



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, August 5, 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, Rahul Vasanth, Christie Wang

City/County Staff: Christine Hanel, Joanne Magrini, Dianne Thompson, Roger Lee,

Whitney Zeller, Clare Varesio, Chris Brown, Kiran Varshneya, Benny Hsieh

Absent: None

Chair Wo recommended to discuss item 4 as the first item.

Commissioner Crabtree motioned to move item 4 to the first item of discussion. Chair Wo seconded. Motion passed with 4 votes yes and Commissioner Wang absent.

4. Receive an Update on the Library Expansion Project and the Civic Center Parking Study.

Assistant City Manager, Dianne Thompson, provided an update on the Library Expansion Project. Public Works Director, Roger Lee, provided an update on the Civic Center Parking Study.

Commissioner Wang joined the meeting at 7:10pm

Chair Wo suggested to keep the Library Commission informed when items regarding parking at the Civic Center are brought to Council.

Commissioner Crabtree commented that although the Civic Center Parking Study may be outside the purview of the Library Commission, the Commission may also take on direction from the City Council and is often addressed by the public on topics such as traffic and bike safety.

CEREMONIAL MATTERS & PRESENTATIONS

1. Receive Email Phishing Campaign Presentation from IT Manager, Benny Hsieh.

IT Manager, Benny Hsieh reviewed a presentation on cyber security.

Kiran Varshneya from the Library Foundation asked to work with the City on providing this information to community members and higher risk populations, such as Seniors.

APPROVAL OF MINUTES

2. Meeting of June 3, 2020.

Commissioner Vasanth motioned to approve the minutes. Commissioner Wang seconded the motion. Motion passed unanimously with 5 votes yes.

3. Meeting of July 1, 2020.

Commissioner Vasanth motioned to approve the minutes. Commissioner Wang seconded the motion. Motion passed unanimously with 5 votes yes.

Commissioner Vasanth left the meeting at 8:30pm

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

Old BUSINESS

5. Update on Proposal of Bike Lock Checkout System.

Christine Hanel provided an update on the proposed bike lock checkout system.

Commissioner Crabtree thanked Clare Varesio for her guidance on the item.

Clare Varesio commented that the timing of the project was not something staff could accommodate, but that it may be addressed in the future.

6. Discuss Topics and Format to Facilitate Community Engagement Opportunities.

Christine Hanel provided a presentation on potential community engagement opportunities and asked the Commission to consider the purpose, measurable outcomes and topics of these opportunities.

Chair Wo suggested selecting a topic and exploring existing venues to facilitate community engagement.

Clare Varesio shared that one of the most beneficial things the Commissioners can do is educate library patrons and the community members about services and programs that are offered.

Commissioner Crabtree advised that engagement should include two-way communications and suggested topics including a presentation and overview of the Library Expansion Project, alternate travel to and from the library, and accessing and navigating online resources.

Vice Chair Pan agreed with Commissioner Crabtree's comments and incorporating the topic of accessing and navigating online resources.

Chair Wo acknowledged that it is a challenge to establish topics and issues with the library closed.

Kiran Varshneya commented that the Library Expansion Project could be a good opportunity for community engagement and would like to work with the Commission. They shared that the Library Foundation has experience with several formats bringing information to our community through webinars, panel discussions, presentations and Q&As.

Joanne Magrini suggested working with Dianne Thompson and Roger Lee to provide the fly through of the Library Expansion Project and suggested starting with one topic and having a second topic planned so that it can be advertised at the first community engagement event.

Vice Chair Pan pointed out that the timeline on the Library Expansion Project website had not been updated.

Commissioner Crabtree motioned for the Commission to move forward, at a time best suited for the staff and Commission, and in a format to be determined, to host a community engagement event at an existing Commission meeting, with the first topic of the Library Expansion Project and a standby topic of accessing and navigating online resources. Commissioner Wang seconded the motion. Motion passed with 4 votes yes and Commissioner Vasanth absent.

7. Update on COVID-19 – Impacts to Library Services.

Clare Varesio shared the Cupertino Community Library report.

Chris Brown shared the County Library District report.

NEW BUSINESS

None

STAFF AND COMMISSION REPORTS

5. Receive Monthly Update Reports From:

Cupertino Community Librarian

This report was provided earlier in the meeting
County Library District Report

This report was provided earlier in the meeting
Friends of the Library Report

Cupertino Library Foundation Report

Kiran Varshneya shared the Library Foundation report.

- Fundraising for the Library Expansion Project

- New programming for Seniors

Commissioner Reports

- Commissioner Crabtree attended the July mayor's meeting, will send a report via email
- Chair Wo shared that several Commissioners attended the July Council meeting regarding the parking study. Chair Wo attended a training on Rosenberg's Rules of Order. Staff will send out the training videos to all Commissioners.
- Commissioner Pan attended the July Council meeting.

Poet Laureate Report

Staff Report

Christine Hanel provided the staff report.

- Cupertino Poet Laureate, Jing Jing Yang, presented at the July 21st Council meeting.
- Poetry Windows program will be published by the end of August at the library.

Library Expansion Workgroup

ADJOURNMENT:

Chair Wo adjourned the meeting at 9:47 p.m. to the September 2, 2020 meeting at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

Minutes approved at the _____ meeting.