



**DRAFT MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, November 3, 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, Molly James, Dianne Thompson, Susan Michael, Roger Lee, Kevin Khuu, Clare Varesio, Jennifer Weeks  
Presenters: None  
Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**APPROVAL OF MINUTES**

1. Subject: Minutes for the October 6, 2021 Library Commission Meeting  
Recommended Action: Review and approve the minutes for the October 6, 2021 Library Commission meeting.

Vice Chair Vasanth motioned to approve the minutes as submitted. Commissioner Sreekanth seconded. Motioned passed unanimously.

**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.

Susan Michael, Capital Improvement Program Manager, presented on the Library Expansion Project. Provided an update on the construction progress, the designs for the Art and Donor Wall, and highlighted several public outreach event dates, with the ribbon-cutting tentatively scheduled at the end of February.

Dianne Thompson, Assistant City Manager, thanked the Commission for their fundraising efforts and to Roger Lee, Public Works Director, for his work on this project, inviting him to attend the ribbon-cutting event in February.

Chair Pan thanked Roger for his work and effort on this project and his service to the City. Vice Chair Vasanth also thanked Roger for his work on the project and provided an update from the Cupertino Library Foundation, highlighting that phase 1 of the Donor Wall is complete and those blocks will be installed by the opening of the Library. Phase 2 of the Donor Wall will continue until all blocks on that part of the wall are claimed. Susan will coordinate with the Cupertino Library Foundation to update the outreach efforts for Phase 2.

3. Subject: Update from the Poet Laureate Subcommittee

Recommended Action: Receive an update from the Poet Laureate Subcommittee

Commissioner Panda provided an update.

Joanne Magrini, Director of Parks and Recreation, recommended the subcommittee move forward with reviewing and interviewing the applicant received. If unsuccessful, then consider extending the recruitment process.

Jing Jing Yang, Cupertino's Poet Laureate, had spoken to several of the previous Poet Laureates, and supported extending the recruitment deadline to try and gather several candidates.

## **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.
- Friends of the Library  
Had hosted a book sale in mid-October. Will tentatively reopen their donation bins possibly in a week or two.
- Cupertino Library Foundation  
None
- Commissioners  
Commissioner Sreekanth proposed adding an update from the Digital Divide subcommittee to the next Library Commission meeting agenda.
- Poet Laureate

Jing Jing provided an update to the Commission. Had completed a program with the City's Bike Fest event. Tentatively scheduled an in-person workshop on November 20 at the courtyard of the Cupertino Library. For December, will do holiday greeting banners. Has planned for embroidered caps for the poet laureates.

- Staff

Joanne shared the 2021 Artist Awards from the Fine Arts Commission and the availability of the Senior Survey.

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

Vice Chair Vasanth will attend the December Mayor's Meeting and Chair Pan will attend the January Mayor's Meeting. Commissioner Zhao will attend the February Mayor's Meeting.

### **FUTURE AGENDA SETTING**

#### **ADJOURNMENT:**

Chair Pan adjourned the meeting 7:49 p.m.

Respectfully Submitted by,

Kevin Khuu, Management Analyst