

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 9/23/2020

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Parks and Recreation Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 911 6597 4358
 - Access the regular meeting real-time via telephone (listen only mode) at:
(669) 900-6833
Regular Meeting ID 911 6597 4358

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358)

A. Call To Order

B. Roll Call

C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve the Parks and Recreation Commission minutes for the meeting of August 26, 2020 ([Attachment](#))
- D2. Approve a recommendation to the City Council supporting a pilot pickleball program at Kelly Park ([Staff Report #20-006-PRC](#))
- D3. Review/Update: Parks and Recreation Commission Agenda calendar ([Attachment](#))

E. Reports and Announcements

- E1. Commissioner reports (Jennifer Johnson)
- E2. Library and community services department updates ([Staff Report #20-007-PRC](#))
- E3. Menlo Park community campus project ([Staff Report #20-008-PRC](#))

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 09/18/2020)

Parks and Recreation Commission



REGULAR MEETING MINUTES – DRAFT

Date: 8/26/2020

Time: 6:30 p.m.

Regular Meeting Location: Zoom.us/join – ID# 911 6597 4358

A. Call To Order

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

B. Roll Call

Present: Baskin, Bryman, Diepenbrock, Harris, Johnson, Staley (arrived at 6:36 p.m.)

Absent: Payne

Staff: Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Director Adriane Lee Bird

C. Public Comment

None.

D. Presentations

D1. Pickleball Presentation

Jim Carson made the presentation.

- Heyward Robinson spoke in support of pickleball in Menlo Park.
- Monica Williams spoke in support of pickleball in Menlo Park.
- David Yoshida spoke in support of pickleball in Menlo Park.
- Lily Johnson wrote in support of pickleball in Menlo Park.
- Amy Harris spoke in support of pickleball in Menlo Park.
- Andrea Gardner spoke in support of pickleball in Menlo Park.
- David Weiss spoke in support of pickleball in Menlo Park.
- Patricia wrote in support of pickleball in Menlo Park.
- Mary Kuo wrote in support of pickleball in Menlo Park.
- Kathy wrote in support of pickleball in Menlo Park.

D2. Sports Groups and Field Rentals reactivation presentation

Recreation Supervisor Todd Zeo made the presentation (Attachment).

E. Study Session

E1. Work Plan Amendments for 2020-2021

ACTION: Motion and second (Harris/Bryman) to accept the Parks and Recreation Commission Work Plan Goals and Amendments for 2020-21, passed 6-0-1 (Payne absent).

F. Regular Business

- F1. Approve the Parks and Recreation Commission minutes for the meeting of July 22, 2020 ([Attachment](#))

ACTION: Motion and second (Staley/Harris) to accept the Parks and Recreation Commission meeting minutes of July 22, 2020, passed 6-0-1 (Payne absent).

G. Reports and Announcements

- G1. Commissioner reports (Christopher Harris)

None.

- G2. Library and community services department updates ([Staff Report #20-005-PRC](#))

Assistant Library and Community Services Director Adriane Lee Bird gave the library and community services department updates.

H. Adjournment

Chair Baskin adjourned the meeting at 8:46 p.m.

Linda Munguia, Senior Office Assistant

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

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FALL 2020 OUTDOOR RECREATION



PRESENTATION CONTENTS

- San Mateo County Health Order
- Menlo Park Health & Safety Plan
- 2020 Approved User Groups
- Current Groups on Fields
- How to submit





COVID 19 OUTDOOR RECREATION

SAN MATEO COUNTY HEALTH ORDER

- Groups of 12
- No Shared Equipment
- Social Distancing Required
- Traditional Practice and Games No Allowed
- Skills Training Allowed
- California Department of Health Youth Sports Guidelines 8/3

MENLO PARK HEALTH & SAFETY PLAN

**COVID-19 SAFETY PROTOCOLS FOR USE
OF OUTDOOR FACILITIES** Department of
Library and Community Services
800 Alma St., Menlo Park, CA 94025

- menlopark.org **COVID-19 safety protocols for use of City of Menlo Park outdoor facilities**
- I, the undersigned acknowledge that the following health and safety precautions are designed to prevent the spread of COVID-19 and are REQUIRED for all organized classes and activities in City of Menlo Park outdoor facilities:
 - 1. Activities must take place 100% outdoors
 - 2. All participants must maintain social distance 6' or more at all times
 - 3. Social distance must be clearly marked on the field or hardscape so that outside observers can see it (paint/chalk on field, flags, cones, or similar demarcations)
 - 4. No more than 12 participants at a time
 - 5. Each participant must have all their own equipment and must not share any equipment with any other person at any time
 - 6. Sports activities are limited to training exercises only – no practice play or competitive team play
 - 7. Face coverings must be worn by instructors at all times
 - 8. Face coverings must be worn by participants at all times, with exception allowed only when participants are actively engaged in exercise. Social distance of 6' or more must be maintained at all times.

I, the undersigned agree that the organization listed below, including all its participants, staff, volunteers, players, parents, and spectators will fully comply in good faith with all state, county, and municipal public health requirements and guidelines when using City of Menlo Park facilities, including but not limited to the above COVID-19 safety protocols. I, the undersigned agree that failure to comply with the terms herein will result in the immediate revocation of my organization's facility use permit and the forfeiture of any and all permit and/or rental fees, and will further result in my organization and me personally being ineligible to use City of Menlo Park facilities for a period of no less than twenty-four (24) months after the date of the revocation. I, the undersigned agree to the terms herein and understand that my signature is a legal and binding signature and will be considered original if received electronically.



2020 APPROVED USER GROUPS



Menlo Atherton Little League

Mid Pen High School

Alpine West Little League

Ma Grizzlies Lacrosse

AYSO Soccer

Alpine Strikers Soccer

Menlo Atherton Women's Soccer League

Association De Futbol Soccer League

Extreme Baseball

CURRENT APPROVED GROUPS

- Alpine Strikers Soccer
 - AYSO Soccer
 - Extreme Baseball
 - Bulldog Sports & Fitness
 - MA Grizzlies Lacrosse
 - Nor Cal Rize Lacrosse
 - ADVNC Lacrosse
-
- For information contact – Jarrod at jwharden@menlopark.org



THANK YOU



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/23/2020

Staff Report Number: 20-006-PRC

Regular Business: Approve a recommendation to the City Council supporting a pilot pickleball program at Kelly Park

Recommendation

City staff recommend that the Parks and Recreation Commission review, provide feedback and recommend a pickleball pilot program at Kelly Park.

Policy Issues

The City Council approved "Commission/ Committee Policies and Procedures, Roles and Responsibility" CC#19-004 (Attachment A) to define the policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. This policy details relationships, roles, meetings and officers, schedules, memberships, individual commission/ committee responsibilities, and special advisory bodies.

Background

On August 26, 2020, a long-time resident delivered a presentation on the sport of pickleball to the Parks and Recreation Commission. Over 40 people attended the meeting and 10 community members spoke in support of a pickleball program in Menlo Park.

Many of the speakers and attendees were Menlo Park residents who play with the Palo Alto Pickleball Club. The Palo Alto Pickleball Club, established in 2015, has over 500 members spanning the ages of 5 to 93. Over 75 of the members are Menlo Park residents. Currently, the club utilizes 15 pickleball courts at Mitchell Park in Palo Alto from 8 am to 3 pm and 8 additional courts from 3 pm to 10 pm, seven days per week. Due to the fact that the demand for pickleball courts is greater than the supply, there is interest in having access to pickleball within the city limits of Menlo Park. The group offered to stripe an existing tennis court to convert to pickleball, however the practice of using City-approved vendors was discussed.

Analysis

The USA Pickleball Association estimates that there are over 3.3 pickleball players in the United States. The sport of pickleball was formalized in the mid-1960s. The sport is played much like tennis and uses a whiffleball and a plastic or wooden paddle. The sport is easy to learn (leading to extreme growth in recent years), it is a healthy activity, and it is accessible to people of all ages and fitness levels. The pickleball enthusiasts are advocating for designated courts in Menlo Park in part because currently, residents drive to Foster City, San Carlos, Redwood City or Palo Alto to play.



Pickleball is an activity that appeals to a large cross-section of the community and is an activity that presently is lacking at outdoor venues within the City. In line with the Parks and Recreation Commission's goal of advising on programs to increase the accessibility of recreational and sporting programs in the City of Menlo Park, staff recommends a 6-month pilot pickleball program on one of the courts at Kelly Park. A single tennis court can be converted into four pickleball courts. With the ability to play singles or doubles, up to 16 people can play on a single tennis court.

Currently, Menlo Park has 15 tennis courts spread throughout five different locations within the City. Users of the tennis courts must purchase a key for \$63 residents (\$127 non-residents) which allows access for the year. Additionally, tennis courts can be reserved for \$17/hr resident fee (\$22/hr non-residents). The City has a practice of leaving 50% of the courts unreserved for walk-on play whenever possible.

The courts at Nealon Park are the busiest, while the courts at Kelly Park are the least used. The tennis courts at La Entrada are not available during school hours as stated in the joint use agreement with the school district. The cost to convert a tennis court to dual-use pickleball and tennis courts is \$3,000, which includes the portable net. If it is necessary to convert the court back to a dedicated tennis court, the cost to the City will be \$5,000.

Questions to be considered

1. Does the commission recommend a 6-month pilot program to convert a tennis court into a dual-use court with four pickleball courts?
2. Does the commission recommend the proposed location of Kelly Park?
3. Does the commission recommend designating the court at Kelly Park to be prioritized for pickleball from the hours of 8 am – noon, seven days per week?

Next steps

If the Parks and Recreation Commission recommends a 6-month pilot pickleball program, City staff will take steps to implement the pilot program.

Impact on City Resources

Impact on City resources to pilot a 6-month pickleball program will be \$3,000. In the event that the pilot program is not successful and the court will need to be converted back to a single use tennis court, the total cost to the city will not exceed \$8,000.

Environmental Review

The project is not a project under CEQA and does not require an environmental review.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

None

Report prepared by:
Todd Zeo
Recreation Supervisor

Adriane Lee Bird
Assistant Community Services Director

Report reviewed by:
Sean Reinhart
Library and Community Services Director

City of Menlo Park Parks and Recreation Commission
2020 Tentative Agenda Schedule

Meetings are held in the Cypress Room at the Arrillaga Family Community Center at 6:30pm on the fourth Wednesday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
December 18, 2019	<ul style="list-style-type: none"> No meeting – holiday break
January 22, 2020	<ul style="list-style-type: none"> Special events year-end presentation One-City Scholarship Proposal
February 26, 2020	<ul style="list-style-type: none"> Annual Menlo Swim and Sport report Belle Haven Community Center and Library update on Interim Services
March 25, 2020 April 22, 2020 May 27, 2020 June 24, 2020	<ul style="list-style-type: none"> Meetings cancelled due to shelter-in-place orders
July 22, 2020	<ul style="list-style-type: none"> Election of Chair and Vice Chair Childcare and summer camp reactivation presentation Approve 2018-2020 work plan update on achievements
August 26, 2020	<ul style="list-style-type: none"> Pickleball Presentation Sports Groups and Field Rentals Reactivation presentation Work plan amendments 2020-2021
September 23, 2020	<ul style="list-style-type: none"> Pilot Pickleball program Menlo Park Community Campus Project
October 28, 2020	<ul style="list-style-type: none"> Flood Park presentation by San Mateo County
November 25, 2020	<ul style="list-style-type: none">
December 23, 2020	<ul style="list-style-type: none"> No meeting – holiday break
January 2021	<ul style="list-style-type: none">
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> <i>Addressing institutional bias</i> <i>Trends report</i> <i>LCS strategic plan</i> <i>Community partnerships</i> <i>Storyboards for Karl E. Clark Park</i>

Library and Community Services



To: Parks and Recreation Commission
Library Commission

Date: 9/23/2020
Staff Report Number: 20-007-PRC; 20-011-LC
Informational item: Department updates

1. Online Suggestion Box

Community questions, comments, and concerns are important to us. As a municipal organization we believe in teamwork, accountability, and communication. In these unusual times with social distancing and remote work, it's more important than ever to find new ways to stay connected with the community about the services we provide. To this end, the department recently launched a new online suggestion box at the following link:

- menlopark.org/feedback

All questions, comments and suggestions are reviewed by the department director. Recently received feedback and responses are included with this report in Attachment A.

2. Community event listings

The Library and Community Services department has adapted to safely provide virtual and outdoor activities during the pandemic. The event calendar is available online at the following link:

- menlopark.org/calendar

A convenient way to keep abreast of upcoming events is to subscribe to receive email notifications when new events are posted. Follow these steps to subscribe:

- Visit: menlopark.org
- Click: [Notify Me / Sign up for Alerts](#)
- Enter your email address
- Click "Sign In"
- Under the "Calendar" section, click the envelope icons next to the notifications you want to receive. To receive all Library and Community Services event listings, select the following:
 - Menlo Park Community Events
 - Menlo Park Events for Adults
 - Menlo Park Events for Children
 - Menlo Park Events for Teens

3. Library curbside pickup report

The curbside pickup service continues to be in high demand. During the month of August, the library team served 3057 pickup appointments. On any given day, the library has approximately 2,300 library books and media items ready for pick up by Menlo Park patrons; and a whopping 10,000+ holds placed on Menlo Park items for delivery to patrons in other cities in San Mateo County. In August, the library team received and processed 112 new library cards, bringing the total number of Menlo Park library cardholders to approximately 27,600.

4. Food assistance in Menlo Park

During these challenging times, the City of Menlo Park partners with local organizations to help provide nutritious food to those in need. The following food assistance programs are available in Menlo Park in coordination between the City and local partner organizations:

- Facebook Produce Mobile – Bags filled with nutritious groceries are provided at a steep discount (\$15). Must be ordered in advance by calling 650-391-5322. Pickup hours are Sundays, 9am-noon at Ivy Plaza, 413 Ivy Drive
- Second Harvest Food Bank – Drive-up grocery box distribution on the 2nd and 4th Thursdays of each month, 10am-noon at the Menlo Park Senior Center, 100 Terminal Ave. For more information call 650-330-2280
- Menlo Park Senior Center nutrition program – Nutritious prepared meals are delivered to qualifying at-risk seniors during the pandemic. For more information call Menlo Park Senior Center, 650-330-2280

More information is available on the City of Menlo Park food assistance webpage:

- menlopark.org/foodassistance

5. Childcare update

The City Council on September 22 will receive a written update about the city-operated childcare programs, which consist of preschool, afterschool, and summer camp programs operated in the Menlo Children's Center, Belle Haven Child Development Center, and Onetta Harris Community Center. The City Council agenda and staff report will be published on September 17 at this link:

- menlopark.org/AgendaCenter

6. Cooling centers

The National Weather Service recently issued a regional heat advisory. Per City policy, when the National Weather Service issues a heat advisory, the City will activate cooling centers where residents may seek relief from extreme heat during daytime hours. Two cooling centers were activated on September 5, 6, and 7 – one at the Arrillaga Recreation Center and the other at the Onetta Harris Community Center. Open from 12pm to 5pm, the centers offered air conditioning, seating, water, and a selection of books and magazines. Covid-19 protocols were in place including face coverings, social distancing, symptom screening and sign-ins required. The cooling centers were supervised by Library and Community Services department team members. A total of 14 unduplicated individuals visited the cooling centers on all three days combined.

Attachments

A. Suggestion box – September 2020

Report prepared by:

Sean Reinhart, Director of Library and Community Services

ATTACHMENT A

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX - SEPTEMBER 2020

SUGGESTION	RESPONSE
<p>8/29/20 First off, thank you so much for offering an on- line suggestion box. I have tried to contact the city streets department on several occasions and have never been called back. Recently, I spoke with Officer Hilario of code enforcement when I was walking down our street from and she confirmed that the pot hole in front of our house is city property since ours according to her ends at the driveway border. My husband and I are trying to get someone from the city to repair the pothole (pedestrians walking could trip and fall). Further, the black top surrounding our house and others starting at _____ Menlo Park is in need of repair. Thank you, -Eileen L.</p>	<p>8/30/20 Thanks for taking the time to report your concern. The City uses a web reporting form for non-emergency requests like yours (called "See Click Fix"). You can download the app or make a request over the web here: menlopark.org/ACTMenloPark. That form is a better way to submit requests (although I like to think that we librarians have quite a lot of influence in the City!). I am forwarding your request to our Assistant Public Works Director, Brian Henry. If you don't hear back from Public Works about your concern in the next couple of days, please reach out to me directly. Be well -Nick</p>
<p>8/29/20 Hi, it would be helpful to know the library hours for pick up and the days/hours the return box is open. I could not find this information easily. A BIG notice on the first page would be helpful. - G.K.</p>	<p>8/30/20 Thanks for taking the time to write us. The library's book drop is open from Tuesday at 9AM through Saturday at 4PM, overlapping with the hours of the curbside pickup service. That info is on the curbside page (menlopark.org/curbsidepickup) but as you correctly point out, that's a couple of clicks past the front page. We'll work to make that info easier to find. You might be interested to know that our Information services staff is back onsite (same hours as curbside – Tuesday through Saturday, 11-5) and they can be reached by phone at 650-330-2520. They would be happy to assist you if you have any further questions. -Nick</p>
<p>8/29/20 I wrote a month ago and got no reply. My library card does not work online. I've been MP resident for over 30 years. So I cannot check out books. Please reply. -Delia J.</p>	<p>8/30/20 I'm very sorry that your earlier response did not get a reply – I am not sure what happened there, but that delay is unacceptable. I will be onsite on Tuesday and will give you a call at that time. I'm sure we will be able to get your card situation sorted out satisfactorily and get you back to borrowing books again. Apologies again, and looking forward to chatting with you on Tuesday. Regards -Nick</p>

SUGGESTION	RESPONSE
<p>8/29/20 I deal also with the [Palo Alto library] system & your communications feel much more personal & reassuring. How do I request the purchase of a new book? Refresh my mind on curb pickup orders. Thanks! -Antonia S.</p>	<p>8/30/20 Thanks for taking the time to write in and for your kind words about our communications. We appreciate it! Here's a direct link to the suggestion form for suggesting a new book: menlopark.org/FormCenter/Library-and-Community-Services-8/Make-a-request-337 If you have any difficulties with the form or any further suggestions, please reach out to me directly. Curbside pickup works like this: Search the catalog and find an item you want. Place a reserve on the item (a hold) You will get a notice when your hold is ready for pickup. When you get that notice, make an appointment for Curbside pickup of your item. Pickup times run Tuesday through Saturday, 11-5. All of the details are here: menlopark.org/curbsidepickup If you get stuck, please call our Information Desk (staffed Tuesday through Saturday, just like Curbside) at 650-330-2520. Cheers -Nick</p>
<p>9/1/20 PLEASE leave the return box open so people do NOT have to arrive only when the library is open and increase the Covid risk. -Doug S.</p>	<p>9/1/20 Thanks for your message. We're grateful for the opportunity to provide library services, albeit quite limited, during this challenging and unusual time. The library outdoor book return is open 127 hours per week, including overnight from Tuesdays at 9am through Saturdays at 4pm. The outdoor book return box is located at a distance away from the library in the front driveway and is accessible by car. Drivers can pull up next to the outdoor book return and place items in the slot from their car window. I hope this information is helpful. Please feel free to contact me again if I can be of further assistance. Best regards, Sean</p>
<p>9/5/20 I started an adult Music Theory class in January that was cut short with the Covid shutdown. I want to know what is the plan either for a refund or to resume this class. No one has communicated anything to me, not even the instructor. Thank you. -Celeste W.</p>	<p>9/8/20 Thanks for your message. We're happy to assist you. It sounds like we missed a connection with you regarding a refund for this class. I'm copying recreation supervisor, Todd Zeo on this reply. Mr. Zeo can help you resolve your registration and issue any refund amount owed. Thanks for your patience and understanding as we adapt our systems to these unusual circumstances. I hope this is helpful. Please feel free to contact me again directly if I can be of further assistance. Best regards, Sean</p>

SUGGESTION	RESPONSE
<p>9/6/20</p> <p>I'm a local public school teacher relying on library books for read alouds for my students through distance learning. I've found that I often have to wait a long time for books to come in and sometimes another week to get a pick-up appointment that fits with my work/teaching hours. It's been hard to get the books I want to share with my class in time for when I'd like to use them. My coworker who is connected to the Redwood City Library (part of PLS I think) often has access to books much quicker than I do. Is there a way to give teachers expanded access to ebooks (and physical books)?</p> <p>-Georgia W.</p>	<p>9/8/20</p> <p>Thanks for taking the time to write in. We're grateful that you are teaching and using the library during this difficult time. My apologies that you have had to wait longer than you would have wished for books and for curbside appointments. The pandemic, shelter in place orders, and the subsequent budgetary restrictions have had a serious impact on our operations - library staff and library hours here in Menlo Park have both been reduced. There are ways we can make this work better for you and your students – do you know which titles you will need for the next couple of months? We could reserve them all at once and then we could arrange for a pickup at a time that is convenient for you. We could also extend the due dates on any items that you need for class so that you could get the titles ahead of time and then hang on to them until they were needed. Alternately, our librarians could select a number of age or theme appropriate books and have them ready for your pickup. I am onsite today and tomorrow (9/8 & 9/9) at the main library if you want to reach out. I can be reached at this email address or you can text me at my mobile number [provided]</p> <p>-Nick</p>

SUGGESTION	RESPONSE
<p>9/7/20</p> <p>Thank you for creating this suggestion box. I hope to see it in my email inbox every month or so. I would like to request a few things.</p> <p>1. I would really like to introduce my elementary school child to tennis. I understand keeping the gates locked but I do not understand charging residents to play. Would it be possible to just use the court a few times until we know whether it is worth the annual fee? I grew up in a nearby town where we could play for free. It was fun, convenient, and no reservations had to be made. We could just decide one day that we wanted to go play tennis and show up at the courts. Sometimes there was a wait, but that was OK. Reservations and fees prohibit people from exploring new sports and allowing them the freedom to play when they feel like playing.</p> <p>2. Family swimming is much too expensive for a family of two. I would like to swim with our neighbors whom we share a backyard with and are in the same social bubble with. Would you please consider that not all families can afford \$40 to swim?</p> <p>3. Why are the playgrounds still closed? The head of Pediatrics at PAMF told me that it is unlikely that the coronavirus can be contracted through touching surfaces. Why aren't there any available places for younger children to play? They need muscle development. They need to climb, swing, etc.</p> <p>Thank you! I look forward to hearing back from you.</p> <p>-Kim N.</p>	<p>9/15/20</p> <p>Dear Ms. Novello,</p> <p>Thanks for your thoughtful message. You cover a lot of ground and raise some good questions which I will try to address succinctly:</p> <p>1. Tennis fees. We strive to keep amenities accessible and as affordable to Menlo Park residents as possible. To this end, in normal times we offer day-use tennis keys for \$5.00/day. Due to the pandemic we suspended day-use keys which required in-person pickup (not possible to do with facilities closed), but given the ongoing nature of the pandemic we're evaluating how we can adapt our systems to offer day-use keys through our online reservation portal and postal mail.</p> <p>2. Swim rates. Menlo Park's swimming pools are managed by a third-party operator, Menlo Swim and Sport, under contract with the city. As I understand the situation from the operator, multiple Covid-19 restrictions have impacted the pool operations by severely limiting the number of people who can be in the pool at a given time, which in turn affects the cost and reduces the availability of open swim. When the Covid-19 restrictions are lifted, it is expected that open swim will become more readily available and affordable.</p> <p>3. Public playgrounds are closed by public health orders and guidance issued by the State of California, not by the city. The City of Menlo Park must comply with public health orders and guidance issued by the state. We look forward to the day when we can safely reopen Menlo Park's public playground again. In the meantime, young children can enjoy other outdoor activities like running, kicking a ball, riding a tricycle or bicycle, hula hoops, jump ropes, hopscotch, safe tree climbing, tumbling in the grass, and the like. All of the parklands in Menlo Park offer grassy areas and open spaces that are well-suited to young children's limitless capacity for imaginative play.</p> <p>I hope this information is helpful. Please let me know if you have additional questions or if I can be of further assistance.</p> <p>Best regards, Sean</p>
<p>9/8/20</p> <p>I am so grateful the library has remained open. In these very difficult times, I rely on books and dvds and am so happy when the library notifies me that one of my requests is ready to pick up.</p> <p>-Deborah J.</p>	<p>9/8/20</p> <p>Thank you for your kind message. It means a lot to the entire library team to hear positive feedback from you. If you don't mind, I would like to share your message (without your name) with the library team. I'm sure it would boost their spirits.</p> <p>Best regards, Sean</p>

SUGGESTION	RESPONSE
<p>9/12/20</p> <p>The curbside pick up is great. Thank you so much for setting that up. It is super easy and we are so appreciative to have access to books again.</p> <p>One bit of feedback...is there any way you can go from your library account where you see you have books available to pick up directly to the curbside pick up appt website and it pulls over your credentials - ie: your library card? Or is there a way to log into the curbside pick up appt website with your saved user name and password? It would be great if we didn't need to look up and type our library card into the pick up appt form every time.</p> <p>Just a thought if it were possible.</p> <p>thanks,</p> <p>-Michele K.</p>	<p>9/15/20</p> <p>Thanks for your message. Glad to hear you're enjoying the curbside pickup service. And thanks for your good feedback and suggestion to integrate the curbside pickup appointment system with your library account. Unfortunately that is easier said than done because the scheduler is on an entirely different platform than the library account. The library account platform doesn't offer a scheduler, so when the pandemic hit we had to buy another product off the shelf to handle the scheduling. We're currently working on a request for proposals for a new library account platform, and an integrated scheduler is one of the desired features we will be evaluating in that process. In the meantime, we have the two systems which we've combined as best we can, however that doesn't extend to login credentials. I hope this information is helpful. Please let me know if you have questions or would like more information.</p> <p>Best regards,</p> <p>Sean</p>
<p>9/14/20</p> <p>I just wanted to write a quick thank you regarding how well the library curbside pick up program has been running. I very much appreciate how quickly the books put on hold have been becoming available. At times like these the right book can be a lifeline for my young family! I also appreciate your librarians making sure that I have every last book waiting for me, even ones that arrived within the hour. It is an important service that I am more grateful for now than ever!</p> <p>-Sara S.</p>	<p>9/15/20</p> <p>Thanks for your kind message. It means a lot to us to hear from you. Would you mind if I shared your message with the rest of the library team? I'm certain it will lift their spirits.</p> <p>Best regards,</p> <p>Sean</p>



STAFF REPORT

To: Parks and Recreation Commission
Library Commission

Meeting Date: 09/21/2020

Staff Report Number: 20-007-LC; 20-008-PRC

Informational update: Menlo Park Community Campus project

Recommendation

That the Commission read and comment on the 9/15 staff report to City Council (Attachment A).

Background and Analysis

Commissioners are encouraged to read the staff report from the 9/15 City Council meeting for current information about the Menlo Park Community Campus project (formerly known as the Belle Haven Community Center and Library project).

Attachment

- A. September 15, 2020 staff report. Hyperlink: <https://menlopark.org/DocumentCenter/View/26123/D2-20200915-CC-MPCC-update-English>

Prepared by:
Nick Szegda, Assistant Director of Library Services

Reviewed by:
Sean Reinhart, Director of Library and Community Services