



SPECIAL MEETING MINUTES

Date: 2/23/2026
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 6:31 p.m.

B. Roll Call

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

C. Regular Business

C1. Approve the minutes from the January 26, 2026 Library Commission meeting

ACTION: Motion and second (Crockett/ Yule), to approve the minutes from the January 26, 2026 meeting, passed 6-0-1 (Shafer absent).

C2. Ad hoc subcommittee on the “Library of the Future” report out (Staff Report LC-2026-005)

Vice Chair Westcott made the presentation (Attachment).

The Commissioner requested correcting the attachment by adding the Belle Haven Library to program and staffing needs.

No action.

C3. Ad hoc subcommittee on District 1 library outreach report out (Staff Report LC-2026-006)

Commissioner Yule introduced the item.

No action.

D. Informational Items

D1. Department statistics and updates (Staff Report LC-2026-007)

D2. City of Menlo Park fiscal year 2026-27 budget process and timeline (Staff Report LC-2026-008)

Assistant Director Szegda introduced the item.

D3. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- March/April – presentation on library budget
- March – update on work plan item #5 – programs and services at Belle Haven Library
- Unscheduled – Commission review of strategic plan update

E. Commission Reports

E1. Individual Commissioner reports

Commissioner Crockett reported on the activities of the Friends of the Library including current recruitment.

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

F. Adjournment

Chair Orton adjourned the meeting at 7:43 p.m.

Nick Szegda, Assistant Library and Community Services Director

February, 2026

Menlo Park Library of the Future – Needs Assessment, Schedule and Budget

Type	Priority / Item	Where BH or Main	Budget/Source	Schedule	Responsible
Physical – Capital	1. Accessible Restrooms	Main	City	2026-2027	
	2 Carpet	Main	City	2026-2027	
	2 Furniture	Main	City	2026-2027	
	2 HVAC	Main	City	2026-2027	
	Other				
	<ul style="list-style-type: none"> Wall Paper/Painting 	Main	City		
	<ul style="list-style-type: none"> Back Area Upgrade Community Space – Partitions / work areas/ Bathrooms 	Main	City/Consultant Study – Friends or another donation?		City/Library Commission – Library of Future Subcommittee?
	<ul style="list-style-type: none"> Swap Help Desk/Check out 	Main	City		
	<ul style="list-style-type: none"> Upgrade Globe Light Fixtures 	Main			
	<ul style="list-style-type: none"> Desk Configuration 	Main	City	2026-2027	City
	<ul style="list-style-type: none"> New Public Announcement System 	Main			
Staff	Volunteer Coordinator	Main / BH	City		
1 – 3 FTE	Outreach Coordinator	Main / BH			
	Maker Space Staff	Main / BH			
Programs	ESL	Main / BH			
	Homework Center	Main / BH			
	Literacy Program	Main / BH			