



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

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:00 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, Rachelle Sander, Dianne Thompson, Susan Michael, Roger Lee, Iqraam Nabi, Kevin Khuu, Clare Varesio, Jennifer Weeks

Presenters: None

Absent: None

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: KnowBe4 Training

Recommended Action: Discuss mandatory KnowBe4 training with the City's Infrastructure division.

Iqraam Nabi, IT Technician, presented on this item. Resent the training email and reminder out to the Commissioners.

2. Subject: Senior Strategy Survey

Recommended Action: Receive a presentation on encouraging community input in a survey assessing resource awareness and need among seniors for the Senior Strategy City Work Program item.

Joanne Magrini, Director of Parks and Recreation, presented on this item. The survey will be distributed mid-October, with hard copies available at the Quinlan Community Center, Cupertino Senior Center, and the Cupertino Library.

APPROVAL OF MINUTES

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

Recommended Action: Review and approve the minutes for the September 1, 2021 Library Commission meeting.

Vice Chair Vasanth motioned to approve the minutes. Commissioner Sreekanth seconded. Motion passed unanimously.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

Liana Crabtree, Cupertino Resident, shared with the Commission information about the 2021 Superfest Film Festival and shared a slide. Event will run from October 15 to October 17. Liana invited the Commissioners to attend the virtual event. The film will be "Crip Camp: A Disability Revolution".

WRITTEN COMMUNICATIONS

The Commission had received a few emails in the past month and will be posted on the City's website for the record.

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. Highlighted several upcoming events, including a site tour at the end of November.

Vice Chair Vasanth provided an update on the donations. The deadline for the first phase of donations is set for next week. The phase one bricks will be installed in January. Asked the Commissioners, attendees, and viewers to spread the word about the donation due date. Also, thanked the Commissioners for coming out to the booth to engage library attendees in front of the Library.

Commissioner Panda and Commissioner Zhao shared their public engagement experiences in front of the Library with the Commission. Commissioners Panda and Zhao thanked Chair Pan for her work on the project.

Dianne Thompson, Assistant City Manager, thanked the Commissioners on behalf of the City for their work and contribution to the Library Expansion Project.

5. Subject: Update from the Poet Laureate Subcommittee

Recommended Action: Receive an update from the Poet Laureate Subcommittee

Commissioner Panda shared an update from the Poet Laureate Subcommittee. Requested help from the Commissioners to spread the word of the recruitment and asked staff to send the marketing materials to the other Commissioners. Applications will be received in October and the selection process will occur in November.

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
Jennifer Weeks reported as submitted.
- Friends of the Library
Will have a book sale on Saturday, October 16. Book donations will hopefully open soon.
- Cupertino Library Foundation
None
- Commissioners
Commissioner Zhao provided a follow up on the bike locker program at the Library. Patrons can also use a transportation card for the lockers, in addition to their phones. Commissioner Zhao will be traveling next week. Commissioner Panda will attend the October Mayor's Meeting instead.
- Poet Laureate
Clare provided an update on the poetry posters posted at the Library, the past event at the City's Bike Fest, and the upcoming Poet Laureate event later this month.
- Staff
Joanne Magrini shared about the current Shakespeare in the Park event at Memorial Park, Bobateeno Event, and Monster Mash Event.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

Commissioner Sreekanth will attend the November Mayor's Meeting and Vice Chair Vasanth will attend the December Mayor's Meeting.

FUTURE AGENDA SETTING

ADJOURNMENT:

Chair Pan adjourned the meeting 8:05 p.m.

Respectfully Submitted by,

Kevin Khuu, Management Analyst