



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, February 6, 2019

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 7:03 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: Liana Crabtree, Amanda Jia Wo, Christie Wang, Qin Pan, Rahul Vasanth
City/County Library Staff: Jeff Milkes, Clare Varesio, Nancy Howe

Absent: None

Introduction of new Commissioners Pan and Vasanth.

CEREMONIAL MATTER AND PRESENTATIONS

Chair/Vice Chair Selection

Chair Wang motioned to have Vice Chair Liana Crabtree as the new Chair and Commissioner Amanda Jia Wo as the new Vice Chair. Commissioner Vasanth seconded. Motion passed unanimously.

ORAL COMMUNICATIONS

Gopal Kumarappan thanked Library commissioners and spoke about collaboration between the commissions.

NEW BUSINESS

Survey on Improving Council-Commissions Communications

Interim City Manager Timm Borden discussed the survey and asked that Commissioners turn them in by Wednesday, February 13. Exiting commissioners were also asked to fill out survey.

Survey can be emailed to Lauren Sapuder, Executive Assistant to City Manager, at

LaurenS@cupertino.org.

OLD BUSINESS

Library Commission Work Plan Items

Interim City Manager Timm Borden discussed City Council's work program and how it relates to Commission work programs.

- Council's work program is adopted the first Council meeting in April. Resources are allocated and put into the draft operating budget.
- City Council's approved work program and budget will be implemented July 1, 2019.
- Items within the work program are pushed out to appropriate Commission(s).
- These items become the Commissions' work program also beginning July 1.
- Commission work plans should not take up any significant staff resources.

- Commissioners can also collect new items and submit to the City liaison and those items will go into the work program for in March/April timeframe for the following fiscal year.
- Funds are available in July.
- Commission can add items during the year. City liaison can bring items to the City Manager, who would make the proposal to City Council to add items.
- A copy of the current fiscal year's budget will be provided to the Commission.

Director Milkes suggested that the City Attorney present at a future Commission meeting if Commissioner's would like to learn about the Brown Act.

STAFF AND COMMISSION REPORTS

Library Foundation Report

President Henry Sang reported as submitted.

- The Library Foundation was formed as an independent foundation in 1994 and has conducted special programs for the last 15-20 years.
- Actively recruiting for a marketing specialist with communication skills.
- Partnering with Teen Advisory Council.
- Pursuing new partnerships with medical organizations to support the Wellness Program run by the library.

Cupertino Community Librarian Report

Clare Varesio reported as submitted.

- Online services are available for skill building, including Universal Class, creativebug, Rosetta Stone.
- All FUHSD students received library cards in December creating a marked increase in new patron members.

Wellness Program - Sunday Afternoons

Last year's topics included acupressure, digestion, skin care, cholesterol, meditation and mindfulness, and Alzheimer's.

County Librarian Report

Nancy Howe reported as submitted.

- Brought United Nations Association Film Festival to the South Bay
- 140 upcoming new programs

Friends of the Library Report – None

Commissioner Reports

Commissioner Wo reported that a draft of the Parks & Recreation System Master Plan was presented at the January Parks & Recreation Commission meeting.

Calendar Review

Commissioner Wang will attend the special Mayor's meeting in March. Commissioner Pan will attend meeting in April. Commissioner Vasanth will attend in May.

APPROVAL OF MINUTES

Special Meeting of January 9, 2019

Commissioner Wang motioned to approve the minutes and Vice Chair Wo seconded. Motion passed unanimously.

Library Commission's recommendation for Cupertino Library Extended Hours has gone to Chad Mosley, Interim Assistant Director of Public Works. Tentative item will go to City Council on February 19.

Vice Chair Wo and Commissioner Wang made motion for staff direction to identify Cupertino Library Think Tank Room as future location for all Library Commission meetings going forward. Motion passed unanimously.

OLD BUSINESS

Survey – Proposed Questions and Incentive Program

Library District conducts a tri-annual Patron Satisfaction Survey. Next survey should take place in spring 2019.

Discussed incentives to encourage library patrons to participate in the survey. Suggestions included:

- Instead of spending money on incentives, use it for marketing/outreach.
- Hire temporary staff or ask for volunteers to ask patrons to take the survey.

Chair Crabtree opened the discussion up to community members in attendance.

- When checking out, ask if library patrons would be interested in taking survey.
- Email survey to all library card holders.
- Commissioners encouraged to get the word out through email contacts, social media, etc.
- Attend other commissions to inform them of survey.

Chair Crabtree requested this item forward as Old Business to March meeting. Change item to Proposed Questions, Marketing Plan, and Incentive Programs.

Library Commission Work Plan Items

Chair Crabtree suggested moving this item to the March 6 agenda as Old Business.

City liaison to provide new commissioners with work plan items previously prepared by the Library Commission.

Defining the Relationship Between the City of Cupertino and the Cupertino Historical Society

Chair Crabtree requested that this item be removed from the February 6 meeting agenda and that future meeting agenda items only include items that:

- Fall under the purview of the Library Commission
- Can be linked to a City Council or Library Commission work plan item, and/or
- Represents specific requests from Council directed to Commissions in general or to the Library Commission specifically.

Director Milkes spoke to the purpose of the Historical Society presenting to Library Commission. The Historical Society presented to the Parks and Recreation Commission stating that they wanted to bring the City on board to acknowledge the fact that they play the role of the City's archivist and wanted to make sure that is memorialized.

Chair Crabtree motioned that the item removed from the agenda and, at this time, that it not be brought back as an agenda item to Library Commission and that they welcome representatives from the Historical Society if they have information they want to share with the Commission to come and speak during Oral Communications. Commissioner Vasanth seconded the motion. Motion passed with 3 yes, 1 no, and 1 abstaining.

Book Recommendations

Chair Crabtree requested that Book Recommendations be postponed to the March 6 meeting.

POSTPONEMENTS

None

WRITTEN COMMUNICATIONS

None

ADJOURNMENT: The meeting adjourned at 9:30 p.m. to March 6, 2019 at 7:00 p.m.

Respectfully Submitted by,

Jeff Milkes, Director of Recreation and Community Services

Minutes approved at the _____ meeting.