



DRAFT MINUTES LIBRARY COMMISSION

Wednesday, December 5, 2018

LIBRARY COMMISSION SPECIAL MEETING

CALL TO ORDER

At 6:41 p.m., there was no quorum. At 6:49 p.m., Chair Wang called the meeting to order at the Cupertino Library, 10800 Torre Ave, Cupertino, in the Think Tank Room.

ROLL CALL

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

Absent: Rose Grymes

City/County Library Staff: Jeff Milkes, Clare Varesio, Cynthia Rios Garcia

APPROVAL OF MINUTES

Regular Meeting of November 7, 2018

Chair Wang motioned to approve the minutes, with an amendment, to include the new date for the January 2019 Commission meeting from January 2, 2019 to January 9, 2019. Vice Chair Crabtree seconded. Motion passed with 4 yes and 1 absent.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

2018-2019 Work Plan

The Commissioners listed the City's Work Plan priorities and assigned items they want to work on per these priorities:

- Operational Efficiency
- Public Engagement and Transparency
- Public and Private Partnerships
- Community Livability and Sustainability Infrastructure
- Financial Stability
- Smart City

The Work Plan items will be typed by City staff and sent to the Library Commissioners on or around the 11th of December. The plan is to add the item as Old Business at the January meeting and take action.

NEW BUSINESS

Survey – Proposed Questions and Incentive Program

The Commissioners discussed potential outreach to Cupertino-only resident users of the Library. The intent is to use incentives to get people to complete a County survey. The 10-15 minute survey is available for 2- 4 weeks, ending in the Spring. No action is taken on the survey items but the Commission wants to look at it again at January or February's meeting. The Commission took no action but agreed to consider the survey again.

STAFF AND COMMISSION REPORTS

- Cupertino Community Librarian Report
Clare Varesio reported on the library's website and resources in different languages. She reported that the library has over 150,000 items in 20 different languages. Clare shared the Library Monthly Report for November, 2018. She shared information on the Library's new Think Tank meeting room.
- 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 – None

ADJOURNMENT: The meeting adjourned at 8:32 p.m. to January 9, 2019 at 7:00 p.m.

Respectfully Submitted by,

Jeff Milkes, Director of Recreation and Community Services

Minutes approved at the _____ meeting.