



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, January 9, 2019

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 6:59 p.m., there was no quorum. At 7:07 p.m., Vice Chair Crabtree called the meeting to order at the Cupertino Library, 10800 Torre Ave, Cupertino, in the Think Tank Room. Chair Wang arrived at 7:08pm. Vice Chair Crabtree deferred to Chair Wang at 7:18 p.m.

ROLL CALL

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

Absent: Rose Grymes

City/County Library Staff: Jeff Milkes, Clare Varesio, Nancy Howe

APPROVAL OF MINUTES

Special Meeting of December 5, 2018

Chair Wang motioned to approve the minutes with the following amendments:

- Roll Call - City/County Library Staff attendees: Add Diane Roche, delete Cynthia Rios Garcia.
- New Business – Survey – Proposed Questions and Incentive Program: Make agenda item for February to have further conversation about a Cupertino resident-only survey and incentives.

Commissioner Gopal seconded. Motion passed with 4 yes and 1 absent.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

Survey – Proposed Questions and Incentive Program

Add to February agenda to have further conversation about a Cupertino resident-only survey and incentives.

Library Commission Work Plan Items

Director Milkes led a discussion about the process of presenting work plan items to City Council.

- In February, City Council will set goals and set a timeframe for the following fiscal year (July 1, 2019-June 30, 2020).

- Library Commission will select a new Chair in February, at which point items in their work plan requiring financial support should be coordinated and prioritized. The goal is to create and present to City Council a work plan that starts in July 2019 so it is in alignment with City's budget for next fiscal year.
- Work plan items with no budget requirements, such as the incentive plan and Poet Laureate, can be started prior to next fiscal year.
- Finalize presentation at March Commission meeting to be ready to present to City Council in April/May.
- Library Commission's request will be for City Council to accept their presentation.

Commissioners made the following suggestions regarding the work plan:

- Work Plan should not be a line-by-line review. This is a presentation, not a formal approval process.
- Provide a template so each Commission can present their work plans in a similar fashion; e.g. how does the item align with City goals or strategies, what is the benefit of the item, what is the timeline.
- Propose a time limit on Commission presentations.
- Propose City Council hold a special meeting just for work plan presentations so each Commission can hear each Commission's work plan and collaborate with each other.

Vice Chair Crabtree motioned that the suggestions offered above be reflected in the minutes and to table prioritization of work plan items to the next meeting, February 6. Commission Kumarappan seconded. Motion passed with 4 yes and 1 absent.

NEW BUSINESS

Cupertino Library Extended Hours

Clare Varesio reported as submitted. The Santa Clara County Library District Joint Powers Authority (JPA) Board approved an increase of \$428,596 for additional staffing to support the Cupertino Library. JPA-proposed options on how to best use these funds were discussed.

Option 1A: Add Saturday hours 6:30 p.m. to 9:00 p.m. and Sunday 6:30 p.m. to 7:00 p.m.

Option 1B: Add Saturday and Sunday hours from 6:30 p.m. to 9:00 p.m.

Option 2A: 55 monthly school, preschool and community visits

Option 2B: 30 monthly school, preschool and community visits

Option 2C: Combine Option 1A and 2B

Commissioner Kumarappan motioned that the Library Commission recommends Option 1A plus 2A, with their second choice being 2C. Chair Wang seconded. Motion passed with 4 yes and 1 absent.

Book Recommendations

Add agenda item at future meeting to have further discussion on this topic.

Commissioner Terms

Effective January 30, 2019, Commissioners Grymes and Kumarappan's terms will end. City Council will be conducting interviews for Library Commission applicants on January 28 & 29, 2019. Extend invitation to new commissioners to participate in Commissioners Forum on February 2, 2019.

County Librarian & City Librarian Reports

Going forward, upload reports and any handouts to City website following Library Commission meeting

STAFF AND COMMISSION REPORTS

- **Cupertino Community Librarian Report**
Clare Varesio reported as submitted. Topics included Reading Buddies, November circulation, Go Go Biblio, upcoming programming, and new passport service offered at Cupertino Library.
- **County Librarian Report**
Nancy Howe reported as submitted. Topics included Silicon Valley Reads, Yewno, Star Library Ranking, upcoming events.
- **Friends of the Library Report – None**
- **Library Foundation – None**
- **Commissioner Reports**
Commissioner Crabtree reported on the last Parks & Recreation Commission meeting, Teen Commission Hack-a-Thon, pilot Teen Center at Lawson Middle School, and Audit Commission.
- **Calendar Review**
Chair Wang will attend the February Parks & Recreation Commission meeting, Commissioner Wo will attend the March meeting, followed by one of the newly appointed commissioners in April.

Commissioners requested that they receive electronic copies of Cupertino Community Librarian Report and County Librarian Reports and that they, along with any handouts, be uploaded to City website following Library Commission meeting.

ADJOURNMENT: The meeting adjourned at 9:05 p.m. to February 6, 2019 at 7:00 p.m.

Respectfully Submitted by,

Jeff Milkes, Director of Recreation and Community Services

Minutes approved at the _____ meeting.