



DRAFT MINUTES
LIBRARY COMMISSION
Wednesday, April 6, 2022

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:00 p.m., Chair Pan called the meeting to order via remote teleconference.

ROLL CALL

Commissioners: Qin Pan, Liyan Zhao, Rahul Vasanth, Sheela Sreekanth, Archana Panda
City/County Staff: Joanne Magrini, Rachelle Sander, Molly James, Jessica Javier, Jim Throop, Susan Michael, Kevin Khuu, Clare Varesio, Jennifer Weeks

Presenters: Jing Jing Yang

Absent: None

CEREMONIAL MATTERS AND PRESENTATIONS

None

APPROVAL OF MINUTES

1. Subject: March 2, 2022 Library Commission Meeting Minutes

Recommended Action: Review and approve the March 2, 2022 Library Commission meeting minutes.

Vice Chair Zhao motioned to approve the minutes as submitted. Commissioner Sreekanth seconded. Motion passed unanimously.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

Chair Pan shared an email received from a community member about adding more charging cables to the Library.

OLD BUSINESS

2. Subject: Update on the Library Expansion Project

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

Susan Michael, Capital Improvement Program Manager, presented on the item and provided an update on the construction of the Library. Shared conceptual drawings for the landscape

around the building and inside of the courtyard. A gala event will be hosted for the opening on Friday, April 29.

3. Subject: Discuss Expanding the Library Commission into the Library and Community Engagement Commission

Recommended Action: Discuss and consider adding to the roles and responsibilities engaging residents on city programs.

Chair Pan reviewed the item from the previous meeting and opened the item for discussion.

Jim Troop, City Manager, commented on the considerable duties of the Library Commission and encouraged Commissioners to consider their current workloads. Suggested refocusing the consideration of community engagement to the Library and possible Library events and programs.

Commissioner Vasanth mentioned Campbell as an example of a Library Commission that had expanded their duties, but the focus remains on the library and to utilize and support it as a hub for civic engagement. Commissioner Panda agreed and suggested to continue developing hybrid and virtual options to better utilize resources and help more community members. Clare Varesio, Community Librarian, agreed with City Manager Troop's comments and provided her concerns that expanding the Commission's roles and responsibilities could result in losing focus on the Library. Commented that community engagement and outreach is currently integral in the Commission's current duties and to consider the engagement from other Commissions as well.

Liana Crabtree, Cupertino Resident, commented on the Library as a hub for community engagement, with the focus of promoting new developments, programs, or events at the Library. Had no opinion on expanding the Commission's duties, but reminded the Commission about current possible engagement opportunities.

Vice Chair Zhao commented that with the expansion, there will be many opportunities to promote events and engage with the community. Suggested postponing the item and to focus on current community engagement opportunities, with a focus on Library programs and events and continued partnership with the Library.

Commissioner Vasanth suggested adding to the Library Commission's duties a responsibility of civic engagement within the Library's space, not tied to programs, but still with the focus on the Library.

Chair Pan reviewed the discussion so far and supported Vice Chair Zhao's suggestion to clarify the Commission's duties to possibly expand or include community engagement. Suggested tabling this item for Commissioners to think about potentially expanding their responsibilities.

Chair Pan motioned to table the item and have Commissioners think about options to either expand the Commission's duties or narrow down the name change. Commissioner Panda seconded. Motion passed unanimously.

NEW BUSINESS

4. Subject: Cupertino Poet Laureate Program and 2023-2025 Poet Laureate Selection Process

Recommended Action: Discuss the Poet Laureate Program and select a sub-committee to outreach and establish the selection committee for the 2023-25 Poet Laureate Selection Process.

Joanne Magrini, Director of Parks and Recreation, introduced Molly James, Recreation Manager, to present on this item. Molly reviewed the Poet Laureate program with the Commission.

Jing Jing Yang, current Cupertino Poet Laureate, thanked the Commissioners for extending her term. Offered to help in the selection of the next poet laureate. Provided a report on several upcoming events such as an event on April 30, to celebrate reopening of the Library and the original Cupertino Poetry Circle and April as national poetry month. In May, will celebrate Asian American and Pacific Islander Heritage Month. Will have a guest named Hatl to celebrate the arts and creativity. Will judge for the Youth Rotary Poetry Contest with the Santa Clara County Poet Laureate and former Poet Laureate Jennifer Swanson. Will do poetry windows at the Library in June and work at the City's Bike Festival in the fall.

Commissioner Panda suggested expanding the qualifications to potentially garner more widespread applicants and establish a person to focus on the management side and partner with the poet laureate.

Vice Chair Zhao commented on the current rules and suggested expanding the limitation that the person must be a Cupertino Resident or must have worked in Cupertino for at least 2 years and to include the current Poet Laureate in the Selection Committee.

Chair Pan suggested continuing to push to update the Poet Laureate playbook to improve on the selection of the next Poet Laureate and suggested finding a middle ground for all parties to work together to support the program.

Liana Crabtree, Cupertino Resident, shared her experience in the previous recruitment, comments made by the previous poet laureate, and agreed that there needs to be a greater support team for the position.

The Commission thanked Jing Jing for her work and effort as the current Poet Laureate. Commissioner Panda offered to help Jing Jing with her programs and events.

Commissioner Panda and Vice Chair Zhao volunteered to be on the subcommittee.

Commissioner Panda motioned for Jing Jing Yang, Vice Chair Zhao, and herself to be part of the subcommittee. Vice Chair Zhao seconded. Motion passed unanimously.

5. Subject: Discuss the Poet Laureate Handbook and Consider Forming a Subcommittee
Recommended Action: Discuss the Poet Laureate Handbook and consider forming a subcommittee.

Chair Pan reviewed this item. Director Magrini supported the utilization of connections from the previous and current poet laureates, along with performing more outreach such as tabling in front of the library and educating community members on the program. Chair Pan suggested the current subcommittee take time to review the playbook during the recruitment process to highlight specific areas that could be improved or updated and to request the changes to City Council. Commissioner Panda suggested recruiting a junior Poet Laureate, who will take over the position once the current poet laureate graduates from the position. Jing Jing suggested for future updates to potentially recruit a youth poet laureate and will send a list of her activities and events to City staff to share with the Commissioners.

Chair Pan motioned for the current subcommittee to review the current playbook and suggest parts and sections to potentially update. Commissioner Vasanth seconded. Motion passed unanimously.

6. Subject: Discuss Art Display Areas at the Library
Recommended Action: Discuss possible art display areas at the Library.

Clare Varesio, Community Librarian, provided information on this item, including upcoming art display projects such as from the Cupertino Library Foundation, the Fine Arts League, the Mayor's Cup challenge, a temporary exhibit from Recology's Artist in Residence program, and will continue to work with the Cupertino Poet Laureate to put poetry on display. Chair Pan suggested working on expanding and displaying art to other potential areas and suggested reaching out to the Library Foundation. Clare confirmed the Library will continue to work on this item.

7. Subject: Library Commission Photo Selection
Recommended Action: Review and select a photo for the Library Commission to be displayed at the Cupertino Library.

The Commission reviewed and selected the second photo. Staff will work on the photo to expand the quote and Commissioner Sreekanth offered to help. Joanne reminded Commissioner Vasanth and Vice Chair Zhao to submit a personal photo for the City's webpage.

STAFF AND COMMISSION REPORTS

8. Subject: Monthly Update Reports.
Recommended Action: Receive monthly update reports from:

- Cupertino Community Librarian
Clare Varesio reported as submitted.
- County Librarian Monthly Update
Jennifer Weeks reported as submitted.
- Friends of the Library
Had a book sale on Saturday, April 2. Will hosted another book sale in late Summer and have opened up the donation bins again from Tuesday mornings to Thursday afternoons.
- Cupertino Library Foundation
No updates.
- Commissioners
No updates.
- Poet Laureate
Was heard earlier.
- Staff
Director Magrini reported on the following items:
 - o Big Bunny 5K on April 16
 - o Earth day on April 23
 - o The City's public engagement portal called Engage Cupertino and current surveys in progress: the All-Inclusive Playground and the Lawrence Mitty Park Master Plan.
 - o The May meeting will most likely be in person.
 - o Jessica Javier as the new Administrative Assistant.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

Discussed attendees for upcoming Mayor's Meetings:

- April – Commissioner Vasanth
- May – Commissioner Panda
- June – Vice Chair Zhao

Commissioner Panda will attend the May Mayor's meeting for Chair Pan. Staff asked the Commissioners to respond about the tour dates for the Library Expansion.

FUTURE AGENDA SETTING

None

ADJOURNMENT:

Chair Pan adjourned the meeting 9:08 p.m.

Respectfully Submitted by,

Kevin Khuu, Management Analyst