



DRAFT MINUTES LIBRARY COMMISSION

Wednesday, June 5, 2019

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 7:02 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, Christie Wang
City/County Library Staff: Jeff Milkes, Nancy Howe, Clare Varesio

Absent: None

Attendance: Henry Sang

APPROVAL OF MINUTES

1. Meeting of May 1, 2019

Vice Chair Wo motioned to approve the draft minutes. Commissioner Pan seconded. Motion passed unanimously.

CEREMONIAL MATTERS AND PRESENTATIONS

None

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

2. Discussion of the City Council Work Program Item "Library Community Room Addition". Consider Immediate Action to Show Support for the Addition of a Community Room Inside the Cupertino Library. Receive Update from the Cupertino Library Foundation, as Available.

Henry Sang, from the Cupertino Library Foundation, presented information about the project. Commissioner Wang motioned to assign the following Commissioners as representatives to the foundation working group: Vice Chair Wo and Commissioner Pan, with Commissioners Wang and Vasanth as 1st and 2nd alternatives respectively. Commissioner Vasanth seconded. Motion passed unanimously.

Chair Crabtree moved item number 6 to next item on the agenda.

NEW BUSINESS

6. Discussion of Environmental Factors, Such as Seating, Noise Level, Tutoring Activity, Affecting Patron Satisfaction and Library Use. Update on the Plan to Redesign Seating and Study Spaces

The Chair suggested revisiting this item at the July meeting. Commissioners were asked to review the "Behavior Standards" of Cupertino Library and other public libraries and to bring their edits or re-wording of the Standards to the July meeting. These edits may be presented by the Commissioners to the JPA Board meeting in October.

OLD BUSINESS

3. Discussion of a Marketing Plan and Scheduling of Outreach Events to Promote the Tri-Annual Library Survey. The Survey Opened on 5/22/2019. Follow Up with Library District Staff to Learn To-date Participation Numbers, if Available. Determine if Individual Efforts to Promote the Survey are Sufficient OR if Organized Outreach is Necessary to Boost the Participant Total to the Preferred Target Number.

Current numbers already exceeding what occurred 3 years ago. 826 respondents already.

4. Receive Update on the Current Process Library Staff Follows to Reserve Community Hall For Library Programming and Recommendations for Improvement. As of 5/1/2019, the Library District Had Stopped Booking Library Programs at Community Hall Due to Unacceptable Terms Identified in the Indemnity Portion of the Reservation Application. Consider Actions to Show Support for an Efficient and Unambiguous Reservation Process that Ensures Timely Confirmation of Each Priority Use of Community Hall by the Library.

Postponed

5. Discussion of Future Library Commission Work Plan Items to Submit for City Council Approval for FY 2019-2020

Postponed

STAFF AND COMMISSION REPORTS

7. **Cupertino Community Librarian Report**

Clare Varesio reported as submitted.

County Librarian Report

Nancy Howe reported as submitted.

Friends of the Library Report

None

Cupertino Library Foundation Report

None

Commissioner Reports

Poet Laureate Report

None

8. Discussion of Commissioners' Attendance at Upcoming Meetings and Community Events

Commissioners to attend the next Mayor's meetings as follows:

- July: If on the 3rd, then Vice Chair Wo will attend. If on the 10th, Commissioner Pan will attend.
- August: Commissioner Vasanth
- September: either Vice Chair Wo or Commissioner Pan, depending on July meeting.

ADJOURNMENT: The meeting adjourned at 9:20 p.m. to July 10, 2019 at 7:00 p.m.

Respectfully Submitted by,

Jeff Milkes, Director of Parks & Recreation

Minutes approved at the _____ meeting.