



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, September 1, 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, Sheela Sreekanth, Archana Panda, Liyan Zhao
City/County Staff: Joanne Magrini, Dianne Thompson, Susan Michael, Kevin Khuu, Clare Varesio, Stephen Fitzgerald

Presenters: None

Absent: None

CEREMONIAL MATTERS AND PRESENTATIONS

None

APPROVAL OF MINUTES

1. Subject: Minutes for the August 4, 2021 Library Commission Special Meeting
Recommended Action: Review and approve the minutes for the August 4, 2021 Library Commission special meeting.

Kevin Khuu, Management Analyst, reported that the item was misnamed as a “special” meeting. However, the attached minutes do correctly reflect the meeting status.

Vice Chair Vasanth motioned to approve the minutes. Commissioner Sreekanth seconded. Motion passes with 4 yes and 1 abstain.

POSTPONEMENTS

2. Subject: Amended Minutes for the May 24, 2021 Joint Fine Arts Commission and Library Commission Special Meeting.
Recommended Action: Review and approve the amended minutes for the May 24, 2021 joint Fine Arts Commission and Library Commission special meeting.

Vice Chair Vasanth motioned to approve the minutes. Chair Pan seconded. Motion passes with 3 yes and 2 abstain.

3. Subject: Update on Addressing the Digital Divide
Recommended Action: Receive an update from the commission subcommittee on addressing the digital divide.

Commissioner Sreekanth provided an update. Reported on the following:

- The subcommittee has been meeting with the Cupertino Community Librarian.

- Reviewed services available at the Cupertino Library, including full-service computers, library and staff assistants, free online resources, etc.
 - o Requested help to spread the word to the community about the available services, as well as ask for feedback on services desired.
- There will be a strategic plan for all county libraries in early 2022.
- There are in-person trainings for smartphones scheduled in October.

Commissioner Zhao reported on the following:

- Digital bicycle lockers are available at the Library.
 - o Utilizes an online app to for the locks.
 - o The subcommittee will spread the word about this technology being available at the Library.
- Passport program is not yet available and currently in progress.
- Youth group is looking to interview seniors, specifically how they have handled the pandemic situation.
 - o Looking to provide connections to the youth groups for this project.

The subcommittee will meet on a recurring basis, with the next one scheduled in the first week of October and will continue to report to the Commission.

Liana Crabtree, Cupertino resident, commented on the bicycle storage lockers and inquired if there is a different way to utilize the lockers instead of the app. Commissioner Zhao will research the inquiry and follow up.

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

4. Subject: Update on the Library Expansion Project

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

Susan Michael, Capital Improvement Programs Manager, presented an update on the Library Expansion Project.

Vice Chair Vasanth asked the meeting attendees to spread the word about the Donor Wall. Announced that a booth will be setup in front of the Library to answer questions from 3:00 p.m. to 5:00 p.m. for the next upcoming Saturdays. The booth will be setup at the Fall Festival on September 11.

Commissioner Panda suggested sharing a calendar of the Saturday outreach schedule so all Commissioners can volunteer their time to the outreach effort.

5. Subject: Update from the Poet Laureate Subcommittee

Recommended Action: Receive an update from the Poet Laureate Subcommittee

Commissioner Panda confirmed the members of the subcommittee. The subcommittee is planning to meet on September 7 or 9 and have reviewed the application. Will discuss a meeting schedule for the upcoming months and provide an update to the Commission in the future.

Commissioner Zhao confirmed there will be more updates after the first meeting is held.

6. Subject: Superfest Disability Film Festival

Recommended Action: Receive information on the Superfest Disability Film Festival and discuss a recommendation to the Cupertino Library.

Clare Varesio, Cupertino Community Librarian, presented information on the film festival to the Commission. Highlighted that October is the core festival, with showcases at other locations including libraries. The showcase cost is \$1,000, plus \$100 per panelist and can be held in person or virtually.

Liana Crabtree, Cupertino Resident, had viewed the film festival in 2020. Asked the Commission to consider bringing the festival to Cupertino and suggested a virtual program to be more inclusive to the community.

Clare confirmed the festival will be virtual in 2021 and updates will be posted on the website.

Commissioner Zhao and Vice Chair Vasanth both support the program. Chair Pan recommended setting up an in-person program once conditions improve and suggested tabling this item until January of next year.

Commissioner Zhao motioned to continue the discussion to support the program moving forward. Commissioner Panda seconded. Motion carries unanimously.

NEW BUSINESS

None

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
Stephen Fitzgerald reported as submitted.
- Friends of the Library

Will have a book sale in October.

- Cupertino Library Foundation

None

- Commissioners

Chair Pan attended the Mayor's Meeting last week and several community events, including the Art Talk. Encouraged the community to view the mural out at the Blackberry Farm Café. Also attended the Movie in the Park event and shared the upcoming movie at Creekside Park this coming Friday at 8:00 p.m.

- Poet Laureate

None

- Staff

None

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

Commissioner Panda will attend the September Mayor's Meeting and Commissioner Zhao will attend the October Mayor's Meeting.

FUTURE AGENDA SETTING

ADJOURNMENT:

Chair Pan adjourned the meeting 8:11 p.m.

Respectfully Submitted by,

Kevin Khuu, Management Analyst