



DRAFT MINUTES LIBRARY COMMISSION

Wednesday, November 6, 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, Rahul Vasanth, Christie Wang
City/County Library Staff: Kim Calame, Whitney Zeller, Chris Brown, Robyn McCreight

Absent: None

Attendance: None

APPROVAL OF MINUTES

1. Regular Meeting of October 2, 2019

Commissioner Pan motioned to approve the draft minutes. Commissioner Wang seconded.
Motion passed with 5 yes.

CEREMONIAL MATTERS AND PRESENTATIONS

None

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

Written Communication was received by the commission and staff members from community member Gladys Wong, relating to agenda item number 3.

OLD BUSINESS

2. Discuss Library Quiet Space.

The Commission discussed potential areas and seating arrangements to encourage a quieter setting in part of the library. Deputy County Librarian Brown confirmed that there is no district policy on quiet spaces, but encouraged the Commission to work with Clare Varesio to implement signage to enforce a quiet space. Commissioner Pan motioned to create a working group of herself and Commissioner Vasanth to work directly with Clare Varesio and Nancy Howe to implement a quiet space. Working group will not be required to return to Commission for approval of signage. Commissioner Vasanth seconded. Motion passed unanimously with 5 in favor.

3. Review Mockup of Signage for 4-Minute Parking Stalls.
Chair Crabtree shared public comment from Gladys Wong. Chair Crabtree motioned to create a working group of herself and Commissioner Wang to address Council regarding parking issues at the library. Commissioner Pan seconded the motion. The motion passed with 4 in favor and 1 opposed.
4. Discuss the use of Cupertino Unified School District/Eaton Parking Lot After School Hours and During Weekends.
The Commission discussed opportunities to use and promote the Eaton Parking lot as an alternative for library patrons. Chair Crabtree motioned to create a workgroup of herself and Commissioner Pan to receive a status update from Public Works on this issue and to write a letter to Council and Roger Lee regarding expansion of parking at the library. Motion was seconded by Commissioner Pan. Motion carries unanimously with 5 in favor.
5. Continue to Discuss Recruitment Tasks and Timeline for Selecting the 2020-2021 Poet Laureate. Consider all Options for Filling the Open Poet Laureate Position for the 2020-2021 Term. Recommend Program Improvements, as Needed.
Commissioner Wang shared an update on the 2020-2021 Poet Laureate selection. The application is live on the website. Ann Muto has agreed to be the Chairperson for the committee and Caroline Lingley has agreed to be the Co-Chairperson. The next step is to create a timeline for interviews and selection.
6. 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 suggested having a consistent group attend future meetings. Two options are currently being considered. Commissioners Pan and Wo will attend future meetings, other Commissioners will substitute as needed.

NEW BUSINESS

7. Review and Provide Feedback on the Draft Ethics Protocol
The Commission agreed to send comments and suggestions to staff by end of day Wednesday, November 13th to be compiled and sent to the City Manager's Office.
8. Discuss Ideas for Library Commission to Host an Event for the Cultural Exchange Youth Program.
Item was postponed to the December 5th meeting. Commissioners Wo and Wang will send wording for agenda item to staff.

STAFF AND COMMISSION REPORTS

9. Cupertino Community Librarian Report

Robyn McCreight reported as submitted.

- Noted that numbers reported were high due to students being assigned library cards to their student ID's.

County Librarian Report

Chris Brown reported as submitted.

- County is working on bulking up resources for southern territories, which have lower attendance at events.

Friends of the Library Report

Cupertino Library Foundation Report

Commissioner Reports

Poet Laureate Report

Staff Report

Kim Calame shared that there is a new Interim Director for Parks and Recreation, Randy Schwartz.

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

Chair Crabtree noted that there will be a town hall on November 20th discussing the library expansion and transportation.

ADJOURNMENT: The meeting adjourned at 9:30 p.m. to December 4, 2019 at 7:00 p.m.

Respectfully Submitted by,

Kim Calame, Recreation Supervisor

Minutes approved at the _____ meeting.