



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, January 8, 2020

**LIBRARY COMMISSION SPECIAL MEETING**

**CALL TO ORDER**

At 7:02p.m., Chair Crabtree called the meeting to order at the Cupertino Library, 10800 Torre Ave, Cupertino, in the ThinkTank Room.

**ROLL CALL**

Commissioners: Liana Crabtree, Amanda Jia Wo, Qin Pan, Christie Wang,  
Rahul Vasanth (arrived 7:07pm)

City/County Staff: Dianne Thompson, Christine Hanel, Whitney Zeller, Clare Varesio, Chuck Griffen

Absent: Christie Wang

**APPROVAL OF MINUTES**

1. Meeting of December 4, 2019.

Request to amend item 7 to – “item increased by 3 million”.

Request to amend item 3 to “vice chair suggested a budget for the steering committee”.

Commissioner Pan motioned to approve the draft minutes with the two amendments.

Commissioner Vasanth seconded. Motion passed with 4 yes and 1 absent.

**CEREMONIAL MATTERS AND PRESENTATIONS**

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**Old BUSINESS**

2. Receive Update and Provide Comments Regarding the Library Expansion.

Dianne Thompson and Clare Varesio presented an update on the Library expansion project.

Chuck Griffen contributed that the JPA Finance Committee is reviewing funds from their 10-year maintenance plan and discussing the possibility of using funds to support capital improvement projects, such as the library expansion. The total estimate to construct is 9.1M. The project team is currently doing outreach for bridging architects and contractors. Council will award construction contracts in March. A design build team will be proposed in July. Any ideas for public engagement can be emailed to Dianne. Parking analysis study results will be shared with City Council in March. Liana will send Dianne the letters from the Commission regarding Library parking and transportation.

New Business Item 7 was discussed at this portion of the meeting.

7. Discuss Commission Proposals for FY 2020-2021 City Work Program

Christine Hanel reviewed the City Work Program process and timeline. The Commissioners agreed the 2019/20 Work Program items are still relevant and can be adapted to the new Work Program. Chair Crabtree suggested that a Subcommittee be created to draft the FY 2020-2021 City Work Program, which can be approved at the February 5<sup>th</sup> Commission meeting. Commissioners can send ideas to Whitney by January 15<sup>th</sup> to be included in an email to the Subcommittee. Chair Crabtree will work with Christine Hanel to create the draft FY 2020-2021 City Work Program. Draft Work Program is due to Whitney by January 28<sup>th</sup>. Vice Chair Wo motioned to approve a subcommittee of Chair Crabtree and Christine Hanel to create a draft FY 2020-2021 City Work Program. Seconded by Commissioner Vasanth. All in favor, motion passed with 4 yes and 1 absent.

Old Business Item 5 was discussed at this portion of the meeting.

5. Consider Revised Draft Letter to Council to Address Abuse of the 4-Minute and Special Use Parking Located Near the Book Return and Support Options to Consider Priority Uses of Parking Lot Real Estate and/or Increase Enforcement Opportunity or Use of the 4-Minute Parking Stalls, Special Use Parking, and Patrol of Wider Civic Center Area. Consider Parking Analysis Data, if Available. Revise Draft Letter As Needed.

The Commission reviewed the revised draft letter to Council. Commissioner Pan suggested an option 5 to have 2 drop-off/pick up stalls and 2 short-term parking stalls with no time limit. Clare Varesio suggested for option 2, not to take away designated spots for book drop-off. The Commissioners agreed to amend option #2 to include 2 loading/unloading and 2 4-minute parking stalls. Vice Chair Wo motioned to approve the letter, with the amendment to option #2, to be sent to Council. Commissioner Vasanth seconded. Motion passed with 4 yes and 1 absent.

Old Business Item 4 was discussed at this portion of the meeting.

4. 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. Assign Tasks for Upcoming Celebration, Events, as Needed.

Vice Chair Wo provided an update on the Poet Laureate recruitment process. 2 applications have been submitted, the deadline for applications is Friday, January 10<sup>th</sup>. After the application deadline, the applications will be reviewed to ensure they meet the minimum requirements. Commission agreed the Subcommittee has the authority to extend the application deadline if necessary. The Poet Laureate Celebration will be held on February 27<sup>th</sup> at Quinlan.

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

Clare Varesio shared that they are working on a homework help program using teens to assist middle schoolers. The timeline will most likely parallel the timeline of the library expansion. Chair Crabtree suggested this be added as an item to consider in the work program.

6. Receive Update From the Working Group Regarding New/Potential Quiet Zones and Signage in the Library.

Signage will go up next week. The draft signs were recently received and read "Quiet Study Area" with infographics. They will be posted at each table and on the stacks. Staff will be monitoring the areas over the next several months.

## **NEW BUSINESS**

8. Discuss Possible Coffee Talk Series With Library Commissioners to Meet Community Members and Listen to Concerns.

Tabled until the February 5<sup>th</sup> meeting.

## **STAFF AND COMMISSION REPORTS**

9. **Cupertino Community Librarian Report**

Clare Varesio reported as submitted.

- Wellness Event
- Silicon Valley Reads event at DeAnza
- Lunar New Year Events

**County Librarian Report**

Chuck Griffen reported as submitted.

- New website
- Silicon Valley Reads
- Concert Series
- Increasing homebound library users. New policy for homebound patrons
- Upgrades coming to all libraries
- Feb 1<sup>st</sup>, Friends, Foundation and Commissioner's Forum
- Distinguished author series had 1,000 attendees
- Nancy Howe will be retiring in March. Last day will be February 28<sup>th</sup>

**Friends of the Library Report**

- Book Sale February 8<sup>th</sup> – 9<sup>th</sup>

**Cupertino Library Foundation Report**

None

**Commissioner Reports**

Chair Crabtree - Library to Library Bicycle Tour on January 18<sup>th</sup> organized by San Jose Public Library. Clare will send details to Whitney to send to the Commissioners.

**Poet Laureate Report**

None

## Staff Report

Christine Hanel provided the staff update.

- Jan 11<sup>th</sup> sports center open house
- January 25<sup>th</sup> Cupertino Spelling Bee
- Commission Position application deadline is Friday, January 10<sup>th</sup>
- Teen center pilot program at Lawson for middle schoolers started this week through May 20<sup>th</sup> Monday – Friday. Open to district students.
- Cultures of the World (Brazil) February 13<sup>th</sup>
- Master Plan scheduled to go to Council on February 18<sup>th</sup>

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

Commissioners to attend the next Mayor's meetings as follows:

January – Commissioner Pan (meeting cancelled)

February – Chair Crabtree

**ADJOURNMENT:** The meeting adjourned at 9:15 p.m. to February 5, 2020 at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

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