



**AMENDED MINUTES  
LIBRARY COMMISSION**  
Wednesday, December 5, 2018

**LIBRARY COMMISSION SPECIAL MEETING**

**CALL TO ORDER**

At 6:41 p.m., there was no quorum. At 6:49 p.m., Chair Wang called the meeting to order at the Cupertino Library, 10800 Torre Ave, Cupertino, in the Think Tank Room.

**ROLL CALL**

Commissioners: Amanda Jia Wo, Gopal Kumarappan, Christie Wang, Liana Crabtree

Absent: Rose Grymes

City/County Library Staff: Jeff Milkes, Clare Varesio, Diane Roche

**APPROVAL OF MINUTES**

Regular Meeting of November 7, 2018

Chair Wang motioned to approve the minutes, with an amendment, to include the new date for the January 2019 Commission meeting from January 2, 2019 to January 9, 2019. Vice Chair Crabtree seconded. Motion passed with 4 yes and 1 absent.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**OLD BUSINESS**

2018-2019 Work Plan

The Commissioners listed the City's Work Plan priorities and assigned items they want to work on per these priorities:

- Operational Efficiency
- Public Engagement and Transparency
- Public and Private Partnerships
- Community Livability and Sustainability Infrastructure
- Financial Stability
- Smart City

The Work Plan items will be typed by City staff and sent to the Library Commissioners on or around the 11<sup>th</sup> of December. The plan is to add the item as Old Business at the January meeting and take action.

## **NEW BUSINESS**

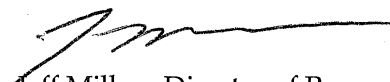
### **Survey – Proposed Questions and Incentive Program**

The Commissioners discussed potential outreach to Cupertino-only resident users of the Library. The intent is to use incentives to get people to complete a County survey. The 10-15 minute survey is available for 2- 4 weeks, ending in the Spring. No action is taken on the survey items but the Commission will look at it again at the February meeting to have further conversation about a Cupertino resident-only survey and incentives.

## **STAFF AND COMMISSION REPORTS**

- Cupertino Community Librarian Report  
Clare Varesio reported on the library's website and resources in different languages. She reported that the library has over 150,000 items in 20 different languages. Clare shared the Library Monthly Report for November, 2018. She shared information on the Library's new Think Tank meeting room.
- County Librarian Report – As submitted.
- Friends of the Library Report – None.
- Cupertino Library Foundation Report – None.
- Commissioner Report – None.
- Poet Laureate Report – None.
- Staff Report – None.
- Calendar Review – None

**ADJOURNMENT:** The meeting adjourned at 8:32 p.m. to January 9, 2019 at 7:00 p.m.  
Respectfully Submitted by,



Jeff Milkes, Director of Recreation and Community Services

*Minutes approved at the 01.09.19 meeting.*