



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, October 3, 2018

**LIBRARY COMMISSION REGULAR MEETING**

**CALL TO ORDER**

At 7:05pm, Vice Chair Crabtree 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 (arrived at 7:08pm), Liana Crabtree, Rose Grymes.

Absent: None

City/County Library Staff: Christine Hanel, Clare Varesio, Chris Brown

**APPROVAL OF MINUTES**

Regular Meeting of September 5, 2018

Item was tabled to the November meeting.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**OLD BUSINESS**

Cupertino User Survey Results & Actions

Clare Varesio highlighted the following:

- Service Plan Update - have 85% of residents to be active library cardholders
- Targeted Language Schools – 495 parent/student outreach
- East meets west audience – 2100 attendees
- Passport acceptance service – began in April 2018, total of 818 applications
- District Wide Goals:
  - o Alignment of program times with community norms. 60 weekend programs – 3900 attendees.
  - o Direct mail campaign to new residents
    - Library Ecard
  - o Student cards offered to all CUSD students
- Chris Brown discussed upcoming 2019 survey, surveying current library users. Used a survey company to ensure best practices.
  - o Would like questions regarding accessibility & parking.

- There will be 12 focus groups established.
- Suggested complimentary survey through the City: Godbe or an online survey.

The Commission offered to assist with outreach to non-English speakers and can send one member to the focus group. Commissioner Kumarappan and Vice Chair Crabtree will form a subcommittee for accessibility. Commissioner Kumarappan motioned to have funding to be established to purchase as a participation incentive to support surveys by Cupertino Residents. Chair Wang seconded. Motion passed unanimously.

#### 2018-2019 Work Plan

At the next meeting, will have each commissioner bring a list of objectives. Will have easel pads and post-it notes with prioritized objectives to continue work on the Commission work plan.

#### **NEW BUSINESS**

##### January 2019 Meeting

Commissioner Grymes motioned to move the January meeting to January 9, 2019, at 7pm. Commissioner Wo seconded. Motion passed unanimously.

#### **STAFF AND COMMISSION REPORTS**

- Cupertino Community Librarian Report – September report as submitted.
- County Librarian Report – As submitted.
- Friends of the Library Report – None.
- Cupertino Library Foundation Report – None.
- Commissioner Report – None.
- Poet Laureate Report – None.
- Staff Report – None.
- Calendar Review –  
Commissioners to attend Mayor's meetings, 1st Wednesday @ 5:30pm, as follows:  
Commissioner Crabtree – January 2019

**ADJOURNMENT:** The meeting adjourned at 9:12pm.

Respectfully Submitted by,

Christine Hanel, Assistant Director of Recreation and Community Services

*Minutes approved at the \_\_\_\_\_ meeting.*