



DRAFT MINUTES
LIBRARY COMMISSION
Wednesday, February 5, 2025

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:01 p.m., Staff Liaison and Recreation Manager, Molly James, called the meeting to order at the Cupertino Library, 10800 Torre Avenue, Room 201A.

ROLL CALL

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

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Chair and Vice Chair Selection

Recommended Action: Conduct the selection of the Chair and Vice Chair.

Commissioner Pan nominated Commissioner Zhao as Chair. Commissioner Xu seconded.
Motion carried unanimously.

Chair Zhao nominated Commissioner Chokshi as Vice Chair. Commissioner Chokshi seconded.
Motion carried unanimously.

APPROVAL OF MINUTES

2. Subject: December 4, 2024 Library Commission Meeting Minutes

Recommended Action: Review and approve the December 4, 2024 Library Commission meeting minutes.

Chair Zhao motioned to approve the December 4, 2024 Library Commission meeting minutes as submitted. Commissioner Pan seconded. Motion carried with 3 yes (Zhao, Chokshi, Pan) and 2 abstain (Xu, Sakthivel).

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

3. Subject: Cupertino Poet Laureate Subcommittee

Recommended Action: Select a new subcommittee for recruitment, selection, and support of the 2026-2027 Cupertino Poet Laureate.

Commissioner Pan motioned for Vice Chair Chokshi and Commissioner Xu to serve on the Cupertino Poet Laureate subcommittee. Chair Zhao seconded. Motion carried unanimously.

REPORTS/UPDATES

4. Subject: Monthly Update Reports

Recommended Action: Receive Monthly Update Reports from:

- Cupertino Community Librarian
Reported as submitted.
- County Librarian
Reported as submitted.
- Friends of the Library
No updates.
- Cupertino Library Foundation
No updates.
- Poet Laureate
No updates.

STAFF AND COMMISSION REPORTS

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

- Annual Mandatory Commissioner Training – Thursday, February 13 from 6 to 7 p.m. in person at Community Hall.
- 2025 Cupertino State of the City Address – Wednesday, February 26, reception begins at 6:30 p.m., followed by the Mayor’s address at 7 p.m. For more information and to register, visit cupertino.gov/stateofthecity.
- Sweetheart Social – Saturday, February 8 from 6 to 9 p.m. at the Quinlan Community Center
- Glow Night Golf – Friday, February 28 from 5 to 7:30 p.m. at the Blackberry Farm Golf Course
- Big Bunny 5K – Saturday, March 8 (5k at 8:30 a.m. and Kids Fun Run at 9:30 a.m.) at Civic Center Plaza
- Teen Resource Fair – Saturday, March 15 from noon to 3 p.m. at Main Street Cupertino
- Spring Swing Scramble – Saturday, March 22 from 10 a.m. to noon at the Blackberry Farm Golf Course
- Pooch Plunge – Saturday, March 29 from 9 a.m. to 12:45 p.m. at the Blackberry Farm Pools

- For all Parks and Recreation Events, please register at reg4rec.org
- The City has soft-launched the new City website in December, and we appreciate your understanding as we enhance and refine the site to provide a more seamless and user-friendly experience for the residents.
 - During the transition time, there may be some technical issues users may experience such as broken links. Please reach out to the IT Department at webmaster@cupertino.gov and alert us if you encounter any technical issues as you are browsing the new website.
- International Travel
 - If you are traveling internationally this year, please make sure you inform the IT Department in advance. Email helpdesk@cupertino.gov with your travel dates and locations so the Security Team knows to not disable your account while you are traveling.
- The Library Commission regular meeting on Wednesday, April 2 has been canceled due to a conflict with the City Council special meeting. Jessica will send out a poll to collect Commissioner availability for an alternative special meeting.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

Commissioners to attend the upcoming Mayor's meeting as follows:

Wednesday, March 19 at 5 p.m. in-person at Quinlan Social Room – Chair Zhao

FUTURE AGENDA SETTING

Chair Zhao would like to invite representatives from the Cupertino Library Foundation and Friends of the Library to present.

ADJOURNMENT

Chair Zhao adjourned the meeting at 8:05 p.m.

Respectfully Submitted by,

Jessica Suntay, Administrative Assistant
Parks and Recreation Department

Minutes approved at the _____ special meeting