



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, June 17, 2021

**LIBRARY COMMISSION SPECIAL MEETING**

**CALL TO ORDER**

At 5:30 p.m., Chair Pan called the meeting to order via remote teleconference.

**ROLL CALL**

Commissioners: Qin Pan, Rahul Vasanth, Archana Panda (left meeting at 6:35), Liyan Zhao, Sheela Sreekanth

City/County Staff: Joanne Magrini, Dianne Thompson, Susan Michael, Kevin Khuu, Iqraam Nabi, Toan Quach, Benny Hsieh, Whitney Zeller, Clare Varesio, Steve Fitzgerald

Presenters: Orrin Mahoney

Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

1. Subject: Duo Multi-factor Authentication and Office 365.

Recommended Action: Receive a presentation on Duo multi-factor authentication for Office 365 and enroll commissioners in the Duo multi-factor authentication system.

Innovation Technology Technician, Iqraam Nabi, provided a presentation on Duo multi-factor authentication and Office 365.

**APPROVAL OF MINUTES**

2. Subject: Minutes for the May 12, 2021 Library Commission Special Meeting.

Recommended Action: Review and approve the minutes for the May 12, 2021 Library Commission special meeting.

Commissioner Vasanth motioned to approve the minutes. Chair Pan seconded the motion. Motion carried unanimously with five votes yes.

3. Subject: Minutes for the May 24, 2021 Joint Fine Arts Commission and Library Commission Special Meeting.

Recommended Action: Review and approve the minutes for the May 24, 2021 joint Fine Arts Commission and Library Commission special meeting.

Chair Pan motioned to approve the minutes. Commissioner Zhao seconded the motion. Motion carried with three votes yes and commissioners Panda and Sreekanth abstaining.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

## **WRITTEN COMMUNICATIONS**

None

### **Old BUSINESS**

4. Subject: Update on the Library Expansion Project.

Recommended Action: Receive an update on the Library Expansion Project.

Public Works Project Manager, Susan Michael, provided an update on the Library Expansion Project as submitted.

Orrin Mahoney of the Cupertino Library Foundation provided an update on the project donation page.

Vice Chair Vasanth shared the donation flyer and requested that the Commissioners help with outreach.

Commissioner Panda recommended including a fact sheet on the page and providing a sample of what the donation block would look like.

Susan recommended adding a disclaimer on the website that the Library Foundation reserves the right to edit or modify content on the donation blocks.

Community member Liana Crabtree provided public comment and asked for clarification on what the purpose of the fundraising is and what the money would go towards.

5. Subject: Update on the Library Commission Budget.

Recommended Action: Receive an update on the Library Commission budget.

Management Analyst, Kevin Khuu, provided an update on the Library Commission budget.

Community member Liana Crabtree provided public comment and noted that commissioners frequently attend community events and asked for clarification on whether more than two commissioners are able to attend the same conference.

### **NEW BUSINESS**

None

Commissioner Panda left the meeting at 6:35 p.m.

## **STAFF AND COMMISSION REPORTS**

6. Subject: Monthly Update Reports.

Recommended Action: Receive monthly update reports from:

- Cupertino Community Librarian  
Clare Varesio reported as submitted.
- County Librarian Monthly Update  
Steve Fitzgerald reported as submitted.
- Friends of the Library  
Clare Varesio updated that Friends of the Library continue to have their lobby book sale and are accepting donations.
- Cupertino Library Foundation  
Updated provided earlier in the meeting.
- Commissioners  
Commissioner Sreekanth provided an overview of the items discussed at the Mayor's meeting.
- Poet Laureate  
Cupertino Poet Laureate, Jing Jing Yang provided on recent and upcoming programs.
- Staff

## **COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

### **FUTURE AGENDA SETTING**

7. Subject: July and August Meeting.

Recommended Action: Consider cancellation of the regular July or August Library Commission meeting.

Vice Chair Vasanth motioned to cancel the July Library Commission meeting. Commissioner Sreekanth seconded the motion. Motion carried with four votes yes and Commissioner Panda absent.

### **ADJOURNMENT:**

Chair Pan adjourned the meeting 6:53 p.m.

Respectfully Submitted by,



Whitney Zeller, Administrative Assistant

*Minutes approved at the August 4, 2021 meeting.*