



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, March 4, 2020

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7:00p.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, Qin Pan, Christie Wang, Rahul Vasanth, Amanda Wo  
City/County Staff: Christine Hanel, Whitney Zeller, Clare Varesio, Allison Lew, Roslyn Donald  
Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

1. Chair/Vice Chair Selection.

Commissioner Crabtree motioned to nominated Commissioner Wo to be the next chair.  
Commissioner Pan seconded the motion to establish Commissioner Wo as Chair. Motion passed unanimously with 5 votes yes.

Commissioner Vasanth motioned to nominate Commissioner Pan as the next Vice Chair.  
Commissioner Crabtree seconded the motion. Motion passed unanimously with 5 votes yes.

**APPROVAL OF MINUTES**

2. Meeting of February 5, 2020.

Commissioner Vasanth motioned to approve the minutes. Commissioner Wang seconded the motion. Motion passed with 4 votes yes and 1 abstention from Chair Wo.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

**WRITTEN COMMUNICATIONS**

A letter from Commissioner Crabtree to Dianne Thompson and the Library Commission regarding Item 4 on the agenda was included as written communication.

New Business Item 9 was discussed at this portion of the meeting

9. Presentation on 2020 Census.

Roslyn Donald of the Cupertino library provided a presentation on the 2020 Census. The library is working with the County and the Federal Census Bureau to do community outreach and promote the 2020 Census. Roslyn shared that results of the Census impact funding and that it is very important that everyone completes it.

New Business Item 8 was discussed at this portion of the meeting.

8. Receive Presentation from the Library District About the Library's New Website.

Allison Lew from the Santa Clara County Library District reviewed a presentation on the Library District's new website that debuted on January 6<sup>th</sup>.

Commissioner Crabtree encouraged Allison to let the Library Commission know of any way they can help promote resources the Library provides.

**Old BUSINESS**

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

4. Discuss Poet Laureate Program and Budget.

Receipts from the Poet Laureate Celebration Event and selection committee meetings should be submitted by next Wednesday, March 11<sup>th</sup>, to Whitney. The budget process and current balance will be discussed at the next meeting.

Poet Laureate Jing Jing Yang shared an idea to display poetry at the library with a different theme each month. The Poet Laureate will do a quarterly update to let the Commission know what programming they are doing and how the Commission can support them.

Commissioner Vasanth referenced the written communication from Commissioner Crabtree regarding documentation of the Poet Laureate program and who supports it. Christine Hanel will help explore options for solidifying the Library Commission's role with the Poet Laureate program in writing.

3. Public Works Update on Library, Parking and Transportation Options, Including But Not Limited to Satellite Parking Opportunities, Secure Bicycle Parking, and Efforts to Encourage Visitors to Civic Center Plaza to Walk, Bike, or Travel by Bus or Shuttle Whenever Possible. Review Parking and Transportation Guidance Related to the Library/Civic Center Plaza and Offered by Council and Staff During the 2/4/2020 Special Council Meeting (2020-2021 Work Program).

Commissioner Crabtree motioned to create a subcommittee of herself and Clare Varesio to explore funding and opportunities to provide U-locks to be available for checkout at the library. Commissioner Vasanth seconded. Motion passed unanimously with 5 votes yes.

5. Update on Collaboration Opportunities and Tour of De Anza Community College Library. Include Discussion of the Community's Need for Study, Meeting and Programming Space and Any Opportunities to Open Up Facilities at De Anza Community College and Other Cupertino Locations, If Any, For Community Use.

The Commission is currently looking at dates in March to do a tour of the Library. It is a good opportunity to have additional space for library patrons during the expansion project. An updated will be provided at the next Commission meeting.

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

The Coffee Talk Series was included in the City Work Program. Item will be discussed at the next Commission meeting.

7. Santa Clara County Library Patron Survey Review.

Chair Wo mentioned the highlighted items from the Patron Survey at the Mayor's meeting. This item will be discussed at the next Commission meeting.

## **NEW BUSINESS**

## **STAFF AND COMMISSION REPORTS**

10. Receive Monthly Update Reports From:

### **Cupertino Community Librarian Report**

Clare Varesio shared as reported.

- Silicon Valley Reads is wrapping up
- 100-year anniversary of women being able to vote. Cupertino Historical Society has an exhibit on female historical figures from the City.
- Free tax assistance every Sunday through March 29<sup>th</sup>.

### **County Librarian Report**

Allison Lew provided the County Librarian shared as reported.

- Nancy Howe's retirement party will be held on March 9<sup>th</sup>
- Jennifer Weeks will be the acting County Librarian while they do recruitment to permanently fill the position
- Learning from the Lemonade events were cancelled by the speaker

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

Held their annual book sale, only brought in about half of what they usually raise.

### **Cupertino Library Foundation Report**

#### **Commissioner Reports**

- Vice Chair Pan participated in the interview process for the architect for the Library Expansion project. Everything is on schedule; the next meeting is scheduled for April 2<sup>nd</sup>.
- Chair Wo will send everyone updates from the Mayor's meeting. Commissioners were invited to judge the <hack> Cupertino event. Vice Chair Pan and Chair Wo reached out to the Chinese Community for recommendations for the library and will compile a list to be sent to Whitney and Clare.

### **Poet Laureate Report**

#### **Staff Report**

Whitney Zeller provided the staff update.

- The Parks and Recreation Department is currently recruiting for a Recreation Supervisor and Recreation Coordinator as well as the Part-Time Summer job postings.

- Parks and Recreation Commission is discussing Rancho Rinconada and is seeking community feedback.
- Via Cupertino shuttle survey is live on the City's website.
- Coronavirus information page is available on the City's website.
- Upcoming events include Cultures of the Word (Japan), Fit Fest, Hack Cupertino, Kid Fit and Holi Festival.

**ADJOURNMENT:** The meeting adjourned at 9:44 p.m. to April 1, 2020 at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

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