Special Meeting

**ACTION:** Motion and second (Keith/Halaby) to approve minutes as written, passed (4-0).

D2. Discuss and approve next Committee meeting date

**ACTION:** Motion and second (Halaby/Cebrian) to schedule the next meeting for August 13, 2018, at 7:00 p.m., at the Belle Haven Branch Library, 413 Ivy Drive. The motion passed (4-0)

**D3. Consider requests for future agenda items**

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

- Bus tour – branch libraries
- Discuss and consider writing a letter of response to submit to the City Council along with the Gensler needs assessment
- Discuss and consider forming subcommittees to work on identified needs from Gensler report
- Library System Improvements project update

**E. Study Session**

**E1. Study Session on Belle Haven Neighborhood Library Needs Assessment**

Committee members had clarifying questions about the final version of the report:

How heavily were the dScout results weighted when developing the report's recommendations?

Where did the data on after school visitors on page 22 come from?

Can the needs expressed in the report be met in the current library space?

How can measurements other than checkouts and attendance at programs be used to capture the range of neighborhood uses at the current location?

If the needs assessment is followed by a space needs study, how long does that study take to complete?

Is there a way to clarify or modify the overall statement on page 18?

Is there a need to validate some of the findings in the report with focus groups?

Can an updated project timeline be brought to the next meeting?

**F. Committee Member Reports**

**F1. Individual Committee Member reports**

There were no individual reports.

**G. Adjournment**

Chair Cebrian adjourned the meeting at 8:30 p.m.

Minutes approved at the August 13, 2018 special meeting of the Committee