



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, December 4, 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 (arrived at 7:27 p.m.)

City/County Library Staff: Kim Calame, Whitney Zeller, Clare Varesio, Nancy Howe

Absent: None

Attendance: None

APPROVAL OF MINUTES

1. Regular Meeting of November 6, 2019

Vice Chair Wo motioned amend item #5 to include that Vice chair Wo met with Kim Calame and both Kim and Whitney Zeller helped prepare materials for the Poet Laureate applications. Commissioner Pan motioned to approve the minutes with the amendment to item #5 and Vice Chair Wo Seconded. Motion passed with 4 votes yes and 1 absent.

CEREMONIAL MATTERS AND PRESENTATIONS

None

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

Chair Crabtree moved the County Librarian's report as the next item.

County Librarian Report

Nancy Howe reported as submitted.

-Reviewed the report for the 2018/19 fiscal year with service and budget highlights.

OLD BUSINESS

Chair Crabtree moved item #3 as the next item.

3. Discuss Recruitment Tasks, Timeline, Action Plan, and/or Promotional Material for Selecting the 2020-2021 Poet Laureate. Discuss Plans for Honoring and Celebrating Cupertino's 2018-2019 Poet Laureate as well as Welcoming the 2020-2021 Poet Laureate.
Vice Chair Wo shared updates on the Poet Laureate recruitment process. There have been two meetings with the Chairperson of the Steering Committee. The timeline has been adjusted and the due date for submissions is January 10th. The Steering Committee is asking for a budget with a \$150 cap to purchase water and refreshments for the 4-5 meetings needed to conduct their business. Vice Chair Wo motioned to approve a budget with a \$150 cap for water and refreshments for the meetings. Commissioner Wang seconded. Motion passed unanimously with 5 votes yes. Kim Calame shared that the Poet Laureate celebration to thank the current Poet Laureate and welcome the new one will be held on February 27th at Quinlan Community Center. This is being planned by staff with help from the current Poet Laureate. Flyers were distributed throughout the city and Commissioners were provided with more to continue posting.
2. Discuss Ideas for Library Commission to Host an Event for the Cultural Exchange Youth Program.
Commissioner Wang and Vice Chair Wo shared an idea to create a low cost or self-funded event, working with other commissions, to host the two fine arts schools that visit through the Cultural Exchange Youth Program. Chair Crabtree reviewed the municipal code and it was decided that this type of program/initiative did not fall into the duties, powers and responsibilities of the Library Commission. Commissioners were encouraged to pursue these initiatives individually and bring them to the Library Commission as agenda items to consider how the Commission may be able to offer support.
4. Consider Draft Letter to Council to Address Parking Scarcity/Suggestions for Encouraging Off-Site Parking and Use of Alternative forms of Transportation for Library Visitors. Revise as Needed.
The Commissioners provided feedback on the drafted letter to Council. Commissioner Pan recommended that the suggestions in the letter be organized with a numeric assignment for easy reference. Vice Chair Wo suggested to add a request for results from the parking analysis related to the library expansion project. Commissioner Pan motioned to accept the letter with the two editorial changes. Vice Chair Wo seconded. The motion passed unanimously with 5 votes yes.
5. Consider Draft Letter to Council to Address Abuse of the 4-Minute Parking Located Near the Book Return and Support Options to Increase Enforcement Opportunity for Use of the 4-Minute Parking Stalls.
The Commission reviewed the draft letter and provided feedback. Commissioners agreed to send any suggestions to Whitney by December 11th to be distributed to Chair Crabtree and Commissioner Vasanth. Chair Crabtree motioned that herself and Commissioner Vasanth collaborate to expand the existing document to provide suggestions to Council

regarding use of the various spaces. Commissioner Vasanth seconded. The motion passed unanimously with 5 votes yes.

6. Receive Update from Working Group Regarding Potential Quiet Zones and Signage in the Library.

Clare Varesio shared that library staff are in the process of trialing a quiet zone in the nonfiction area for 4-6 months. They are waiting to receive sign holders and verbiage, which will be patterned off of another library. She is communicating with library staff to keep them informed of the trial status.

7. 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.

4 of the 5 Commissioners attended the Council meeting. The budget was increased by ----. The meeting minutes are available online. Chair Crabtree stressed the importance of not losing sight of having functional space if prioritizing larger programming space.

NEW BUSINESS

8. Discuss Opportunities for Library Commission to Work With Teen Commission Regarding Hosting an Event for Middle School Students.

Item was tabled to the January 8, 2020 meeting.

9. Modify Schedule of January 2020 Commission Meeting.

Chair Crabtree motioned to cancel the January 1st regular meeting and postpone business to a special meeting on Wednesday, January 8, 2020 7 p.m. Motion passed unanimously with 5 votes yes. Clare has reserved the ThinkTank space.

STAFF AND COMMISSION REPORTS

Cupertino Community Librarian Report

Clare Varesio reported as submitted.

- Noted that there is a new librarian who will be focusing on Gogo Biblio

Friends of the Library Report

Cupertino Library Foundation Report

Commissioner Reports

-Commissioner Vasanth attended the Mayor's meeting and spoke with the Chair of the Fine Arts Commission who would like to collaborate and find new ways to display art. The Public Safety Commission also discussed break-ins and encouraged businesses to take measures to decrease numbers. Commissioner Xu of the Parks and Recreation Commission shared that the City's website has a page with current public surveys that may be of interest.

- Vice Chair Wo visited the Pittsburgh library and shared her observations. Vice Chair Wo suggested reaching out to DeAnza College to discuss partnership opportunities and requested to add an item to the January agenda to discuss possible coffee talk events.
- Chair Crabtree requested to add an item to the February 5th meeting agenda to change the Commission's Chair and Vice Chair.

Poet Laureate Report Staff Report

Kim Calame reminded the Commission that the City Work Program will be on the January agenda. The Commission will need to identify their top 3 proposals and can propose no more than 10 items. The proposals will go to the Department Head and Council for Approval and then back to Commission. The City is transitioning to a 2-year budget process. The ethics protocol suggestions were turned in and are being reviewed by Council.

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

The Commissioners agreed on the following attendance of the Mayor's meeting for 2020:

January – Commissioner Pan

February – Chair Crabtree

March – Vice Chair Wo

April – Commissioner Wang

May – Commissioner Vasanth

June – Commissioner Pan

July – Chair Crabtree

August – Vice Chair Wo

September – Commissioner Wang

October – Commissioner Vasanth

November – Chair Crabtree

December – Vice chair Wo

January (2021) – Commissioner Wang

ADJOURNMENT: The meeting adjourned at 9:38 p.m. to January 8, 2020 at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

Minutes approved at the _____ meeting.