



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, January 6, 2021

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

City/County Staff: Joanne Magrini, Dianne Thompson, Roger Lee, Susan Michael, Whitney Zeller, Clare Varesio, Chris Brown

Presenters: None

Absent: Christie Wang

APPROVAL OF MINUTES

1. Subject: Meeting Minutes for December 2, 2020.

Recommended Action: Review and approve the minutes for the December 2, 2020 Library Commission meeting.

Commissioner Crabtree motioned to approve the minutes. Vice Pan seconded the motion. Motion passed with 3 votes yes, 1 abstention from Commissioner Vasanth, and Commissioner Wang absent.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

Old BUSINESS

2. Subject: Update on the Library Expansion Project.

Recommended Action: Receive an update on the Library Expansion Project.

Public Works Project Manager, Susan Michael, provided an update on the Library Expansion Project. She noted that there will not be a closet in the story room, in order to allow for more flexible use of the room, reviewed the finishes for the different areas of the expansion, and provided additional details on the perforated metal screen art wall.

Public Works Director, Roger Lee, provided an update on the Torre Avenue book drop and the recently installed bike stalls. Construction on the book drop is estimated to be complete in Summer 2021 and 10 Bikeep bike stalls have been installed at the Library.

Vice Chair Pan commented about the previously discussed idea of adding charging stations outside the Library with the electrical having already been added for the bike stalls.

Commissioner Crabtree commented on the book drop and suggested considering if the area could serve as a shuttle stop or passenger loading and unloading zone as well. Commissioner Crabtree agreed with Vice Chair Pan's comments about incorporating charging stations and noted that she would like to see the bike stalls be compatible with clipper cards. She added that she appreciates the webcam in place for the Expansion Project and all things that are being done to incorporate the community.

Community member Kriti Garg provided public comment on the Library Expansion Project.

Commissioner Wo suggested to provide a summary of the project history at the February meeting for the newly appointed Commissioners.

NEW BUSINESS

3. Subject: Commission Proposals for the Fiscal Year 2021-22 City Work Program.

Recommended Action: Provide a list of proposed items for the Fiscal Year 2021-22 City Work Program, identifying the top three proposals, limited to no more than five.

Parks and Recreation Director, Joanne Magrini, reviewed a presentation on the process for the Commission proposals for the Fiscal Year 2021-22 City Work Program.

Vice Chair Pan commented that she believes the pandemic will still have an impact within the next 12 months and that the Commission should keep that in mind when brainstorming ideas. She recommended focusing on helping seniors and teens.

Commissioner Crabtree suggested to align the Library Commission municipal code more closely with the Library Expansion Project, and noted that there is a stakeholder group to provide input on the project, but that the Commission as a whole should be a part of the stakeholder group if adhering to the municipal code.

Assistant City Manager, Dianne Thompson, responded that the Library Commission is the lead public Commission for providing input on the program and that the stakeholder group includes different interest groups of the project but does not preclude conversations with the Commission and that the Commission is the official group with oversight of the project.

Commissioner Crabtree commented that she would like to see direction from Council or have better clarification of the role of the Library Commission addressed in the municipal code. She added that she would like to consider having all commissions use a timer for commissioner and public comments to keep contributions fair across the board.

Commissioner Vasanth agreed with Commissioner Crabtree that clarity from Council regarding the role of the Library Commission would be good.

Vice Chair Pan noted that in the beginning stages of the Library Expansion Project, the commission was able to provide more input on design and that since the design process is complete, the fundraising portion is being considered by the stakeholder group. She added that if it is not a violation of the Brown Act, it all Commissioners could attend the stakeholder meetings.

Chair Wo agreed that all Commissioners should be able to express their opinions on the Library Expansion Project and that there should be consistency between the Commission and the stakeholder group.

Commissioner Crabtree motioned to not provide any new items to the council at this time. Vice Chair Pan seconded the motion. Motion carried with three votes yes, one abstention from Chair Wo, and Commissioner Wang absent.

STAFF AND COMMISSION REPORTS

4. Subject: Monthly Update Reports.

Recommended Action: Receive monthly update reports from:

- Cupertino Community Librarian
Clare Varesio reported as submitted.
Commissioners Crabtree and Pan requested that the two-page update from Clare be distributed to the Commissioners.
- County Librarian Monthly Update
Chris Brown reported as submitted. Chris announced that he has accepted a position in Chicago and that Steve Fitzgerald will be stepping in as an interim.
- Library Expansion Working Group
- Friends of the Library
- Cupertino Library Foundation
- Commissioners

Commissioner Crabtree attended the Meet the Commissioners Series A session and noted there was a good turnout and participation. Mayor Chao recorded the sessions and will be hosting Series B this spring. She noted that a library patron attended the December 2 meeting and commented on the accommodations that the Library provides. Additionally, a former Library Commissioner expressed their appreciation for the County Library staff. Commissioner Crabtree shared that the Legislative Action Committee for the Cupertino Chamber meets Friday, January 8, Mayor Darcy Paul will be the guest speaker and the Planning Department will be providing a presentation on the dark sky and bird safe ordinances.

Chair Wo shared that she will not be seeking reappointment for a second term.

Vice Chair Pan will attend the February Mayor's meeting.

Commissioner Vasanth will attend the March Mayor's meeting.

- Poet Laureate
- Staff

FUTURE AGENDA SETTING

ADJOURNMENT:

Chair Wo adjourned the meeting at 8:56 p.m. to the February 3, 2021 meeting at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant
Minutes approved at the _____ meeting.