



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

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7:01 p.m., 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, Susan Michael, Whitney Zeller,

Clare Varesio, Jennifer Weeks

Presenters: None

Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**APPROVAL OF MINUTES**

1. Subject: Meeting Minutes for the February 3, 2021 Library Commission Meeting.

Recommended Action: Review and approve the minutes for the February 3, 2021 Library Commission meeting.

Chair Pan commented that at the time of the meeting, there was no time set for the Library Expansion Groundbreaking Ceremony, which is why she had suggested having it at a time where kids and families would be available. She recommended an amendment to remove the time and keep the date.

Chair Pan motioned to approve the minutes with the amendment. Commissioner Zhao seconded the motion. Motion carried unanimously with five votes yes.

**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 as submitted.

Assistant City Manager, Dianne Thompson, mentioned the Library Commission is the first group to see the renderings provided and that they will be posted to the project webpage.

The Commissioners thanked the staff for their presentation.

3. Subject: Quarterly Update on the Library Commission Ongoing Items.

Recommended Action: Receive a quarterly update on the Library Commission ongoing items.

Director of Parks and Recreation, Joanne Magrini, provided an update on the Library Commission's ongoing items.

Commissioners Panda and Zhao shared that they attended the recent Poet Laureate event and that it was very successful and well attended.

Chair Pan commented that the Commission usually assigns working groups for different items on the Commission Work Program.

Commissioners Panda and Zhao expressed interest in working on the Poet Laureate Program.

Chair Pan suggested to create a working group for the digital divide item. The Chair shared the Commission's previous process of selecting working group items, which involved a brainstorming session, followed by each commissioner expressing what their interest was in each item.

Commissioner Zhao commented that both seniors and youth have been isolated, and would like to see opportunities for the two groups to be brought together.

Commissioner Panda agreed that it is a good idea to bring seniors and youth together.

Chair Pan recommended forming a working group to address senior and youth programming (addressing the digital divide).

Commissioners Zhao and Sreekanth volunteered to be part of the working group.

## **NEW BUSINESS**

None

## **STAFF AND COMMISSION REPORTS**

### **4. Subject: Monthly Update Reports.**

**Recommended Action:** Receive monthly update reports from:

- Cupertino Community Librarian  
Clare Varesio reported as submitted.
- County Librarian Monthly Update  
Jennifer Weeks reported as submitted.
- Library Expansion Working Group
- Friends of the Library  
Clare Varesio shared that they are looking to actively resume support of the library. And will hopefully have additional news in the coming months.
- Cupertino Library Foundation  
Chair Pan updated that they will host the fundraising event for the Library Expansion project. Goal is to raise \$500,000. There will be two members focusing on large donations. Chair Pan will be leading the group focusing on small donations. Library Foundation hosted the senior program seminar with the City several weeks ago.
- Commissioners  
Vice Chair Vasanth attended the Mayor's meeting and updated the meeting has been moved to the second Wednesday of each week. Vice Chair Vasant provided an overview on the items discussed at the Mayor's meeting.  
Commissioner Zhao shared that the Asian American Parent Association is hosting an event which will be held on March 27. Staff can distribute a flyer for the event to commissioners.
- Poet Laureate  
None
- Staff  
None

## **COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

### **FUTURE AGENDA SETTING**

#### **5. Subject: Schedule for Annual Items and Future Agenda Items.**

**Recommended Action:** Review and provide feedback on the schedule for annual items and future agenda items.

Community member Liana Crabtree commented that the Paul K Longmore film festival could be a good program opportunity for the library and encouraged the opportunity to highlight more visibility into the disability community.

Chair Pan recommended to add Liana's suggestion to the agenda for discussion. Vice Chair Vasanth motioned to include the Paul K Longmore Film Festival as a future agenda item for discussion. Commissioner Panda seconded the motion.

Chair Pan motioned to add addressing the digital divide as a future agenda item for discussion.  
Commissioner Sreekanth seconded the motion.

Chair Pan will attend the March mayors meeting.

The commissioners discussed attendance for the Mayor's meeting:

April – Commissioner Panda

May – Commissioner Zhao

June – Commissioner Sreekanth

July – Vice Chair Vasanth

August – Chair Pan

September – Commissioner Panda

October – Commissioner Zhao

November – Commissioner Sreekanth

December – Vice Chair Vasanth

January – Chair Pan

**ADJOURNMENT:**

Chair Pan adjourned the meeting 8:32 p.m.

Respectfully Submitted by,

Whitney Zeller, Administrative Assistant

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