



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

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 7:04 p.m., Chair Crabtree 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, Qin Pan, Rahul Vasanth
City/County Library Staff: Jeff Milkes, Heather Minner, Clare Varesio, Chris Brown
Absent: Christie Wang

APPROVAL OF MINUTES

Meeting of February 6, 2019

Commissioner Vasanth made a motion to approve the minutes with the following amendment: under Old Business, Book Recommendations, add that the item was postponed "due to time constraints" and Commissioner Pan seconded. Motion passed unanimously.

CEREMONIAL MATTERS AND PRESENTATIONS

Brown Act Presentation

City Attorney Heather Minner gave a brief overview and how it relates to commission activities.

- All meetings must be noticed and open to the public with a few exceptions
- Written materials should be made available to the public
- Public must be allowed to speak

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

Proposed Questions, Marketing Plan, and Incentive Programs (Tri-Annual Library Survey)

Chris Brown reported on status of the tri-annual survey.

- Library District has started working on the survey
- Harder & Company, a research based firm in San Francisco, will do the survey design
- Hope to launch the survey at the end of April
- Need Library Commission support to focus on promotion and outreach about the survey as opposed to incentives

- Two focus groups, one for north county and one for south county, consisting of 8-10 people on each
- Online survey with paper copies available
- Available in multiple languages
- Purpose is to provide useful and actionable information

Move item to April meeting for further discussion as Marketing Plan for Tri-Annual Library Survey.

Library Commission Work Plan Items

Director Milkes discussed next steps for work plan items.

- Prioritize actionable items want to accomplish while keeping in mind Council's draft work plan items
- Create a month-to-month agenda of items to work on
- Ask for items to be added to the budget

Chair Crabtree would like to see issues related to short-term parking, signage, and patron drop-off and pick-up added to work plan items. Commissioner Vasanth spoke about the lack of library space to bring in speakers.

Chair Crabtree requested that all commissioners be sent the link to the Library Commission work plan items document. Commissioners should send a list of priority items plus any new items to Kevin Khuu by March 20, as well as any ideas on a template to organize the work plan items. Cross-reference priority items with some of City Council's work plan items. Bring item back at the April meeting.

Commission directed staff to investigate how to promote library events on City's Next Door social network.

Vice Chair Wo made a motion to approve the suggestion to run a trial outreach to promote "The Root Causes of Pain" event on March 24, 2019 and Commissioner Vasanth seconded. Motion passed unanimously.

NEW BUSINESS

Book Recommendations

Vice Chair Wo gave an update. The item has been on the agenda for three months giving the public an opportunity to speak on how the Library select books to add to their recommendation list. The item can now be removed from the agenda for next month.

STAFF AND COMMISSION REPORTS

Cupertino Community Librarian Report

Clare Varesio reported as submitted.

County Librarian Report

Chris Brown reported as submitted.

Friends of the Library Report

None

Cupertino Library Foundation Report

None

Commissioner Reports

Commissioner Vasanth reported on the March Mayor's meeting.

Poet Laureate Report

None

Staff Report

None

Calendar Review

Commissioner Pan will attend the April Mayor's meeting and Commissioner Wang will attend the May Mayor's meeting.

ADJOURNMENT: The meeting adjourned at 9:21 p.m. to April 3, 2019 at 7:00 p.m.

Respectfully Submitted by,

Jeff Milkes, Director of Recreation and Community Services

Minutes approved at the _____ meeting.