



DRAFT MINUTES LIBRARY COMMISSION

Wednesday, May 6, 2020

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:00p.m., Chair Wo called the meeting to order via remote teleconference.

ROLL CALL

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

City/County Staff: Christine Hanel, Randy Schwartz, Dianne Thompson, Roger Lee, Michael Zimmerman, Whitney Zeller, Clare Varesio, Diane Roche

Absent: None

APPROVAL OF MINUTES

1. Meeting of March 4, 2020.

Commissioner Crabtree motioned to approve the draft minutes. Commissioner Wang seconded. Motion passed unanimously with 4 votes yes.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

Written communications received for items

Old BUSINESS

2. Update From Public Works on the Library Expansion Project.

Director Roger Lee, Assistant City Manager Dianne Thompson and Project Manager Michael Zimmerman provided an update on the Library Expansion Project, including an overview of the team involved, budget, timeline, concept level drawings and a virtual walkthrough.

The current schedule for the project was reported as follows:

- Week of May 12 – Request for Qualifications to DBE firm
- Beginning of June – Bridging Documents to guide DBE firms complete
- Beginning of June – Parking & Environmental Analysis complete
- End of June – Engaging a DBE team
- June 16th – Presentation to City Council with update of project and parking/environmental analysis
- Beginning of September 2020 – Award of Design Build Contract
- Early 2021 – Construction Begins
- End of 2021 – Construction Ends

Commissioner Crabtree suggested researching alternatives to glass for the removable room dividers in order to provide better soundproofing for programming and expressed concern with the circulation of air and types of HVAC systems that might be used to mitigate the spread of germs. Commissioner Crabtree also questioned the size of the ingress and egress area outside of the programming spaces and its ability to accommodate crowds before and after programs.

Community Member Peggy Griffin commented on the item and suggested using cameras for visibility in programming rooms rather than the glass dividers and asked if the fish tank would be impacted by the new build.

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

7. Update on the Regnart Creek Trail Project.

Director Lee provided an update on the Regnart Creek Trail Project, referred the Commission and the public to the City's website for ongoing updates and encouraged the Commissioners to provide any individual feedback on the topic by attending City Council meetings.

Commissioner Crabtree noted that her concerns have been expressed in the written communications and include impacts of the proposed trail on Library Field.

Interim Director Schwartz reminded that this topic is not in the purview of the Library Commission and that all conversation should be limited to direct impacts on the Library and items within the Library Commission and that the appropriate venue to discuss this topic would be at the City Council meetings as individuals.

Community Member Peggy Griffin spoke on the item and expressed concern with the trail project encroaching on library field. She asked that the Library Commission reiterate their stand that Library Field be designated as a park space in a letter to Council. She also requested that the letter reference the opening in the trail across from the book deposit area which opens the trail to the Library and that the strip on the south side is unnecessary and unsafe.

Commissioner Vasanth reiterated the importance of discussing Library Field as a future agenda item.

Chair Wo encouraged Commissioners to attend Parks and Recreation Commission and City Council meetings to receive more information on the topic to bring up concerns and if needed, agendaize any items related to the Commission's purview.

Director Lee suggested the Commission make sure the discussion of Library Field is also within the purview of their responsibilities.

3. Discuss Poet Laureate Program.

Jing Jing Yang provided an update on the Poet Laureate program, including the first Saturday Poetry Pen Pals workshop for Ballad of Mulan, the upcoming Saturday Poetry Penpals event on May 9th for Mother's Day, the #CupertinoCares Initiative Poetry Slam, and an upcoming collaboration with a filmmaker for Asian American Heritage Month. Jing Jing also shared other opportunities she has or will be participating in, including the "Poetry During Crisis Symposium" and the Cupertino Rotary Student Poetry Contest.

Chair Wo recommended removing this item as an ongoing agenda item and adding it as needed when the Poet Laureate has a request from Staff or the Commission. Poet Laureate Program updates can continue to be provided in the reports section of the agenda.

4. 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.

Judy Miner and Lorrie Ranck of DeAnza College provided an update on the collaboration opportunities with the Cupertino Library. Ideas include having GoGo Biblio attend campus events, sharing Cupertino Library's language resources, sharing De Anza's breakout and community spaces, and having shared events. The College has been in contact with Clare and have been identifying how each organization can potentially support each other. Judy Miner welcomed any input on the conceptual design for De Anza's new event center.

Commissioner Crabtree shared that all Santa Clara County residents can get an e-card and access resources on the Library District's website.

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

Vice Chair Pan shared information on how the Mayor has taken his coffee talk series to a virtual platform and suggested that we might do the same for the Library Commission.

Randy Schwartz suggested combining the resources of the Library and the Parks and Recreation Department to host a virtual Q&A with community members; one or two Commissioners can attend once it has been scheduled.

Commissioner Wang agreed Staff should discuss details for the virtual event and then the Commission can assign who will attend and review discussion topics once it has been scheduled.

Commissioner Crabtree shared that more City Coffee Talks will be scheduled, and Commissioners can attend those as well.

Chair Wo specified that Commissioners will attend City Coffee Talk series to gather more information on interests of community members and staff from Parks and Recreation and the Library will work together to schedule a virtual Q&A event in June/July. Any ideas or feedback on the topic can be sent to Whitney.

6. Santa Clara County Library Patron Survey Review.

This item was tabled to the June 3rd meeting. Any questions regarding the topic should be sent to Clare prior to the meeting to allow her to prepare her answers.

NEW BUSINESS

8. Outreach to the Public and Mechanisms for the Public to Contact Staff.

Christine Hanel shared how the City has been providing updates to the public through the County's shelter in place order and mechanisms for the public to contact City Staff. The City has been providing daily updates on the City website and via email, they are providing virtual recreation classes and implementing the #CupertinoCares initiative. Through the month of May, all in-person programs have been cancelled and all City facilities will remain closed. The 4th of July Celebration and events with over 100 participants have been cancelled for the Summer. City Staff continue to meet weekly to discuss the response to COVID-19.

Community Member Peggy Griffin commented on the item and suggested that the Library provide short tutorials and clear navigation tools for the website to make it easier to access resources and encouraged that disseminating this information would help more users to go online and could ease traffic and congestion at Civic Center.

Clare shared that library staff are available from 10am – 6pm by phone or chat if patrons need help with recommendations or navigation.

Diane Roche shared that there are video tutorials on the Library homepage that can help specifically to download items from different providers.

Vice Chair Pan suggested putting these resources on the home page to help patrons find them.

STAFF AND COMMISSION REPORTS

10. Receive Monthly Update Reports From:

Cupertino Community Librarian

Clare Varesio reported as submitted

- Phone and chat service available daily 10am – 6pm.
- Online Collection has had increased use.
- Many programs have been moved online
- Free online tutoring and homework help available on the library website

County Library District Report

Diane Roche reported as submitted

- Call in book clubs
- Weekly email communications to patrons
- Increase in eCards
- New online programming

Friends of the Library Report

- Book sale was cancelled

Cupertino Library Foundation Report

Commissioner Reports

Commissioner Vasanth – Attended the Mayor's meeting. Informed everyone of the upcoming Poet Laureate event and the availability of the Library staff. Ideas for opening the Library lobby for book pickup or providing curbside pickup were mentioned.

Poet Laureate Report

Staff Report

Christine Hanel provided the staff report.

- Most City staff are telecommuting and are focusing on essential duties.
- Tennis courts opened on Monday, golf course and tennis courts at the Sports Center will open on the 11th. Guidelines will be posted at the sites.
- Staff is checking the phones at Quinlan and the Senior Center daily.
- Staff have been conducting wellness calls to members of the Senior Center and providing food deliveries to Seniors and school districts.

ADJOURNMENT: The meeting adjourned at 9:46 p.m. to June 3, 2020 at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

Minutes approved at the _____ meeting.