



DRAFT MINUTES
LIBRARY COMMISSION
Wednesday, June 4, 2025

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:03 p.m., Chair Zhao called the meeting to order at the Cupertino Library, 10800 Torre Avenue, Room 201A.

ROLL CALL

Commissioners present: Liyan Zhao, Janki Chokshi (7:05 p.m.), Qin Pan, Minna Xu, Chandra Sakthivel
Commissioners absent: None
City/County Staff present: Molly James, Bryant Bao, Jennifer Weeks
Guest Speakers: None

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.

Commissioner Pan motioned to approve the April 1, 2025 Library Commission special meeting minutes as submitted. Vice Chair Chokshi seconded. Motion carried with 4 yes (Zhao, Chokshi, Pan, Xu) and 1 abstain (Sakthivel).

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

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.

Vice Chair Chokshi and Commissioner Xu informed the Commission that two Poet Laureate interviews have taken place.

Molly James, Recreation Manager, informed the Commission of the next steps per the Poet Laureate Playbook – subcommittee will select the final candidate and make an offer, once accepted then the candidate will meet with Recreation Manager James to complete the background check and fingerprinting, and the subcommittee will present the final recommendation to the Library Commission in August.

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.

Bryant Bao, Cupertino Community Librarian, provided an update on some of the points brought up in the April 1 Library Commission special meeting written communications.

- *Extending Operating Hours to 9 p.m. on Saturdays and Sundays*
 - o The Cupertino Library is open the most hours out of all libraries in the Santa Clara County District.
- *Enforcement of Quiet Rules*
 - o When library staff receive complaints, they help patrons relocate to the correct place that helps them facilitate quiet study. If patrons are in a silent zone and conversating, library staff will help relocate them to a space that is more appropriate for the activity they are engaging in.
- *Unhoused Patrons in the Library*
 - o The Cupertino Library is committed to being an equitable space for anyone coming through, treating everyone the same regardless of the circumstances so long as they are not violating the Behavior Policy.
 - o The library does have a Community Outreach Specialist whose job is to help patrons who may need community resources, not just for the unhoused but anyone who may be struggling with food, shelter, or mental and physical health. Patrons can book a one-hour appointment on Tuesday and Thursdays with the Community Outreach Specialist.
 - o Care kits are also available in the library – small packets with hygiene items to help patrons who are unhoused.
- *Enhance and Streamline Book Return System*
 - o In January 2026, the library will be replacing the automated return system with a new machine that will be faster and more efficient. The library will also be adding back an internal slot for returns.
- *Supply Issue in Restrooms*
 - o Janitorial staff are at the library all day long, and they have a schedule for cleaning restrooms. When issues are reported, janitorial staff will immediately take care of any problems.
- *Patron Entry Process for Private Rooms in Library*
 - o Part of the library's customer service is how involved staff are. To avoid conflicts between patrons, library staff have professional conversations with patrons who

are occupying a room that is reserved for use and will help offer to find an alternative space.

- *Planting Additional Trees Surrounding the Library and Elimination of Permit Parking*
 - o Within the City's jurisdiction – information to be passed along to City staff.
- *Space Availability Concerns for Students Doing Homework*
 - o Community Librarian Bao shared a floor plan map of the main children's room and front area (attached as a desk item under supplemental reports in the June 4 meeting details). As part of the play space initiative, the library expanded the children's space into the front area and expanded the room with more seating and tables. The main front room is going to be reserved for materials for children on the older side called tweets – a middle school zone.

Commissioner Sakthivel requested clarification on extending operating hours to 9 p.m. on Saturdays and Sundays. Community Librarian Bao clarified that the hours are based on the County budget, and expanded hours would require additional funding. Added that the library is already maxed out currently. Commissioner Sakthivel requested clarification on whether or not the Commission could recommend the extended hours to City Council. Jennifer Weeks, County Librarian, clarified that the County is always looking at opportunities to run efficient and effective libraries, and expanding the times on the weekend would incur a significant increase in staffing and facility costs. Added that the Cupertino Library is open the most number of hours out of any public library in the County.

Commissioner Xu requested clarification on whether or not there is any existing contract between the County and City that says if the City can provide extra funding for extra hours, then the City can pay for the library staff to keep the facility open later. County Librarian Weeks clarified that the City has been very happy with the current number of hours that the library offers.

Chair Zhao requested clarification on whether or not the weekday library hours (closing at 9 p.m.) could switch with the weekend library hours (closing at 6:30 p.m.). County Librarian Weeks clarified that the County employees are in a unionized environment and their current contract holds till 6:30 p.m. on some days, creating other boundaries that need to be taken into consideration. Added that they do their best to respond to community need and will be exploring this over the next fiscal year and can bring back the information to the City.

Commissioner Sakthivel requested clarification on what the next steps are to expand the weekend hours. County Librarian Weeks clarified that it would be good for the Commission to understand the data behind the most popular times for visitors, and that is information that the Library District can bring back to Commission. Added that there was a community survey done at the end of last year, and there are some data points that can be shared with the Commission. Added that they do need to analyze visitor data along with what's possible within the funding formula, and how they can reach the greatest number of patrons with effective hours.

Recreation Manager James clarified that Commissioners can always go to a City Council meeting and speak on concerns as a Cupertino community member.

Chair Zhao commented that the Mayor is aware of this concern, however, cannot make any decisions by herself.

County Librarian Weeks added that the library is looking into providing innovative services that maybe aren't full services and using technology to expand access for patrons.

Commissioner Xu requested clarification on whether or not there was any community outreach when the County decided to extend the library's opening time on the weekends from noon to 10 a.m. several years ago. County Librarian Weeks clarified that the County's process of [changing library hours] would be using data as to when patrons are using the library, opportunities for programming, and data from the survey that takes place every three years. Added that the survey does ask which hours are most desirable in the community.

Commissioner Pan requested for the County to share the [survey] results in a future meeting. County Librarian Weeks commented that the library will share the public document survey results summary with the Commission for review, and then the Commission can decide what is appropriate to discuss.

Commissioner Xu recommended that the County include a question that asks community members whether they prefer the morning or evening hours on the weekend. County Librarian Weeks clarified it is a split down the middle, but they will continue to look into it.

Community Librarian Bao added that he can pull hourly day data for the Commission so they can see where there are foot traffic dips throughout the days.

Chair Zhao expressed appreciation for the current Cupertino Library operating days and hours, when comparing to the Calabazas Branch Library as they are closed on Sundays and closed earlier throughout the week. Chair Zhao commented that she recognizes some residents have requested extended hours [on weekends], and maybe there are other options [the County] can explore to meet the resident request.

Commissioner Sakthivel recommended the library to ask the maintenance staff to keep a log of when the restrooms are cleaned and paper towels are restocked to help staff determine what time period may require more service and restocking of supplies. Community Librarian Bao responded that the maintenance contractor is through the City and he will reach out to the Facilities Manager to find out more details regarding the specific [cleaning] schedules.

Commissioner Sakthivel recommended that receipts for the new automated book return machine be paperless and digital only. Community Librarian Bao clarified that is something they would need to check with the vendor, however, often patrons have multiple accounts and

they are returning books for friends or family members so it's not always one library card that's having items returned on.

Commissioner Sakthivel recommended the room booking availability online be mobile friendly, rather than a desktop website view on the phone. County Librarian Weeks clarified that there should be a mobile accessibility button, but she can look into that.

Commissioner Sakthivel requested clarification on the [space availability concern for middle school students] on the first floor. Community Librarian Bao reviewed the floor map again and informed the Commission that the front area will become the middle school space. Added that the project is still in progress as furniture has not yet arrived, and the anticipated project finish date is October 2025. Commissioner Sakthivel requested clarification on whether or not there will be added signage identifying the new designated areas. Community Librarian Bao agreed that the way finding signage does need to be updated.

Commissioner Sakthivel requested clarification on the process if someone volunteered to create a self-service application for reserving rooms. County Librarian Weeks clarified that all services go through public procurement.

Commissioner Xu requested clarification on the concern for the amount of permit parking. Recreation Manager James will look into the details behind parking permits for City Hall employees. Commissioner Xu shared feedback from some of the library program volunteer teachers – the volunteers would like to know if it is possible for them to have a temporary parking permit which would allow them to park anywhere.

Commissioner Sakthivel recommended library cards be accessible in a digital wallet on a mobile device. County Librarian Weeks clarified that the app already has that feature.

4. Subject: Commissioner Discussion on Mayor's Initiatives

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

Commission Pan introduced the item and informed the Commission of the Mayor's Initiative that celebrates the City of Cupertino's 70th Anniversary on October 10 [voters approved incorporation on September 27, 1955].

- The initiative involves collecting stories from residents [sharing their personal stories about their connection to the City].
- The item is assigned for the Commission to brainstorm ideas as the library is a beautiful space with a lot of foot traffic.
- Found out through CLF Board Member and former Mayor, Orrin [Mahoney], that a video was created for Cupertino's 50th Anniversary showcasing how the City was formed.
- Some ideas for supporting the Mayor's Initiative:

- A separate event or exhibit at the library displaying the stories that are being collected
- Contributing old photos
- Screen display the stories and interviews

Commissioner Xu recommended putting flyers on the counter at the entrance of the library directing patrons to the Mayor's Initiative website.

Commissioner Pan requested clarification on whether or not the library room 201B has a [projector] screen. Community Librarian Bao clarified that 201B has a television screen. Added that there are options depending on the size and scope of the proposed event.

Vice Chair Chokshi recommended having a small writing pad [sticky notes] and asking patrons to write about their library experience, then having a display board where they can post the sticky note. Added that the Commission could gather photos from the library expansion project and previous years and display those on the board.

Chair Zhao commented that Cupertino residents should know more history about the City and proposed forming a subcommittee to support and discuss ideas.

Recreation Manager James commented that she will look into what the City already has planned for the 70th Anniversary Celebration and follow-up with the Commission. Recommended potentially including Keiko O'Leary, Cupertino Poet Laureate, as well.

Community Librarian Bao commented that he is happy to work with the City in terms of promoting or doing an event, however, needs additional information to move forward and explore options.

Chair Zhao motioned to create a subcommittee composed of Vice Chair Chokshi and Commissioner Sakthivel to support the Mayor's storytelling initiative at the library. The subcommittee will work with Community Librarian Bao to brainstorm ideas and present them at the August Commission meeting. Vice Chair Chokshi seconded. Motion carried unanimously.

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:

- Recreation Event Volunteers (REV) is a new teen volunteer program in the Parks and Recreation Department. These volunteers help support recreation events.
- Jollyman All-Inclusive Playground Ribbon-Cutting – Friday, June 13 from 1 to 2 p.m. at Jollyman Park
- Blackberry Farm is now Open for the Season
 - o Visit cupertino.gov/bbfcalendar to see the schedule for lap swim, open swim, and picnic rental hours and dates.
- Summer Concert Series – Thursdays, June 12 to August 21 from 6:30 to 8:30 p.m. at the Memorial Park Amphitheater
- Disco at Dusk Intergenerational Event – Friday, June 20 from 6:30 to 8:30 p.m. at Community Hall. Advanced registration required.
- Fourth of July Celebration – Friday, July 4
 - o Pancake Breakfast from 8 to 11 a.m. at the Quinlan Community Center
 - o Flag Raising and Children's Parade at 10 a.m. at the Veteran's Memorial in Memorial Park
 - o Billy Martini Band Concert from 10:30 a.m. to Noon at the Memorial Park Amphitheater
 - o Fireworks at 9:30 p.m. Viewing sites at Creekside Park, Sedgwick Elementary School, and Miller Avenue near Bollinger Road
 - o Visit cupertino.gov/july4 for more information.
- Cupertino Campout – Saturday, July 19 at 4 p.m. to Sunday, July 20 at 10 a.m. at Creekside Park. Advanced registration required.
- Shakespeare in the Park – Saturday and Sunday, July 19, 20, 26, 27, and August 2, 3 from 6 to 7 p.m. at the Memorial Park Amphitheater

Commissioner Xu reported on the upcoming Mayor's Initiative Bobateeno event on August 17.

FUTURE AGENDA SETTING

None

ADJOURNMENT

Chair Zhao adjourned the meeting at 8:44 p.m.

Respectfully Submitted by,

Jessica Suntay, Administrative Assistant
Parks and Recreation Department

Minutes approved at the _____ regular meeting