



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, September 5, 2018

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 7:04pm, Chair Wang called the meeting to order at the Cupertino Library, 10800 Torre Ave, Cupertino in the Story Room.

ROLL CALL

Commissioners: Amanda Jia Wo, Gopal Kumarappan, Christie Wang, Liana Crabtree, Rose Grymes.

Absent: None

City/County Library Staff: Christine Hanel, Clare Varesio, Nancy Howe, Jeff Trybus, Chuck Griffin

APPROVAL OF MINUTES

Special Meeting of May 2, 2018: SWOT Analysis

The Commission amended the SWOT Analysis, adding more to the title of each category and adding a footnote. Commissioner Kumarappan motioned to approve the amended SWOT Analysis from May 2 and Chair Wang seconded. Motion passed with 3 yes and 2 abstain.

Special Meeting of July 23, 2018

The Commission requested moving the last sentence of paragraph 2 to paragraph 3 under Old Business. Vice Chair Crabtree motioned to approve the amended minutes and Commissioner Kumarappan seconded. Motion passed with 3 yes and 2 abstain.

Regular Meeting of August 1, 2018

The Commission requested changing the month from August to July under the Explore Merging Commissions item in the first sentence. Chair Wang motioned to approve the amended minutes and Commissioner Grymes seconded. Motion passed unanimously.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

The Commission moved the Library Parking item number 5 next on the agenda.

NEW BUSINESS

Library Parking

Jeff Trybus provided an update on the 4-minute book drop parking at the Cupertino Library. Both Code Enforcement and Sheriffs have monitored and issued citations as necessary. Jeff reached out to the Public Works department. Recommending public outreach by:

- A-frame sign indicating possible municipal code citation. The design and wording will be approved by the Library Commission at a future meeting.

Shared the following data:

- In 2016, 188 parking citations for the Library Parking Area.
- In 2017, 316 parking citations total.
- In 2018, 70 citations so far.

Recommended advertising to the public, such as Facebook and the Cupertino Scene, once sign was created.

Vice Chair Crabtree motioned to approve the proposal to design an A-frame sign and will consider methods of outreach when the sign sample is presented to the Commission.

Commission Kumarappan seconded. Motion passed unanimously.

OLD BUSINESS

Cupertino User Survey Results & Actions

Clare Varesio highlighted the following:

- Wayfinding project is complete.
- New Mobile Furniture – children's group study room
- Created interpretive signage along fish tank display.
- Increased in investment in EBooks.
- Increases in weekend programs, with 145 attendees in 4 programs in August. In total, 34,000 patrons in 711 programs.
- Outreach program – 130 visits, with 6615 attendees
- New Services – Passport Acceptance Program, Extra 6 hours of operation per week. Increase in evening hour's attendance since June, and visitor and circulation totals increased from August 2017.

On September 18, there was a City Council Proclamation for Expanded Library Hours.

NEW BUSINESS

Commissions Merge and Efficiency Improvements

Provide more updates to City Council throughout the year. Staff should continue attending meetings. Audio recording in addition to minutes recommended.

Commissioner Kumarappan motioned to recommend audio recording of future meetings. Chair Wang seconded. Motion passed with 4 yes and 1 no.

2018-2019 Work Plan

Staff will send the City Council work plan to the Commissioners for reference. Staff requested the Commissioners send in work plan brainstorming ideas by September 21.

STAFF AND COMMISSION REPORTS

- Cupertino Community Librarian Report – August report as submitted.
- County Librarian Report – As submitted.
- Friends of the Library Report – None.
- Cupertino Library Foundation Report – None.
- Commissioner Report – Chair Wang will send minutes from the Mayor's Meeting to the Commission. Commissioner Crabtree announced Lookmobile, a partnership with a local non-profit.
- Poet Laureate Report – None.
- Staff Report – None.
- Calendar Review –
Commissioners to attend Mayor's meetings, 1st Wednesday @ 5:30pm, as follows:
Commissioner Wo – November 7
Commissioner Kumarappan – December 5

ADJOURNMENT: The meeting adjourned at 9:41pm.
Respectfully Submitted by,

Christine Hanel, Assistant Director of Recreation and Community Services

Minutes approved at the _____ meeting.