



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, September 2, 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, Jennifer Weeks, Kim Frey.

Absent: None

Commissioner Wang joined at 7:05p.m.

**CEREMONIAL MATTERS & PRESENTATIONS**

1. Senior Programming Presentation.

Cupertino Librarian Clare Varesio and Recreation Supervisor Kim Frey provided an overview of the resources and programs offered by the Library and Senior Center.

**APPROVAL OF MINUTES**

2. Meeting of August 5, 2020.

Commissioner Crabtree motioned to approve the minutes. Chair Wo seconded the motion. Motion passed unanimously with 5 votes yes.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

Written communications received for an item not on the agenda.

Written communications received for item 3, "Receive an Update on the Library Expansion Project."

**Old BUSINESS**

3. Receive an Update on the Library Expansion Project.

Assistant City Manager, Dianne Thompson, provided an update on the Library Expansion Project. The City awarded the design build contract to Rodan and SVA, whose proposal was within budget and had no exceptions to the bridging documents. Additional negotiated items for the contract included the stair tower design, elimination of seismic joints, and a full-width sliding wall system for the first-floor space. The current schedule includes the design being completed over the next few months, demolition and construction starting in February of next

year, and project completion by December 2021. Public engagement will occur during the construction process.

Director of Public Works, Roger Lee, provided an update on the Civic Center Parking Project. A secondary book drop will be installed on Torre Avenue. Bike lockers will be ready for use in coming months at the library. Discussions are underway about utilizing Eaton Elementary School as overflow parking during after school hours.

Vice Chair Pan asked for clarification on the rationale of having 15 parking spots at Eaton Elementary and what the insurance requirements would be. Vice Chair Pan recommended having signage for the overflow parking.

Commissioner Crabtree agreed with Vice Chair Pan's comments on finding an agreement with Eaton Elementary to use their parking lot.

Community member Julia Miyakawa commented on the item and reminded the Commission that the Regnart Creek Trail is not lit at night.

#### 4. Community Engagement Events.

Christine Hanel provided an update on the item and shared information received from the IT department about virtual event options.

Chair Wo agreed that a community engagement event could be held prior to a scheduled Commission meeting.

Commissioner Crabtree discussed two-way communication and hoped to follow a format where community members can participate and chat. Commissioner Crabtree proposed the topic of accessing and navigating online applications as a second topic.

Chair Wo mentioned the next action item would be to meet with staff to discuss facilitating a community engagement event. The item can be removed from the agenda until there is more information to bring back to the Commission.

#### 5. Update on COVID-19 – Impacts to Library Services.

Clare Varesio shared the Cupertino Community Library report.

Jennifer Weeks shared the County Library District report.

Vice Chair Pan thanked Clare and Jennifer for expanding the Wi-Fi in the parking lots.

### **NEW BUSINESS**

None

## **STAFF AND COMMISSION REPORTS**

### **6. 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**

Not accepting donations and are working through their backlog of items from their internet sales.

#### **Cupertino Library Foundation Report**

Continue to be active and are continuing to look at what they want to prioritize as a group in the coming months.

#### **Commissioner Reports**

-Commissioner Crabtree attended Turn Out for Transit campaign meeting on August 29<sup>th</sup>.

VTA Board will be meeting on September 12<sup>th</sup> to vote on potential transit cuts.

-Commissioner Wang will be attending the next Mayor's meeting on September 9<sup>th</sup>.

#### **Poet Laureate Report**

Recently had an event with young poets. Poetry windows project was posted at the Library.

#### **Staff Report**

Christine Hanel provided an update on the Poetry Windows project from the Cupertino Poet Laureate. Joanne Magrini and Commissioners congratulated Christine Hanel on her upcoming retirement.

#### **Library Expansion Workgroup**

## **ADJOURNMENT:**

Chair Wo adjourned the meeting at 9:20 p.m. to the October 7, 2020 meeting at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

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