



SPECIAL MEETING MINUTES

Date: 1/26/2026
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 6:32 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Shafer, Sisbot, Westcott, Yule
Absent: None
Staff: Assistant Library and Community Services (LCS) Director Nick Szegda

C. Regular Business

C1. Approve the minutes from the November 17, 2025 Library Commission meeting

ACTION: Motion and second (Westcott/ Shafer), to approve the minutes from the November 17, 2025 meeting, passed unanimously.

C2. Ad hoc subcommittee on the “Library of the Future” report out (Staff Report LC-2026-001)

Vice Chair Westcott made the presentation (Attachment).

No action.

C3. Ad hoc subcommittee on District 1 library outreach report out (Staff Report LC-2026-002)

Commissioner Yule made the presentation (Attachment).

No action.

C4. Update on Library Commission work plan item #5 (Staff Report LC-2026-003)

Assistant Director Szegda introduced the item.

The Commission discussed improving interior signage near the makerspace and exterior signage for the library.

No action.

D. Informational Items

D1. Department statistics and updates (Staff Report LC-2026-004)

D2. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- February – presentation on library budget
- February – ad hoc subcommittee report out on short/mid term needs
- Ongoing – append the list of recurring agenda items from the May 2025 meeting to the calendar

E. Commission Reports

E1. Individual Commissioner reports

Chair Orton reported out on recent activities of the Library Foundation.

F. Adjournment

Chair Orton adjourned the meeting at 7:33 p.m.

Nick Szegda, Assistant Library and Community Services Director

current progress

met twice to discuss marketing ideas, points of research and open questions

sitting on numerous ideas, but we have identified gaps of knowledge needed to narrow down the ideas and to more fully research and recommend

sarah even attended the redwood city library commission

concrete suggestion

we believe that improved signage for the bell haven library could improve: [sign proposal](#)

open questions

the committee was formed to provide marketing proposals. however, this purpose has opened up many areas of research and many more ideas. to hone in and focus on those ideas some guidance is needed.

- a) how would you measure success of any initiative? (implicit and explicitly)
 - i) examples: number of visitors per quarter or number of items checked out
- b) can we narrow the target audience of upcoming initiatives?
 - i) examples: first time visitors or visitors who haven't been back in a year
 - ii) examples: using personas like working parents or skill-seekers or spanish language only speakers or long term residents
- c) what marketing approaches have been tried in the past?
 - i) what were their measures of success and eventual outcomes?
- d) what organizations has the library successfully worked with in the past?

next steps

1. get answers to our open questions from library staff
2. explore the current experience for registration and newsletter signups
3. explore what actual resources exist and/or are possible for any suggestion
4. meet again to narrow suggestions and refine a possible proposal

Outreach - Sign

How would you feel about adding a library sign to a nearby local road?

-One option is the intersection of Willow and Hamilton, where there is already a “Welcome to the Belle Haven Neighborhood” sign. This might be a good spot to add a sign about the library.

-What should the sign say? What do you think of “Home of the Belle Haven Library and Community Center”

