



REGULAR MEETING MINUTES

Date: 11/17/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Orton called the meeting to order at 6:30 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Sisbot, Westcott, Yule
Absent: Shafer
Staff: Assistant Library and Community Services (LCS) Director Nick Szegda, Library and Community Services Supervisor Rose Waldman

C. Public Comment

None.

D. Study Session

D1. Discuss ideas for library-specific outreach in District 1 (Staff Report LC-2025-047)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Yule/ Crockett), to to create a subcommittee consisting of Commissioners Abdulla, Sisbot and Yule to advise on District 1 library engagement in support of Library Commission work plan goals, passed 6-0-1 (Commissioner Shafer absent).

E. Regular Business

E1. Approve the minutes from the October 20, 2025 meeting (Attachment)

ACTION: Motion and second (Westcott/ Sisbot), to approve the minutes from the October 20, 2025, meeting, passed 6-0-1 (Commissioner Shafer absent).

E2. Set milestones for Library Commission work plan 2025-26 (Staff Report LC-2025-048)

Assistant Director Szegda introduced the item.

ACTION: By acclamation the Commission set the following milestones for their work plan items:

- Work plan item 1 – ongoing
- Work plan item 2 – January
- Work plan item 3 – Find out timelines by January
- Work plan item 4 – Completed
- Work plan item 5 – Create timeline for action items by January

- E3. Prepare a draft of the 2026 Library Commission meeting calendar (Staff Report LC-2025-049)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Crockett/ Westcott), to approve the 2026 Library Commission draft meeting calendar passed 6-0-1 (Commissioner Shafer absent).

F. Informational Items

- F1. Library and Community Services department statistics and recent activities (Staff Report LC-2025-050)
- F2. Library Commission tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- January – Library of the Future subcommittee report out on work plan item 2
- January – District 1 library engagement subcommittee update
- February – general staff report out on library budget formation

G. Commissioner Reports

- G1. Individual Commissioner reports

Commissioner Crockett reported on recent activities of the Friends of the Library including the recent book sale.

Commissioner Orton reported on recent activities of the Library Foundation including the Library Ball.

H. Adjournment

Chair Orton adjourned the meeting at 8:03 p.m.

Nick Szegda, Assistant Library and Community Services Director