



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, September 4, 2019

LIBRARY COMMISSION REGULAR MEETING

CALL TO ORDER

At 7:08 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: Kim Calame, Jeff Trybus, Nancy Howe, Robyn McCreight

Absent: Christie Wang

Attendance: None

APPROVAL OF MINUTES

1. Regular Meeting of August 7, 2019

Commissioner Pan amended the minutes under Old Business, item number 3, to correct the name from Qin to Pan. Vice Chair Wo motioned to approve the draft minutes with the amendment stated above. Commissioner Pan 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. Update of the Action Plan to Address Parking Scarcity and Abuse of the 4 Minute Parking Located Near the Book Return. Discussion of Options to Improve Patron Safety and Traffic Flow During Drop-off and Pick-up at the Library. Discussion of Opportunities, if Any, for Offsite Parking at Nearby School During Peak Weeknight and Weekend Hours.

Jeff Trybus, Code Enforcement Officer, spoke to the Commissions about the current enforcement situation for the City Hall/Cupertino Library parking lot. Had issued 69 citations since January of 2019. Citation fines also increased to \$69 since July of 2019. Public Works staff will create an A-Frame sign to improve communications to library patrons about the 4-minute parking violations and related fines, based on verbiage decided by the Commission. Agreed to a base statement to say "Violation of 4 minute parking spaces may

result in a minimum of a \$69 fine”, but will email the preferred text to staff by September 11. Suggested a passenger drop-off/pick-up area on Torre Ave, near Coffee Society. In regards to Library Parking, Chair Crabtree will speak to the Bicycle Pedestrian Commission about more secure, efficient and compact bike lockers or racks.

3. Continue to Discuss 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. Recommend Program Improvements, as Needed.

Vice Chair Wo found 3 potential candidates for the selection committee. Staff will check on the Poet Laureate Playbook CD. The Commission discussed expanding the program to an Artist Laureate program and a potential Teen Poet Laureate. Will focus on recruiting a Poet Laureate and if unsuccessful, then potentially expand to an Artist Laureate. Vice Chair Wo motioned for herself and Commissioner Wang to support staff on the recruitment process. Commissioner Rahul seconded. Motion passed with 4 yes and 1 absent.

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

Commissioner Pan provided an update. Staff will bring a cost estimate from a consultant to the next meeting, which will be held on September 12 from 5pm to 8pm. Commissioner Vasanth and Vice Chair Wo will attend the meeting.

NEW BUSINESS

5. Discussion about Adding a Youth Representative to the Library Commission.

Chair Crabtree added this item to discuss potentially adding a youth commissioner to the Library Commission, to receive input from a youth’s perspective and have better representation of the youth population in decision making. Was suggested to contact Teen Librarian Matthew Lorenzo and Teen Coordinator Daniel Mestizo to identify potential participants. The Commission discussed inviting 2 members from the Teen Advisory Board, Teen Commission, or Youth Activity Board to attend the monthly meetings to provide input as liaisons until a more permanent position is created.

6. Discussion and Review of the Existing Architectural Plans for the Addition of the Program/Community Meeting Room.

The Commission reviewed the architectural plans that were presented and confirmed that only option 4, the perch option, is being pursued, due to design flaws in the other three. Further discussion on the topic will continue at the next meeting when more details have been provided.

STAFF AND COMMISSION REPORTS

7. **Cupertino Community Librarian Report**

Robyn McCreight reported as submitted.

- Outreach efforts have been successful

- Next focus will be on promoting the student cards and student portal

County Librarian Report

Nancy Howe reported as submitted.

- New Distinguished Author Series
- Santa Clara County employees are in labor negotiations with a possibility of a strike

Friends of the Library Report

None

Cupertino Library Foundation Report

None

Commissioner Reports

Commissioner Pan reported on the recent Mayor's meeting.

- Fine Arts Commission is hosting a Youth Artist Award Contest
- The Library Commission Work Program was approved

Poet Laureate Report

None

Staff Report

Kim Calame shared that Kevin Khuu has been promoted to Management Analyst and the new Administrative Assistant, Whitney, will join the Library Commission meetings. Kim will be out of town from September 14 to the 21.

8. Discussion of Commissioners' Attendance at Upcoming Meetings and Community Events
Vice Chair Wo will be attending the Mayor's meeting in October. Will add an agenda item to discuss new furniture and placement to the October meeting, as well as an item to continue the discussion on adding youth representation to the Commission.

ADJOURNMENT: The meeting adjourned at 9:07 p.m. to October 2, 2019 at 7:00 p.m.

Respectfully Submitted by,

Kim Calame, Recreation Supervisor

Minutes approved at the _____ meeting.