



DATE: September 10, 2014

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Michael Chandler, Senior Management Analyst

SUBJECT: Library Community Meeting Room Policy and Procedure Update

Staff has worked with the City Attorney, Municipal Pooling Authority, and the Martinez Library to develop a draft policy and procedure for use of the Library Community Meeting Room. The draft is now ready for review and discussion, and a meeting with the Library Subcommittee of the PRMCC has been scheduled for Tuesday, September 23rd, at 3 p.m. at City Hall. Karen Hansen-Smith, the Branch Librarian, will also be in attendance. An update to the PRMCC will be provided at the October meeting.