



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, February 5, 2020

**LIBRARY COMMISSION 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.

**CEREMONIAL MATTERS AND PRESENTATIONS**

**1. Chair/Vice Chair Selection.**

All Commissioners in attendance agreed to table this item to the March meeting.

**ROLL CALL**

Commissioners: Liana Crabtree, Qin Pan, Christie Wang, Rahul Vasanth

City/County Staff: Christine Hanel, Whitney Zeller, Clare Varesio, Chris Brown

Absent: Amanda Wo

**APPROVAL OF MINUTES**

**2. Special Meeting of January 8, 2020.**

Commissioner Pan requested to amend Item 3 to change Clare to Qin and add that they briefly discussed that the District is looking at a homework help program for middle schoolers and add that the item would be postponed to the February meeting.

Commissioner Pan motioned to approve the draft minutes with the amendments to item 3.

Commissioner Wang seconded. Motion passed with 3 yes and 1 abstention from Commissioner Wang and Vice Chair Wo absent.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

Community member Peggy Griffin shared a presentation on bond measure vs parcel tax.

**WRITTEN COMMUNICATIONS**

Christine Hanel shared a flyer provided by Director of Public Works, Roger Lee, on new bicycle lockers at Cupertino Civic Center.

**Old BUSINESS**

**3. Review and Finalize Commission Proposals for the 2020/2021 City Work Program.**

The Commissioners reviewed the draft proposals for the 2020/2021 City Work Program. Chair Crabtree reminded the Commission that Staff will select a top 5 to be brought for review by City Council. Chair Crabtree also noted that the Commission had chosen to include the Poet Laureate program in the Work Program, as the Commission's commitments to the program are not documented in the municipal code. The Commissioners discussed Item 4 and noted that the

Housing Commission had mentioned that people have been using the Library for inappropriate uses. Commissioners Pan and Vasanth expressed that Item 4 does not have enough data to reflect that it is an item that should be prioritized on the Work Program. Chair Crabtree noted that it may be helpful to keep as a work program item to support ongoing observation and conversation on the issue. Commissioner Wang requested to correct Poet Laureate Item 6 dates to reflect supporting the 2020/21 poet laureate and transition to next recruitment. Commissioner Wang suggested to make Poet Laureate Item 6 a top priority to provide support to Poet Laureate after selection. Commissioners voted on their top 3 items, resulting with a top 3 of items 1, 2 and 6 from the draft list. Each Commissioner chose their secondary priorities resulting in items 3 and 5 completing the top 5. Chair Crabtree motioned to approve the Library Commission Proposals for FY 2020-2021 Work Program with items 1,2,6, 3 and 5. Commissioner Wang seconded. Motion passed unanimously with 4 yes and Vice Chair Wo absent.

Item 5 was discussed at this portion of the meeting.

5. Receive Recommendation of 2020/2021 Poet Laureate from the Selection Committee and Provide Recommendation to City Council. 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.

Kaecey McCormick, outgoing poet laureate discussed highlights from her two-year term. The committee interviewed 3 candidates and selected Jing Jing Yang as the next Poet Laureate. Kaecey recommended the Commission accept Jing Jing Yang as the next Cupertino Poet Laureate. Chair Crabtree asked Kaecey for suggestions on how to grow and support the Poet Laureate program. Kaecey highlighted the ability to use the copier at Quinlan, a need to help with administrative portions of the program, a small storage area to store program materials, having a dedicated contact to be able to assist, establishing who pays for the blog, marketing and promoting events, continuing education options for the Poet Laureate (California poet laureate conference), suggested \$500/year as a budget. Jing Jing can work with Clare to connect with the Foundation and Friends of Library to discuss their involvement with the program. Christine will help facilitate administrative support for the incoming poet laureate. \$2,000 is set aside for the Poet Laureate program. Kaecey is anticipating around 50 attendees at the celebration event on February 26<sup>th</sup>. Chair Crabtree motioned to allocate \$250 to the Poet Laureate celebration, Commissioner Vasanth seconded. Motion passed unanimously with 4 votes yes and Vice Chair Wo absent.

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

7. Discuss Collaboration Opportunities with DeAnza Community College Library.

Clare mentioned that she has met with Laurie Ranck at DeAnza and will be meeting later this month to discuss collaboration opportunities. DeAnza College Board Trustee, Patrick Ahrens, shared his ideas on opening the DeAnza College library up more to the public, including evaluating library spaces, resources and hours. Patrick met with the Chancellor and Interim President and suggested taking the Library Commissioners on a tour of the DeAnza Library

with the Library Director to provide more details on what they currently provide. Patrick mentioned that DeAnza currently has Monta Vista and Cupertino high school students utilizing spaces such as the cafeteria, fireside chat room, and downstairs lounge, which are available for patrons to use. Patrick shared that he has been advocating to open the library on weekends and will need to offer a proposal and funding options to the board to consider this option. Patrick clarified that all patrons can use the campus Wi-Fi and can reserve meeting spaces online. Chair Crabtree shared that the Teen Commission is identifying teen friendly places and recommended including them in the tour of the library. Commissioner Pan volunteered to work with Patrick to coordinate a tour with the three Teen groups and the Library Commission.

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

The Commissioners brainstormed ideas for hosting an event for middle school students. Commissioners mentioned offering tutoring staff or utilizing the Teen Commission to provide homework help for middle school students. Community member Peggy Griffin shared that at a recent Council meeting, a middle school student shared information on free math/science peer tutoring at Monta Vista. Clare reminded that there are liability concerns regarding how the tutors are they trained and what information they are sharing. All volunteers working with children must have a background check. Chris Brown shared that Jennifer Weeks is working on a program that may include peer-to-peer or paid subject experts and will pilot one or two locations. The program is still in planning stages. Chris recommended looking into Cupertino local resources that could be passed along to Jennifer to help in her decision-making process for the program. Chair Crabtree suggested a subcommittee to do an inventory of resources available to this item. Chair Crabtree motioned that herself and Commissioner Wang work as a subcommittee to inventory resources, locations and space. Chair Crabtree motioned, Commissioner Wang seconded. Motion passed with 4 yes and Vice Chair Wo absent.

6. Follow-Up on Library Commission's Efforts Regarding Library Parking and Transportation Options.

Chair Crabtree requested that the items be sent to Council within the 72 hours prior to Council meeting so that Council will post it as written communication for the public to see. Commissioner Pan motioned to approve the action, Commissioner Vasanth seconded. Motion passed with 4 yes and Vice Chair Wo absent.

## **NEW BUSINESS**

8. Receive Report on Santa Clara County Library Patron Survey.

Chris Brown from Santa Clara County Library and Clare Varesio from the Cupertino Library presented on the Library Patron Survey. Clare will send the printed report to be shared with the Commissioners and the public. Commissioner Pan requested more information on the Net Promoter score. This item will be added to the March agenda to address Commissioner's specific questions. Clare will send open ended responses to Whitney to be distributed to the Commissioners.

Item 10 was discussed at this portion of the meeting

10. Consider Letter of Appreciation for County Librarian Nancy Howe on the Occasion of Her Retirement.

Commissioner Wang motioned to send the letter. Commissioner Pan seconded. Motion passes with 4 yes and Vice Chair Wo absent.

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

Tabled until the March meeting.

## **STAFF AND COMMISSION REPORTS**

### **9. Cupertino Community Librarian Report**

Clare Varesio reported as submitted.

- Small study room in children's room has been integrated into the online booking system. It is available for groups of 2-4
- New protective services officers in the district
- Silicon Valley Reads programs coming up

### **County Librarian Report**

Chris Brown reported as submitted.

- Note from Nancy in the packet
- Library District working with County Public Health on Corona Virus. Adding wipes and sanitizers at computers for patrons to wipe down stations.

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

-Book sale is this weekend

### **Cupertino Library Foundation Report**

### **Commissioner Reports**

Commissioner Vasanth – Attended the forum, topic of at-risk youth. Visited MLK library they currently have a student led exhibit on homelessness

Commissioner Crabtree – Attended Mayor's meeting, will send notes. Went to bike ped meeting, looking to make safe use of Civic Center parking lot

Commissioner Pan – Encourage promotion of the VIA Cupertino shuttle

### **Poet Laureate Report**

### **Staff Report**

Christine Hanel provided the staff update.

- Calendar – February 27<sup>th</sup> Poet Laureate Celebration
- Council February 18<sup>th</sup> meeting – acceptance of poet laureate, parks master plan item, Rancho Rinconada report, community garden item.

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

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

March – Vice Chair Wo will attend.

**ADJOURNMENT:** The meeting adjourned at 9:30 p.m. to March 4, 2020 at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

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

DRAFT