



DRAFT MINUTES
LIBRARY COMMISSION
Wednesday, December 4, 2024

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:01 p.m., Chair Panda called the meeting to order at the Cupertino Library, 10800 Torre Avenue, Room 201A.

ROLL CALL

Commissioners present: Archana Panda, Sheela Sreekanth, Liyan Zhao, Qin Pan, Janki Chokshi
Commissioners absent: None
City/County Staff present: Molly James, Bryant Bao, Marlene Iwamoto
Guest Speakers: None

APPROVAL OF MINUTES

1. Subject: October 2, 2024 Library Commission Meeting Minutes

Recommended Action: Review and approve the October 2, 2024 Library Commission meeting minutes.

Chair Panda motioned to approve the October 2, 2024 Library Commission meeting minutes as submitted. Vice Chair Sreekanth seconded. Motion carried unanimously.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

2. Subject: Fiscal Year 2024-25 City Work Program Poet Laureate Playbook Update

Recommended Action: Review and approve the revised Poet Laureate Playbook draft as part of the Fiscal Year 2024-25 City Work Program.

Molly James, Recreation Manager, reviewed the changes from the first draft to the second draft of the revised Poet Laureate Playbook.

Commissioner Pan requested clarification on the City's \$2,000 budget, specifically use of funds for awards. Recreation Manager James clarified that awards can include prize money checks and gift cards. Commissioner Pan requested clarification on the limit for gift cards. Recreation Manager James will check and follow-up.

Commissioner Pan expressed concerns surrounding selection of the Poet Laureate Subcommittee in February, given that will be the first meeting for the new Commissioners. Recreation Manager James added that the Commission can always call for a special meeting as needed.

Commissioner Chokshi motioned to approve the Poet Laureate Playbook as presented. Commissioner Zhao seconded. Motion carried unanimously.

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.
- 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:

- Holiday Events
 - o Tree Lighting – Friday, December 6 at 6 p.m. at Quinlan
 - o Breakfast with Santa - Saturday, December 7 from 8:30 to 11:30 a.m. at Quinlan
 - o Signing Santa – Saturday, December 14 from 2 to 4 p.m. at Quinlan
 - For a full list of holidays events and further information, please visit cupertino.gov/holidayevents
- Cupertino Café – Saturday, December 14 from 3 to 8 p.m. at Community Hall
- Spelling Bee – Saturday, January 18 from 1 to 5:30 p.m. at Community Hall
- Glow Night Golf – Friday, January 31 from 5 to 7:30 p.m. at the Blackberry Farm Golf Course
- Holiday Facility Closures
 - o Quinlan Community Center will be closed Monday, December 23 to Friday, January 10.

- Cupertino Senior Center will be closed Monday, December 23 to Wednesday, January 1.
- Cupertino Sports Center will be closed December 24 to 25 and December 31 to January 1.
- For Blackberry Farm Golf Course closure dates and adjusted tee times, visit cupertino.gov/golf
- Cupertino residents are encouraged to apply for positions on City commissions that will have vacancies in January of 2025. The application deadline is 4 p.m. on Friday, January 3, 2025. Council will conduct interviews and make appointments in late January.
 - *New Applications - Each Commission now has its own application. The commission specific applications can be found at cupertino.gov/vacancies.
 - The Library Commission will have three vacancies in January – Chair Panda, Vice Chair Sreekanth, and Commissioner Zhao are ending their first term. All are eligible to re-apply for a second term. Thank you all for your dedication and commitment to the City Commission in the current term.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

None

FUTURE AGENDA SETTING

None

ADJOURNMENT

Chair Panda adjourned the meeting 7:49 p.m.

Respectfully Submitted by,

Jessica Javier, Administrative Assistant
Parks and Recreation Department

Minutes approved at the _____ regular meeting