



REGULAR MEETING MINUTES

Date: 6/15/2026
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Westcott called the meeting to order at 6:34 p.m.

B. Roll Call

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

C. Public Comment

None.

D. Study Session

- D1. Prepare report out on 2025-26 Library Commission work plan (Staff Report LC-2026-024)

Chair Westcott made the presentation (Attachment).

The Commission discussed the report out to be reviewed and recommended at their July meeting.

- D2. Prepare Library Commission 2026-27 work plan (Staff Report LC-2026-025)

Director Szegda introduced the item.

The Commission discussed updates to their work plan for the coming year and will review an updated draft at their July meeting.

E. Regular Business

- E1. Approve the minutes from the May 18, 2026 Library Commission meeting (Attachment)

ACTION: Motion and second (Orton/ Yule), to approve the minutes from the May 18, 2026 meeting, passed 5-0-2, (Crockett and Shafer absent).

- E2. Report out from Ad hoc subcommittee on District 1 library outreach (Staff Report LC-2026-026)

Commissioner Yule introduced the item.

ACTION: None.

F. Informational Items

- F1. Update on City of Menlo Park fiscal year 2026-27 budget process and timeline (Staff Report LC-2026-027)

Director Szegda introduced the item.

- F2. Library and Community Services Department updates and statistics (Staff Report LC-2026-028)

- F3. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- July – review and recommend work plan 2025-26 report out
- July – recommend work plan 2026-27
- July – District 1 subcommittee report out
- September – outline of subcommittee work for the coming year
- September – hold meeting at Belle Haven Community Campus

F. Commission Reports

- F1. Individual Commissioner reports

Commissioner Orton reported on the recruiting efforts of the Library Foundation.

Commissioner Sisbot reported out on error in the department statistics report.

G. Adjournment

Chair Westcott adjourned the meeting at 7:36 p.m.

Library and Community Services Director Nick Szegda



Library commission update on 2025-2026 work plan

Brian Westcott Chairman

LIBRARIES ARE A FOUNDATION FOR BUILDING A VIBRANT CITY AND COMMUNITY SPIRIT

- The work of the Library Commission is based on the assumption that libraries are civic institutions that perform critical functions extending far beyond books.
- They are indispensable community hubs that bring people together and close the opportunity gap by connecting people to essential services and resources.
- Used by 82 % of the citizens (Fact check)
- The Commission is committed to being faithful to the City Council's direction to act as an advisory body and a forum for public information about Library issues.

THE LIBRARY COMMISSION IS COMMITTED, POSITIVE AND ENERGIZED

- Commission members have excellent attendance at meetings and positive and productive working relationships with each other and Library staff.
- LC Commission Chair Brian Westcott and Vice Chair Kim Crockett have both been re-appointed for 4-year terms to 2030, and members Carol Orton, Sarah Sisbot, Scott Shafer, Leith Abdulla and Daniel Yule continue their tenures with varying terms.
- All Commission members are enthusiastic about the appointment of Nick Szegda as Director of Library & Community Services and look forward to working as a team with Nick and Library staff.

LIBRARY COMMISSION WORK PLAN

2025-26 INCLUDES 5 GOALS

- Goal #1 covers the routine, ongoing operation of the Commission:
 - Providing a forum for public information and discussion about City libraries
 - Advising on library procedures and policies
 - Receiving staff presentations and reports about library services
 - Receiving Commissioner liaison reports about Library affinity groups
 - Onboarding new commission members
 - Maintaining a 12-month schedule of planned Commission agendas



GOAL 2: REVIEW LIBRARY PROGRAMS AND SERVICES

- For this goal, the Commission continues its work to identify potential service gaps at the Library and to focus on needs to facilitate a “Library of the Future” at both locations of the Library.
- Commission members have continued to meet with staff at both the Belle Haven and Main Library branches to address these needs. This work continues outside of formal LC meetings by two active subcommittees: “Library of the Future” and “Belle Haven Outreach.”
- Commission members continue to liaise with affinity groups such as the Friends of the Library and the Menlo Park Library Foundation to receive feedback and to coordinate in furtherance of supporting the Library.

GOAL 3: ANALYZE POTENTIAL NEAR OR INTERMEDIATE CAPITAL IMPROVEMENTS TO MAIN LIBRARY

- LC Commission members have held multiple meetings with LCS Director Nick Szegda and LCS Supervisor Rose Waldman to collaborate on identifying areas of need in the Main Library
- Possible projects have been identified and await feedback on funding sources
 - HVAC repair/replacement
 - Updated carpeting and/or furniture
 - Handicapped accessible restroom access
 - Reorganization of entry area for safety of staff

GOAL 4: LIBRARY OF THE FUTURE REPORT AND FOLLOWUP

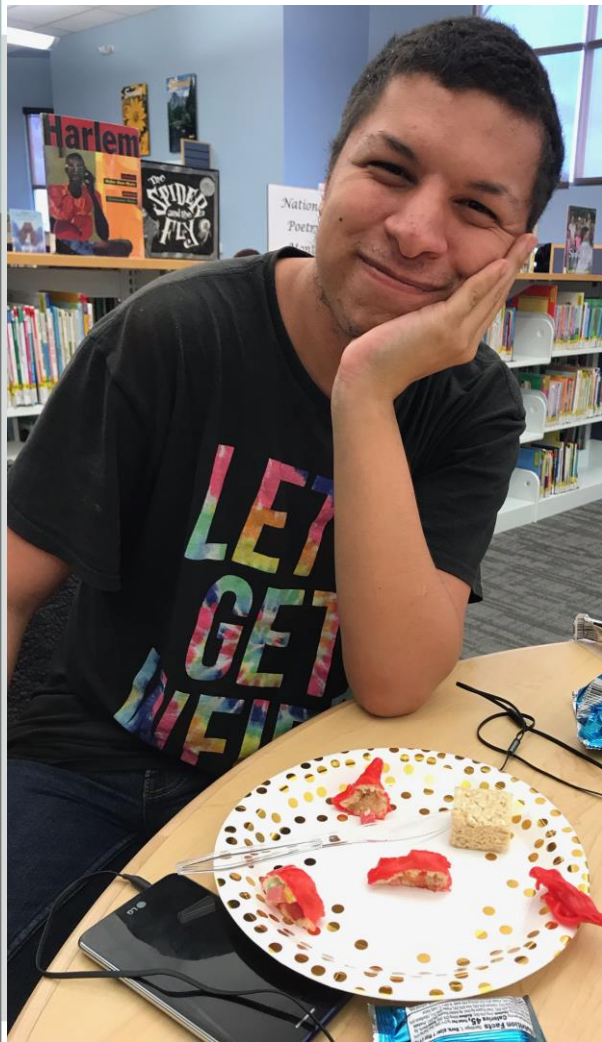
- In Fall 2025, the Commission approved a detailed report on the “Library of the Future” and requested that City Council schedule a Study Session to focus on various issue specific to the Library.
- The Commission continues to advocate for a Study Session limited to Library issues, and will continue to liaise with Vice Mayor Jennifer Wise on this topic.



GOAL 5: SUPPORT AND ADVISE RE: LIBRARY PROGRAMS AND OPERATIONS AT THE BELLE HAVEN COMMUNITY CAMPUS



- We would like a slide (or two) with the following content:
- Progress to date:
 - Literature Review
 - Preliminary statistical analysis
 - Met with stakeholders
 - Met with subject matter experts at peer libraries
 - Provided initial recommendations to library staff (increased signage, improved data availability, website accessibility)
- Next steps
 - Draft report on increasing engagement, particularly in Belle Haven
 - Partner with other community groups on volunteering and outreach opportunities





MOVING FORWARD



- We are now focusing on developing the 2026-27 LC work plan and vision for the “Library of the Future”
 - Any feedback or guidance from the City Council on how the Library Commission should focus its efforts would be appreciated
- Library Commission members look forward to continuing to support vibrant and relevant community centers for Menlo Park residents
- Thank you for your support!





THANK YOU