



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, February 3, 2021

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7 p.m., Vice Chair Pan called the meeting to order via remote teleconference.

**ROLL CALL**

Commissioners: Qin Pan, Rahul Vasanth, Archana Panda, Liyan Zhao, Sheela Sreekanth  
City/County Staff: Joanne Magrini, Dianne Thompson, Roger Lee, Susan Michael, Kirsten Squarcia, Whitney Zeller, Clare Varesio, Diane Roche  
Presenters: Jing Jing Yang, Gilbert Wong  
Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

1. Subject: Oath of Office for the Newly-Appointed Commission Members; Training on Commissioner Handbook Approved by City Council on January 19, 2021.

Recommended Action: 1.) Conduct Oath of Office for newly appointed Commission members; and 2.) Conduct training on Commissioner Handbook:

- a. Structure of Government
- b. Commission Purpose
- c. Attendance
- d. Ralph M. Brown Act
- e. Political Reform Act
- f. Rosenberg's Rule of Order
- g. Ethics Policy
- h. City Work Program
- i. Email Policy

City Clerk Kirsten Squarcia conducted the swearing in ceremony for Commissioners Panda, Sreekanth, and Zhao. The Commission accepted a presentation from Clerk Squarcia.

2. Subject: Commissioner Introductions.

Recommended Action: Conduct commissioner introductions.

The Commissioners briefly provided introductions.

Community member Liana Crabtree welcomed the new Commissioners  
Community member Amanda Wo welcomed the new Commissioners

3. Subject: Chair and Vice Chair Selection.

Recommended Action: Conduct the selection of the Chair and Vice Chair.

Commissioner Vasanth motioned to nominate Commissioner Pan as the new Commission Chair. Commissioner Zhao seconded the motion. Motion carried unanimously with five votes yes.

Chair Pan motioned to nominate Commissioner Vasanth as the new Commission Vice Chair. Commissioner Panda seconded the motion. Motion carried unanimously with five votes yes.

### **APPROVAL OF MINUTES**

4. Subject: Meeting Minutes for the January 6, 2021 Library Commission Meeting.

Recommended Action: Review and approve the minutes for the January 6, 2021 Library Commission meeting.

Chair Pan amended item two to note that the charging stations had been discussed previously and that Director Roger Lee mentioned that he would look into it.

Vice Chair Vasanth motioned to approve the minutes as amended. Chair Pan seconded the motion. Motion carried unanimously with five votes yes.

### **POSTPONEMENTS**

None

### **ORAL COMMUNICATIONS**

None

### **WRITTEN COMMUNICATIONS**

None

### **Old BUSINESS**

5. Subject: Update on the Library Expansion Project.

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

Director of Public Works, Roger Lee, introduced the item. Public Works Project Manager, Susan Michael and Cupertino Librarian, Clare Varesio provided an update on the Library Expansion Project. They noted that the virtual groundbreaking ceremony for the project is scheduled for Friday, March 5<sup>th</sup> at 12 p.m. which will be pre-recorded and posted online. Staff are working on other community engagement opportunities and will update the Library Expansion Project webpage as more information is available.

Vice Chair Vasanth volunteered to attend the Library Expansion stakeholder meetings in place of Commissioner Wo.

Chair Pan recommended that the public outreach events be available after school hours so that students and families can attend.

Community member Liana Crabtree commented that the Cupertino Scene had mentioned the bike storage and asked if there was any progress on it cooperating with Clipper cards.

6. Subject: Review the Library Patron Survey and Engaging the Community on Survey Feedback.

Recommended Action: Review the Library Patron Survey and discuss ways to engage the community on survey feedback.

Cupertino Librarian Clare Varesio provided a presentation reviewing the results of the Library Patron Survey.

Chair Pan commented that some of the items from the survey have been addressed, such as additional seating, the addition of a quiet area, and addressing parking issues.

Vice Chair Vasanth commented that he was looking forward to the expansion project and hopes to address parking in the future as well.

Commissioner Panda commented that Eaton Elementary would be a great opportunity for additional parking.

## **NEW BUSINESS**

### **STAFF AND COMMISSION REPORTS**

7. Subject: Monthly Update Reports.

Recommended Action: Receive monthly update reports from:

- Cupertino Community Librarian  
Clare Varesio reported as submitted.
- County Librarian Monthly Update  
Diane Roche reported as submitted.
- Library Expansion Working Group
- Friends of the Library
- Cupertino Library Foundation  
Gilbert Wong provided an update from the Cupertino Library Foundation including an overview of what the Foundation does and fundraising goals for the Library Expansion Project.
- Commissioners
- Poet Laureate  
Jing Jing Yang provided an update on the Poet Laureate program, including upcoming events that are published on the City's Poet Laureate webpage.
- Staff

**FUTURE AGENDA SETTING**

Chair Pan requested to switch attendance of the Mayor's meeting with Vice Chair Vasanth. Vice Chair Vasanth will attend the February Mayor's meeting and Chair Pan will attend the March Mayor's meeting.

**ADJOURNMENT:**

Chair Pan adjourned the meeting at 9:36 p.m. to the March 3, 2021 meeting at 7:00 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant  
*Minutes approved at the \_\_\_\_\_ meeting.*