



DRAFT MINUTES CUPERTINO LIBRARY COMMISSION

Wednesday, December 3, 2025

CALL TO ORDER

At 7:00 p.m., Chair Zhao called the Library Commission regular meeting to order at the Cupertino Library, 10800 Torre Avenue, Room 201A and Teleconference Location: 7/352 Sathy Road Perumugai, PO Erode Tamil Nadu, India 638505.

ROLL CALL

Commissioners present:	Liyan Zhao, Janki Chokshi, Minna Xu, Qin Pan, Chandra Sakthivel (participated remotely)
Commissioners absent:	None
City/County Staff present:	Molly James, Bryant Bao, Marlene Iwamoto
Guest Speakers:	None

APPROVAL OF MINUTES

1. Subject: October 1, 2025 Library Commission Meeting Minutes

Recommended Action: Review and approve the October 1, 2025 Library Commission meeting minutes.

Chair Zhao motioned to approve the October 1, 2025 Library Commission meeting minutes as submitted. Vice Chair Chokshi seconded. Motion carried with 3 yes (Zhao, Chokshi, Sakthivel) and 2 abstain (Xu, Pan).

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

2. Subject: Library Commission 2026 Calendar

Recommended Action: Discuss and brainstorm topics for the Library Commission 2026 Calendar.

Molly James, Recreation Manager, introduced the item. Each Commission has been asked to come up with a calendar of topics [Commission Work Program] that they will work through in 2026. The list is fluid and new topics can be added throughout the year. Informed

Commissioners that this meeting is an opportunity for them to brainstorm and discuss ideas, and a final list will come back for review at the next meeting in February.

Commissioner Pan proposed proactive engagement with the community to identify opportunities to improve services at the library.

Chair Zhao proposed more engagement with City activities, specifically discussed the lack of Library Commission attendance at the [Cupertino Community Service Awards].

Vice Chair Chokshi and Commissioner Xu proposed active participation in Poet Laureate activities to better highlight the program.

Commissioner Xu proposed engagement with the community and collaboration with a non-profit organization to [create] a new program.

- For example, Commissioner Xu and the Mayor attended an art show in Fremont put on by a kids' special needs organization. Commissioner Xu requested clarification on whether or not the library could host an art show. Bryant Bao, Cupertino Community Librarian, clarified that it depends on the needs of the organization. Added that often times, the library may not have the equipment to display the artwork in the way they are hoping for, but they can reach out to Community Librarian Bao to discuss further.

Commissioner Sakthivel proposed engagement with the community volunteers through a citizen/community spotlight program in the Commission meetings, collaboration with other Commissions for awareness of library programs, and rewarding community members who engage in good habits with the library (example – returning books on time).

REPORTS/UPDATES

3. 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:

- Save the Date: Poet Laureate Reception – Thursday, January 22 from 5:30 to 7 p.m. at Community Hall
- Cupertino Café – Saturday, December 13 from 3 to 8 p.m. at Community Hall
- Community Holiday Events
 - o Tree Lighting – Friday, December 5 from 6 to 8 p.m. at Quinlan
 - o Breakfast with Santa – Saturday, December 6 from 8:30 to 11:15 a.m. (45-minute seatings) at Quinlan

- Santa Visits Your Home – Friday through Sunday, December 12 to 14 and 19 to 21 (15-minute visit)
- Signing Santa – Saturday, December 13 from 10 a.m. to noon at Quinlan
- Senior Center Holiday Events
 - Holiday Sing-along – Monday, December 15 at 1:30 p.m. at the Senior Center
 - Season's Greetings Cookie Box – Order now and pick-up Friday, December 19 from 2:30 to 4:30 p.m. at the Senior Center
- City Office and Facility Closures
 - Quinlan Community Center will be closed Wednesday, December 24 to Friday, January 9
 - Cupertino Senior Center will be closed Monday, December 22 to Thursday, January 1
 - Cupertino Sports Center will be closed December 24 to 25 and December 31 to January 1
 - Blackberry Farm Golf Course will be closed December 24 to 25

Commissioner Xu reported on the November Mayor's Commission Chairs Meeting.

FUTURE AGENDA SETTING

None

ADJOURNMENT

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

Respectfully Submitted by,

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