



CITY OF CUPERTINO

AGENDA

LIBRARY COMMISSION

This will be a teleconference meeting without a physical location
Wednesday, February 3, 2021
7:00 PM

TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Members of the public wishing comment on an item on the agenda may do so in the following ways:

1) E-mail comments by 5:00 p.m. on Wednesday, February 3rd to the Commission at librarycommission@cupertino.org. These e-mail comments will be received by the commission members before the meeting and posted to the City's website after the meeting.

2) E-mail comments during the times for public comment during the meeting to the Commission at librarycommission@cupertino.org. The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email librarycommission@cupertino.org prior to speaking.

3) Teleconferencing Instructions

Members of the public may observe the teleconference meeting or provide oral public comments as follows:

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.

To address the Commission, click on the link below to register in advance and access the meeting:

Online

Please click the link below to join the webinar:

https://cityofcupertino.zoom.us/webinar/register/WN_ZDaqeEfzTDO-S9L_OSRLVw

Phone

Dial 669-900-6833 and enter Webinar ID: 968 8017 4027

(Type *9 to raise hand to speak)

Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

Meeting ID: 968 8017 4027

SIP: 96880174027@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference 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.

CALL TO ORDER**ROLL CALL****CEREMONIAL MATTERS AND PRESENTATIONS**

1. Subject: Oath of Office for Newly-Appointed Commission Members; Training on Commissioner Handbook Approved by City Council on January 19, 2021.
Recommended Action: 1.) Conduct Oath of Office for newly-appointed Commission members; and
2.) Conduct training on Commissioner Handbook:
 - a. Structure of Government
 - b. Commission Purpose
 - c. Attendance
 - d. Ralph M. Brown Act
 - e. Political Reform Act
 - f. Rosenberg's Rules of Order
 - g. Ethics Policy
 - h. City Work Program
 - i. Email Policy[Commissioner Handbook \(Jan. 2021\)](#)
2. Subject: Commissioner Introductions.
Recommended Action: Conduct Commissioner Introductions.
3. Subject: Chair and Vice Chair Selection.
Recommended Action: Conduct the selection of the Chair and Vice Chair.

APPROVAL OF MINUTES

4. Subject: Meeting Minutes for the January 6, 2021 Library Commission Meeting.
Recommended Action: Review and approve the minutes for the January 6, 2021 Library Commission meeting.
[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**

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

6. Subject: Review of the Library Patron Survey and Engaging the Community on Survey Feedback.
Recommended Action: Review of the Library Patron Survey and discuss ways to engage the community on survey feedback.
[Staff Report](#)
[A – Key findings from the 2019 Library Patron Satisfaction Survey](#)

NEW BUSINESS**STAFF AND COMMISSION REPORTS**

7. Subject: Monthly Update Reports.
Recommended Action: Receive Monthly Update Reports From:
 - Cupertino Community Librarian
 - County Librarian Monthly Update
 - Library Expansion Working Group
 - Friends of the Library
 - Cupertino Library Foundation
 - Commissioners
 - Poet Laureate
 - Staff

FUTURE AGENDA SETTING

8. Subject: Schedule for Annual Items and Future Agenda Items.
Recommended Action: Review and provide feedback on the schedule for annual items and future agenda items.
[Commission Annual Schedule](#)
[Library Commission - Items TBD](#)

ADJOURNMENT

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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 during normal business hours.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. You are hereby admonished not to include any personal or private information in written communications to the City that you do not wish to make public; doing so shall constitute a waiver of any privacy rights you may have on the information provided to the City.

Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.