



CITY OF CUPERTINO

AGENDA

LIBRARY COMMISSION

10800 Torre Avenue, Cupertino Library, Room 201A

Wednesday, June 4, 2025

7:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Subject: April 1, 2025 Library Commission Special Meeting Minutes
Recommended Action: Review and approve the April 1, 2025 Library Commission special meeting minutes.
[A - Draft Minutes](#)

POSTPONEMENTS

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.

WRITTEN COMMUNICATIONS

OLD BUSINESS

2. 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.

NEW BUSINESS

3. Subject: April 1 Library Commission Special Meeting Written Communications
Recommended Action: Discuss the April 1 Library Commission special meeting written communications with the Cupertino Community Librarian.
[A - Written Communications](#)
4. Subject: Commissioner Discussion on Mayor's Initiatives

Recommended Action: Discuss how the Library Commission can support the Mayor's Initiatives.

REPORTS/UPDATES

5. Subject: Monthly Update Reports

Recommended Action: Receive Monthly Update Reports from:

- Cupertino Community Librarian
- County Librarian

STAFF AND COMMISSION REPORTS

FUTURE AGENDA SETTING

ADJOURNMENT

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request in advance by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the City Council, Commissioners or staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.



CITY OF CUPERTINO

Agenda Item

25-14017

Agenda Date: 6/4/2025
Agenda #: 1.

Subject: April 1, 2025 Library Commission Special Meeting Minutes

Review and approve the April 1, 2025 Library Commission special meeting minutes.



**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



CITY OF CUPERTINO

Agenda Item

25-14019

Agenda Date: 6/4/2025
Agenda #: 2.

Subject: Cupertino Poet Laureate Subcommittee Update

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



CITY OF CUPERTINO

Agenda Item

25-14020

Agenda Date: 6/4/2025
Agenda #: 3.

Subject: April 1 Library Commission Special Meeting Written Communications

Discuss the April 1 Library Commission special meeting written communications with the Cupertino Community Librarian.

Library Commission
Special Meeting

April 1, 2025

Written Communications

From: [Santosh Rao](#)
To: [City of Cupertino Library Commission Group](#); [Molly James](#); [Bryant Bao](#)
Subject: Feedback for Cupertino Library Commission.
Date: Monday, March 31, 2025 6:52:30 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[Writing on behalf of myself only, as a Cupertino and SCC voter and resident.]

Dear Cupertino Library Commission,

1. To optimize library utilization, extend operating hours to 9 p.m. on Saturdays and Sundays. These extended hours will allow the community to fully benefit from the library's services. Families would love to utilize the library weekend evenings if kept open.
2. To maintain a conducive and quiet environment, enforce the library's quiet rules. Be mindful of patrons who arrive loudly, leave children unattended, or create excessive noise. If you encounter unruly or noisy individuals, kindly request their departure from the library.
3. To prioritize hygiene and prevent the library from becoming a temporary shelter for the homeless, prohibit individuals from occupying the library and restrooms. This is a significant health and safety concern that should not be overlooked. The library's primary function should be as a place for reading and relaxation, not as a temporary shelter for the homeless.
4. To streamline the book return process, ensure that book returns at other libraries are reflected in your system. This will eliminate the need for patrons to visit the library to inform you about the library they returned a book to. Residents like me live equidistant from Woodland and Cupertino and make use of multiple libraries in the area, this change will help ensure book returns at one location reflect at the other.
5. To enhance the book return experience, provide an option for patrons to receive their book return receipts via email, similar to the book borrowing workflow. This will ensure patrons have a soft copy of receipt that they can retain as proof of book return.
6. To accommodate the growing number of patrons returning books, increase the number of book return terminals and keep them functioning and open. This will reduce waiting times and enhance the efficiency of the book return process.
7. To address the issue of frequently out-of-paper restrooms, ensure that restrooms have adequate paper supplies. This will ensure that patrons can use the restrooms without any inconvenience.
8. To streamline the patron entry process for library private rooms, implement a self-service option. This will eliminate the need for librarians to physically open the doors, allowing

patrons to enter and exit the rooms independently. Library cards can be utilized for entry, and reservations can be verified against the library card.

9. To enhance the library's ambiance and promote a greener environment, plant additional trees surrounding the library. This will improve air quality and create a more inviting atmosphere for patrons.

10. In light of the reduced traffic to the city hall due to remote work, eliminate permit parking in the parking lot and adjacent curbside. This measure will save time and resources for patrons and reduce the number of available parking spaces.

11. To allow more quiet reading on the ground floor limit the seating area for elementary kids to a smaller section and expand a seating section for middle school kids so they can enjoy a quieter reading experience. The library currently optimizes the 1st floor for young families but the second floor is optimized for adults and high schoolers. This leaves middle schoolers with no proper place to do focussed reading. Please increase the seating in the first floor for quiet reading focussed on families with middle school age kids.

Thank you for your consideration of my feedback.

Sincerely,
San Rao

From: [Preeti Gulati](#)
To: [City of Cupertino Library Commission Group](#)
Subject: Topics for consideration for commission meeting
Date: Monday, March 31, 2025 9:05:41 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Sir/ madam,

I am Preeti Gulati, Cupertino resident for last 12 years. I and my 2 kids thoroughly enjoy the programs our beautiful library has to offer. Being mother of high school and elementary school age kids, I want to request following changes to the library.

1. There is not sufficient spaces for kids to sit and do their homework on first floor. The homework room gets fully occupied pretty quickly. I have seen adults who accompany kids sit there and just work on their laptops. The homework room should be strictly for kids. I am not sure but, I have heard that this homework room is going to be converted into a small kids play area. I strictly oppose this. There are already 2 play areas for small kids on first floor. The space needs of school going kids is already not being met by current seating plan. We can not afford to loose more work seats for older students. This area needs more markings too to prioritize kids upto grade 8th grade for sitting.

The main library room, there are tables which can seat 4 people. Usually these tables get occupied by one tutor/ parent and one child. This space for 4 becomes underutilized by 2 people. Possibly having split tables with 2 seats at least some if not all can be changed will be able to accommodate more kids and their caregivers.

I would urge library commission to visit the library between 3pm and 6pm and see how all age school children enjoy this safe space to do homework solitary or in groups.

Regards,
Preeti Gulati



CITY OF CUPERTINO

Agenda Item

25-14021

Agenda Date: 6/4/2025
Agenda #: 4.

Subject: Commissioner Discussion on Mayor's Initiatives

Discuss how the Library Commission can support the Mayor's Initiatives.



CITY OF CUPERTINO

Agenda Item

25-14022

Agenda Date: 6/4/2025
Agenda #: 5.

Subject: Monthly Update Reports

Receive Monthly Update Reports from:

- Cupertino Community Librarian
- County Librarian