



REGULAR MEETING MINUTES

Date: 10/15/2018
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Chair Leep called the meeting to order at 6:35 p.m.

B. Roll Call

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

Assistant Director Szegda introduced Interim Library Services Director Sean Reinhart to the Commission.

C. Public Comment

None.

D. Regular Business

D1. Approve the minutes from the September 17, 2018 Library Commission Meeting

ACTION: Motion/second (Hadrovic/Chambers) to approve the minutes without changes, passed 4-0-2 (Lemons and Pandey abstaining).

D2. Debrief from the October 9 City Council meeting and discussion of results and next steps for the Belle Haven Neighborhood Library needs assessment

Assistant Director Szegda reported that the City Council approved the results of the needs assessment and directed staff to begin work on the space needs assessment – the next step towards building a new branch library. Commissioner Hadrovic stressed that the library should bring stakeholders to the table for the space needs discussion that were not contacted during the Needs Assessment. Interim Director Reinhart pointed out the library’s interest in involving all members of the community as well as Belle Haven Neighborhood Library Advisory Committee (BHNLAC), the Library Commission, and the City Council Commission liaison in the space needs process.

D3. Discuss and consider the Peninsula Library System’s auto-renewal proposal

Discussion began on the auto-renewal function pilot: library customers in good standing, who do not owe more than \$15 in fines would have their checked out items automatically renewed the day before they are due, up to the renewal limit (five times). Items that are on reserve for another user would not renew. Commissioner Hadrovic asked if there was any downside to this function, or if there was any pushback from communities where this had been implemented. Interim Director

Reinhart said that the response from users had been positive, and that the only downside was the reduction in the amount of fines collected. Chair Leep asked that library users be notified, and that student users in the Belle Haven neighborhood be given paper notices.

ACTION: Motion/second (Hadrovic/Lemons) to recommend the pilot implementation of the auto-renewal function, passed unanimously.

D4. Discuss and consider convening a semi-annual public meeting of library support group agencies

Commissioner Bugna asked that such a meeting be scheduled for March of 2019, and that more guidance be given to presenters on the desired content of their presentations. Commissioner Chambers asked that the Commission narrow the scope of presentations so that meetings could be kept to a manageable length. Interim Director Reinhart suggested that planning for the meeting begin in January 2019.

D5. Consider requests for future agenda items

By acclamation, the Commission requested to add the following items to a future agenda:

- Draft calendar of agenda items for the Commission.
- Receive reports from the Parks and Rec master plan advisory committee liaison.
- Review and update the Library Commission's two-year work plan.
- Review library policies.
- Discuss communication and coordination with City Council.
- Assign Commission Liaisons to Project READ/Literacy Partners and the Menlo Park Historical Association.

E. Informational Items

E1. Library system improvements project update

Assistant Library Services Director Szegda reported that Noll and Tam would be conducting the space needs analysis for the branch library. Noll and Tam conducted the space needs analysis for the main library in 2016-17. Work on the Belle Haven portion of the Library System Improvements Project was proceeding while the main library portion of the project was paused.

E2. Report from the Assistant Director

Assistant Library Services Director Szegda reported that Project READ would be holding a tutor appreciation event on October 28. Giuliano Costantini will begin working as the new Senior Librarian on October 29.

F. Commissioner Reports

F1. Individual commissioner reports

- Commissioner Lemons: pleased to return to Commission meetings after an absence.
- Commissioner Chambers: spoke of different filing and classification systems (Find It!) in use at County branches.
- Chair Leep: has heard concerns from some residents about main library project.

H. Adjournment

Chair Leep adjourned the meeting at 7:55 p.m.

Minutes approved at the 11/19/2018 Library Commission meeting