



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, August 7, 2019

**LIBRARY COMMISSION REGULAR MEETING**

**CALL TO ORDER**

At 7:00 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, Christie Wang

City/County Library Staff: Kim Calame, Clare Varesio

Absent: Rahul Vasanth

Attendance: None

**APPROVAL OF MINUTES**

1. Special Meeting of July 10, 2019

Commissioner Pan amended the minutes under Old Business, item number 2, to add the following sentence: The progress of the Community Room Working Group was discussed briefly. Also, under Old Business, item number 7, the number 1400 was corrected to 1425. Commissioner Pan motioned to approve the draft minutes with the amendments stated above. Vice Chair Wo seconded. Motion passed with 3 yes, 1 abstain, and 1 absent.

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**OLD BUSINESS**

2. Discussion Recruitment Tasks and Timeline for Selecting the 2020-21 Poet Laureate.

Consider All Options for Filling the Open Poet Laureate Position for the 2020-21 Term. Review Guidance Received from the Current Poet Laureate on 7/10/2019 to Improve the Support and Operation of the Poet Laureate Program. Recommend Program Improvements, as Needed.

The Commission reviewed and discussed the current situation for the Poet Laureate program, referencing the 2016 Cupertino Poet Laureate Playbook. Assigned the following tasks:

- Vice Chair Wo will work with Clare to reach out to various groups on forming the Selection Committee for the next Poet Laureate, including the Library Foundation, past Poet Laureates, local schools or De Anza College staff, etc.

- Commissioner Wang to work with City staff on flyers for the Selection Committee and Poet Laureate Recruitments
- Chair Crabtree to work on a recruitment letter

This item will be brought back in the September meeting.

3. As Available, Receive Update and Action Items from the Working Group or Cupertino Library Foundation Regarding the Addition of a Community Room Inside the Cupertino Library, As Available.

Commissioner Qin provided an update to the Commission, reviewing the timeline for the next steps. The perch design will be the starting point, followed by an assessment of the current library, budget assessment, design bid/build presentation to City Council for approval in October, with the goal of finishing by 2021. The next working group meeting will be on Thursday, August 22. The Library Foundation may host additional meetings as needed.

4. Discuss, Edit, and Recommend Approval of FY 2019-2020 Library Commission Work Plan Items to Submit for City Council Approval.

The Commission reviewed the proposed work plan. Vice Chair Wo motioned to submit the draft work plan to City Council for approval as attached. Commissioner Pan seconded. Motioned passed with 4 yes and 1 absent.

## **NEW BUSINESS**

None

## **STAFF AND COMMISSION REPORTS**

5. **Cupertino Community Librarian Report**

Clare Varesio reported as submitted.

**County Librarian Report**

Clare Varesio reported as submitted.

**Friends of the Library Report**

None

**Cupertino Library Foundation Report**

None

**Commissioner Reports**

Chair Crabtree reported on the recent Mayor's meeting.

**Poet Laureate Report**

None

**Staff Report**

Spoke about email usage and the current City policy. Should contact the City liaison if they have any issues connecting to their City email addresses. Also reminded the Commissioners about submitting head shot photos and bios for the Commission's website page.

6. Discussion of Commissioners' Attendance at Upcoming Meetings and Community Events  
Chair Crabtree mentioned that City staff are currently looking into the possibility of attending meetings remotely. Will add an agenda item of looking into adding a young member to the Commission to the September meeting.

**ADJOURNMENT:** The meeting adjourned at 9:00 p.m. to September 4, 2019 at 7:00 p.m.

Respectfully Submitted by,

Kim Calame, Recreation Supervisor

*Minutes approved at the \_\_\_\_\_ meeting.*