



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, October 2, 2019

**LIBRARY COMMISSION REGULAR MEETING**

**CALL TO ORDER**

At 7:01 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: Kim Calame, Whitney Zeller, Jennifer Weeks, Clare Varesio

Absent: None

Attendance: None

**APPROVAL OF MINUTES**

1. Regular Meeting of September 4, 2019

Commissioner Pan amended the minutes under Discussion of Commissioners' Attendance at Upcoming Meetings and Community Events, item number 8, to include a quiet space discussion as an agenda item in the October meeting. Commissioner Pan motioned to approve the draft minutes with the amendment stated above. Commissioner Vasanth seconded. Motion passed with 4 yes, 1 abstain.

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**POSTPONEMENTS**

Commissioner Pan requested November's agenda to reflect the quiet zone agenda item.

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

An e-mail was received by the commission and staff members on October 2, 2019 from community member Gladys Wong. Wong expressed concern over the lack of parking at the library and consequential safety issues. Commissioner Vasanth shared that he had responded to Wong and informed them of the status of parking and traffic initiatives at the library. Chair Crabtree requested to have the topic added as an agenda item to for the November meeting and invite Wong to attend.

**OLD BUSINESS**

2. Discuss and Recommend to Code Enforcement Staff the Finalized Verbiage for the A-Frame Sign to Discourage Long Term Parking in the 4 Minute Parking Stalls.

Chair Crabtree shared the options that had been narrowed down to decide on. The Commissioners discussed shortening the text of Option 3 to read: "Parking Longer Than 4

Minutes in Book Drop Stalls May Result in Fines of a Minimum \$69. Yikes!” Commissioner Pan expressed concern in making sure to set an appropriate tone with the verbiage to ensure it is taken seriously. Chair Crabtree suggested requesting a mockup for the next meeting to allow the commission to review for any final changes. Vice Chair Wo motioned to approve the verbiage for the A-frame sign to read “Parking Longer Than 4 Minutes in Book Drop Stalls May Result in Fines of at Least \$69. Yikes!”. Commissioner Vasanth seconded. Motion passed with 3 yes, 1 no and 1 abstain.

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.

Chair Crabtree requested to keep the issue as a standing item on the agenda until the Poet Laureate is selected. Vice Chair Wo mentioned that more clarification on the selection process is needed. Vice Chair Wo and Commissioner Wang will visit Quinlan Community Center on Friday to review the existing information on the selection process provided in the Poet Laureate guidebook.

4. Discussion About Adding a Youth Representative (Commissioner Alternative) to the Library Commission.

Library Staff member Clare Varesio shared that the Teen Librarian and the Teen Advisory Board were made aware last week of the interest in having members attend Commission meetings and provide input. The group will contact the Commission if anyone is interested. Chair Crabtree restated that the idea of this item is to have a cross-section of voices and provide the opportunity to have representation from the teen community who can deliberate with the Commission. Commissioner Pan expressed concern regarding the time commitment, motivation and aptness of teen participation in all Commission meetings. Commissioner Pan suggested either having an agenda item for the Teen Commission to report on, or to invite them to attend as members of the public and see if there is any interest. Chair Crabtree suggested reaching out to the existing youth groups and encouraging them to send representatives to Library Commission meetings. Vice Chair Wo motioned to send an invitation to the groups to attend meetings. Commissioner Wang seconded the motion. Motion passed unanimously with 5 yes. Chair Crabtree offered to send the invitation via email to Clare Varesio, who will forward it to the Teen Advisory Commission.

5. 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 Vasanth and Vice Chair Wo attended the September 12<sup>th</sup> working group meeting, where Assistant City Manager, Dianne Thompson led an activity to categorize suggestions for the community room into either “essential”, “discretionary”, or “dream” items. Some items categorized as “essential” included minimum 130-person capacity, a utility sink, supplemental storage, spillover seating, restrooms, janitor’s closet, storage for

tables and chairs, low maintenance, good acoustics, and AV capabilities. Other items discussed included a kitchenette, separate off-hour entry, ability to modify the space, ability to hang artwork, and 1-2 conference rooms. Jennifer Weeks shared that the Saratoga and Campbell libraries have great examples of after hour access spaces. Chair Crabtree requested that Commissioner Vasanth mention the suggestion at the next meeting of having a multi-gender hand washing area outside of the bathrooms to limit the need and cost of additional plumbing in each of the bathrooms. Commissioners Vasanth and Pan will attend the next working group meeting on October 17<sup>th</sup>.

## **NEW BUSINESS**

### **STAFF AND COMMISSION REPORTS**

#### **6. Cupertino Community Librarian Report**

Clare Varesio reported as submitted.

- Library has tech kits that can be requested
- August circulation and visitation had an increase
- Seating project is complete and in use
- Evens coming up include kids' concerts, Hispanic heritage, kids' art programs, national voter registration day and wellness lectures
- Outreach has been successful

#### **County Librarian Report**

Jennifer Weeks reported as submitted.

- Silicon Valley Reads announcement
- Tonya Lee Stone will be visiting schools all over the valley
- Los Altos is also adopting a passport program
- Distinguished author series
- Family literacy concert series

#### **Friends of the Library Report**

- Upcoming book sale

#### **Cupertino Library Foundation Report**

None

#### **Commissioner Reports**

Commissioner Vasanth reported on the Hindu American Foundation (HAF) Gala.

- There were a lot of elected officials from around the area in attendance. A Hayward Councilmember invited the Commission to visit and view their maker space in their recently remodeled library.

Vice Chair Wo reported on the recent Mayor's meeting.

- The due date for lender proposals is October 30<sup>th</sup>.
- The Audit Committee reported that Cupertino was awarded for their budget planning.
- TAG Commission mentioned that they are looking for an expert to explain FCC standards.

- Bike Committee shared that in November they will provide a feasibility study for a walking bridge to connect Carmen rd. over Stevens Creek Blvd. The bike festival was successful. The design for the paved Regnart Creek trail has been selected.
- Fine Arts Commission shared that two walls were identified for murals. A youth art contest will be held with the theme of "what makes me smile".
- Teen Commission reported the success of their Bobateeno event.
- Parks and Recreation Commission reported that the Dog Off Leash Area (DOLA) is now open at Jollyman park. They also gave an update on their community garden proposal.
- Housing commission discussed short term rentals and quiet hours from 9pm – 7am, as well as a 2 person/room restriction.

Chair Crabtree shared that there will be a bike ride at 9am that all are welcome to attend.

#### **Poet Laureate Report**

None

#### **Staff Report**

Kim Calame noted that we will add a quiet space agenda item for the November meeting. The Commissioners' Dinner will be on October 7<sup>th</sup> at 6pm at the Quinlan Community Center in the Cupertino Room. Each commission will have a representative to briefly explain what their commission does and will hand out awards to incoming and outgoing commissioners. Chair Crabtree will preset for the Library Commission. All commissioners from the Library Commission will be attending. Kim will coordinate a reset for Vice Chair Wo's e-mail, which is still having issues. Biographies were received for Commissioners Pan and Vasanth. Biographies and photos are still needed for Commissioner Wang and Vice Chair Wo for the website. There will be a Spring Volunteer Fair if the commission would like to have a table.

7. Discussion of Commissioners' Attendance at Upcoming Meetings and Community Events  
Commissioner Wang will attend November's Mayor's meeting.

**ADJOURNMENT:** The meeting adjourned at 9:07 p.m. to November 6, 2019 at 7:00 p.m.

Respectfully Submitted by,

Kim Calame, Recreation Supervisor

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