



DRAFT MINUTES LIBRARY COMMISSION

Wednesday, November 7, 2018

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 7:06 pm, 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 (left meeting at 8:30 pm).

Absent: None

City/County Library Staff: Christine Hanel, Clare Varesio, Nancy Howe, Jaqui Guzman

APPROVAL OF MINUTES

Regular Meeting of September 5, 2018

Vice Chair Crabtree motioned to approve the minutes and Commissioner Grymes seconded.

Motion passed unanimously.

Regular Meeting of October 3, 2018

Commissioner Kumarappan motioned to approve the minutes and Chair Wang seconded.

Motion passed unanimously.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

- 1.) Kitty Moore reported on her visit to the Registrar of Voters.
- 2.) Mayor Paul expressed his appreciation to the Library Commission.

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

Cupertino User Survey Results & Actions

City Librarian, Clare Varesio highlighted the following:

- Creativebug.com is a new e-library resource
- Updated statistics of collections and circulation
- Passport services has accepted 1,155 applications

2018-2019 Work Plan – postponed to December 5, 2018

Note: Chair Wang moved Item 7 to accommodate County Librarian, Nancy Howe.
County Librarian Report was given.

Improving Efficiency and Communication of City Commissions

Report shared by Jaqui Guzman and feedback provided by Commission on the following items:

- Concerns about adding formality to Mayor's meetings; would not provide the ability to review minutes by people in attendance
- Oral Communications – Kitty Moore recommended Robert's Rules of Order over Rosenberg's
- Council Liaison – Divergent views provided by each Councilmember
- Council Work Program approvals – may delay progress of Commission
- Code of Ethics document – feedback by Commission may be sent to Jaqui Guzman
 - Staff suggested training could be provided by Markkula Center of Applied Ethics

NEW BUSINESS

Survey – Proposed Questions and Incentive Program

Commissioners may send questions to Christine Hanel by November 28, 2018.

STAFF AND COMMISSION REPORTS

- Cupertino Community Librarian Report – As submitted.
- Friends of the Library Report – None.
- Cupertino Library Foundation Report – None.
- Commissioner Report – None.
- Poet Laureate Report – None.
- Staff Report –
Christine Hanel announced the Tree Lighting is on November 30, at 6:00 pm and Breakfast with Santa will take place on December 1, 8:30 – 10:30 am
- Calendar Review –
Commissioners to attend Mayor's meetings, 1st Wednesday @ 5:30pm, as follows:
Vice Chair Crabtree – January 2019

ADJOURNMENT: The meeting adjourned at 9:30 pm to December 5, 2018 at 6:30 pm (please note early meeting time)

Respectfully Submitted by,

Christine Hanel, Assistant Director of Recreation and Community Services

Minutes approved at the _____ meeting.