



DRAFT MINUTES LIBRARY COMMISSION

Tuesday, April 1, 2025

LIBRARY COMMISSION SPECIAL MEETING

CALL TO ORDER

At 7:03 p.m., Chair Zhao called the special meeting to order at the Cupertino Library, 10800 Torre Avenue, Room 201A.

ROLL CALL

Commissioners present: Liyan Zhao, Janki Chokshi, Qin Pan, Minna Xu, Chandra Sakthivel (7:51pm)

Commissioners absent: None

City/County Staff present: Molly James, Bryant Bao, Marlene Iwamoto

Guest Speakers: Carrie Young, Keiko O'Leary

APPROVAL OF MINUTES

1. Subject: February 5, 2025 Library Commission Meeting Minutes

Recommended Action: Review and approve the February 5, 2025 Library Commission meeting minutes.

Chair Zhao motioned to approve the February 5, 2025 Library Commission meeting minutes as submitted. Vice Chair Chokshi seconded. Motion carried with 4 yes (Xu, Pan, Chokshi, Zhao) and 1 absent (Sakthivel).

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

Written communications were emailed to the Commission and are included for the record.

NEW BUSINESS

2. Subject: Cupertino Library Foundation

Recommended Action: Receive a presentation on the Cupertino Library Foundation.

Carrie Young, Cupertino Library Foundation Board President, presented on the Cupertino Library Foundation (CLF). Presented on the following three main program areas:

1.) Education Key Initiatives

- Super Summer Science Search (S4) – a science competition for middle school students

- Teachers Mini Grants – supports CUSD teachers
- 2.) Arts and Culture Key Initiatives
 - Supporting Shakespeare in the Park
 - Supporting Movies in the Park
 - Summer Music in the Courtyard
- 3.) Sustainability Key Initiatives
 - Three-year pledge, currently in the third year, create programs and connect on topics that are relevant to the world and connect back to Cupertino
 - i. For example, hosted a previous lecture series on astroturf and currently working with the local fire department to host a session on fire safety

CLF Board President Young commented that last year they also started a program promoting technology for good, including safe space artificial intelligence (AI) workshops, training seniors on AI scams, and a session with a historian on how to write your family history using ChatGPT. Added that CLF will be partnering with the Mayor's Initiative to host three additional historian sessions.

CLF Board President Young reported that the annual operating cost of CLF is an estimated \$120,000, and majority of that goes towards programs, 20 to 30% operations, and sponsorship for [Cupertino] library local initiatives.

Commissioners asked clarifying questions and made comments.

Chair Zhao thanked CLF Board President Young for her leadership and thanked the foundation for their support and the teachers mini grant program.

Vice Chair Chokshi thanked the foundation for providing a platform for the artist community to participate in and showcase their artwork.

Commissioner Pan emphasized the critical role and support the foundation provided to the library expansion project, aquarium upgrade project, and the many library programs.

Commissioner Xu thanked CLF Board President Young for the detailed report.

Commissioner Xu requested clarification on the relationship between the foundation and the Cupertino Teen Advisory Council (TAC) regarding the S4 program. CLF Board President Young clarified that TAC consists of 13 high school students who plan, organize, and execute the entire S4 program.

Commissioner Xu requested clarification on how TAC members are selected. CLF Board President Young clarified that TAC is open to all high school students in the area regardless of residency and that they open recruitment every year, receiving around 30 to 40 applications and selecting three to four students per year.

Commissioner Xu requested clarification on CLF's funding support for Shakespeare in the Park and Movies in the Park. CLF Board President Young clarified that the foundation has supported Shakespeare in the Park for many years with a \$5,000 support level, however, due to the City's budget constraints last year, the foundation's support increased to \$10,000. Clarified that Movies in the Park was not a program the foundation had supported previously, however, the City had reached out for funding support for the movie licenses. Commissioner Xu thanked the foundation for their support with those summer programs.

Commissioner Xu requested clarification on the Mayor's Initiative collaboration. CLF Board President Young clarified that for Cupertino's 70th Anniversary, the Mayor wanted to create a database to collect stories about people and places in Cupertino. Clarified that multiple organizations are involved, but CLF's commitment is to help spread the word and host three additional historian sessions that are tailored towards helping people write stories about Cupertino. Commissioner Pan added that the additional sessions will be called AI Assistant Story Time.

Commissioner Pan [CLF Board Member] clarified the operational costs – noting that the board members are all volunteers, and that operational costs include management of funds and the website. CLF Board President Young added that operational costs also include tax filing.

CLF Board President Young added that an estimated 12,000 people benefited from the foundation's programs.

3. Subject: Cupertino Poet Laureate Update

Recommended Action: Receive an update on programs and events from the Cupertino Poet Laureate.

Keiko O'Leary, Cupertino Poet Laureate, presented on upcoming programs including Earth and Arbor Day Festival, Multilingual Poetry Reading, Rotary Teen Poetry Workshop, and Nature Journaling with Poetry at McClellan Ranch Preserve.

Commissioners asked clarifying questions and made comments.

Vice Chair Chokshi expressed her support for Nature Journaling with Poetry at McClellan Ranch Preserve.

Chair Zhao thanked Cupertino Poet Laureate (CPL) O'Leary for an update on upcoming programs, and requested that CPL O'Leary continue to attend Commission meetings (if available) and continue to send Commissioners programs to help promote. CPL O'Leary added that Commissioners can also join her mailing list. Bryant Bao, Cupertino Community Librarian, added that CPL O'Leary can work with him for specific event fliers.

Molly James, Recreation Manager, added that CPL O'Leary can be contacted at poetlaureate@cupertino.gov.

Vice Chair Chokshi requested clarification on whether or not CPL O'Leary was planning to host another Poetry in the Dark this year. CPL O'Leary clarified that she hosted one this past January and will plan to do one in December.

Commissioner Xu thanked CPL O'Leary for the report and looked forward to visiting her table [at the Earth and Arbor Day Festival].

Commissioner Pan thanked CPL O'Leary for all the poetry programs at the library.

4. Subject: Cupertino Poet Laureate Subcommittee Update

Recommended Action: Receive an update from the Cupertino Poet Laureate subcommittee on the recruitment for the 2026-2028 Cupertino Poet Laureate.

Recreation Manager James provided an update on the 2026-2028 Cupertino Poet Laureate recruitment. Informed the Commission that all recruitment materials were sent out to the Commissioners to help promote to their respective networks and that no applications have been received yet, however, there is still plenty of time as the application closes on May 5. Added that the City will also be pushing out social media marketing as well.

Commissioners asked clarifying questions.

Vice Chair Chokshi requested clarification on whether or not it was okay to post the materials on Nexdoor or their own personal [social media] accounts. Recreation Manager James clarified yes.

Chair Zhao asked CPL O'Leary if she had any connections or recommendations. CPL O'Leary responded that she would share with other poets.

REPORTS/UPDATES

5. Subject: Monthly Update Reports

Recommended Action: Receive Monthly Update Reports from:

- Cupertino Community Librarian
Reported as submitted.
- County Librarian
Reported as submitted.

STAFF AND COMMISSION REPORTS

Recreation Manager James provided a Staff Liaison Update on the following:

- Earth and Arbor Day Festival – Saturday, April 5 from 11 a.m. to 3 p.m. on Library Field
- <hack> Cupertino – Saturday, April 12 at 6 p.m. to Sunday, April 13 at 10:30 a.m.

- Overnight hackathon for teens, register at reg4rec.org
- Live Well Age Well Health Expo – Friday, May 9 from 10 a.m. to 1:30 p.m. at the Cupertino Senior Center
- City's eNotification Sign-Up
 - Stay up to date with Cupertino news by subscribing to the City's eNotifications.
 - Go to cupertino.gov/enotification to sign up for all City topics you are interested in receiving email updates for.

Chair Zhao reported on the March Mayor's Commissioners meeting.

Commissioner Sakthivel joined the meeting at 7:51 p.m.

FUTURE AGENDA SETTING

Commissioner Pan requested a discussion on the Mayor's Initiative and how the Library Commission can help support. Vice Chair Chokshi seconded.

Chair Zhao requested a discussion on the two [written communications] emails received.

Vice Chair Chokshi requested collaborations with other commissions. Commissioner Pan seconded.

Commissioner Sakthivel requested a collaboration with CUSD regarding the ethics of AI. Chair Zhao seconded.

ADJOURNMENT

Chair Zhao adjourned the special meeting at 8:02 p.m.

Respectfully Submitted by,

Jessica Suntay, Administrative Assistant
Parks and Recreation Department
Minutes approved at the _____ meeting