



SPECIAL MEETING MINUTES

Date: 2/24/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center – Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Orton called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Crockett, Herrick, Orton (Remote – Brown Act), Pollack, Saher, Westcott
Absent: None
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Director Nick Szegda,

C. Regular Business

- C1. Approve the meeting minutes from the January 27, 2025 meeting (Attachment)

ACTION: Motion and second (Westcott/ Pollack) to approve minutes from January 27, 2025 meeting, passed unanimously.

- C2. Ad-hoc subcommittee update (Staff Report LC-2025-007)

The subcommittee reported out on recent activities.

The Commission discussed the language in the staff report and the replacement of “future library” and “library of the future.”

ACTION: None.

D. Informational Items

- D1. Overview of survey tools and methods used by the City of Menlo Park (Staff Report LC-2025-008)
- D2. Library and community services department statistics and recent activities (Staff Report LC-2025-009)
- D3. Library Commission tentative agenda calendar (Attachment)

ACTION: By acclamation, the following items were added to the tentative agenda calendar:

- March: ad-hoc subcommittee survey questions and survey methods
- March: ad-hoc subcommittee report out – focus groups
- March: Library and recreation programs draft survey review
- March: Library budget

E. Commissioner Reports

E1. Individual Commissioner reports

None.

F. Adjournment

Chair Orton adjourned the meeting at 7:53 p.m.

Nick Szegda, Assistant Library and Community Services Director