

**AMENDED MINUTES
LIBRARY COMMISSION**
Wednesday, July 10, 2019

LIBRARY COMMISSION SPECIAL MEETING

CALL TO ORDER

At 7:05 p.m., Chair Crabtree called the meeting to order at the Cupertino Library, 10800 Torre Ave, Cupertino, in the Story Room.

ROLL CALL

Commissioners: Liana Crabtree, Amanda Jia Wo, Qin Pan, Rahul Vasanth (arrived at 7:50pm)

City/County Library Staff: Roger Lee, Jeff Milkes, Clare Varesio, Chris Brown

Absent: Christie Wang

Attendance: Kacey McCormick

APPROVAL OF MINUTES

1. Meeting of June 5, 2019

Commissioner Pan motioned to approve the draft minutes. Vice Chair Wo seconded. Motion passed with 3 yes and 2 absent.

CEREMONIAL MATTERS AND PRESENTATIONS

None

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

Chair Crabtree moved item number 8 up to next on the agenda.

NEW BUSINESS

8. Receive Update from Poet Laureate Kaecey McCormick About Items of Special Interest to the Poet Laureate Program. Discuss Recruitment Tasks and Timeline for Selecting the 2020-2021 Poet Laureate.

Kaecey McCormick brought forward some concerns, such as the limited timing of the appointment, need for more infrastructure assistance (website, a set budget vs reimbursements, storage, etc.) and support from a City staff liaison. Offered to potentially extend her current term by a year. Item will be brought back to the August meeting for discussion. The Commission will select and serve on the Steering Committee for the program.

OLD BUSINESS

2. Update of the Action Plan to Address Parking Scarcity and the Abuse of the 4 Minute Parking Located Near the Book Return. Discussion of Options to Improve Patron Safety and Traffic Flow During Drop-off and Pick-up at the Library. Discussion of Opportunities, if Any, for Offside Parking at Nearby School During Peak Weeknight and Weekend Hours.

Roger Lee, Director of Public Works, presented a parking analysis of City Hall/the Library. The Commission discussed various methods to alleviate parking such as:

- Use of the parking lot at Eaton Elementary
- Remote book drop off location
- Using shuttles, changing streets to pedestrian, potential turn around areas, etc.

The progress of the Community Room Working Group was discussed briefly. Will add the Library Addition Working Group to future agendas as an update opportunity.

3. As Available, Receive Update and Action Items from the Working Group or Cupertino Library Foundation to Support the Addition of a Community Room Inside the Cupertino Library

Postponed.

Chair Crabtree moved item number 6 up to next on the agenda.

6. Discuss, Edit, and Decide the Future Library Commission Work Plan Items to Submit for City Council Approval for FY 2019-2020.

The Commission reviewed the draft work plan items. Agreed to the content but preferred to prioritize the order of the items. Vice Chair Wo motioned to form a subcommittee (consisting of Commissioner Vasanth and Chair Crabtree) to prioritize and complete the work program and send to Staff by July 16 to present to City Council by August. Commissioner Pan seconded. Motion passed with 4 yes and 1 absent.

4. Review and Recommend Edits to the List of Behavior Standards for the Santa Clara County Library District. Continue Discussion to the Environmental Factors Agenda Item from 6/5/2019. Receive Ideas for Signage to Promote Productive Study and Collaborative Activity in the Library. Send Inputs to the Assistant County Librarian in Advance of the August Library Commission Meeting.

The Commission reviewed the behavior standards and discussed potential edits, including sound issues and unattended children. The District will gather input from 7 library commissions in the county. Can send further edits to the Assistant County Librarian.

5. Receive Update of the Current Process Library Staff Follows to Reserve Community Hall for Library Programming Today and, If Applicable, in the Future as the Result of a Possible New Community Hall Use Agreement.

Clare Varesio reviewed the recently approved agreement between the City and the Library in regards to the use of Community Hall. The now signed agreement allows continued reservations of Community Hall by the Library staff.

7. Receive Update for the Closure of the Data Gathering Phase for the SCCL 2019 Customer Satisfaction Survey.

Had 1425 responses in total, with triple the ESL responses compared to previous years. The survey occurs every 3 years.

STAFF AND COMMISSION REPORTS

9. **Cupertino Community Librarian Report**

As submitted.

County Librarian Report

As submitted.

Friends of the Library Report

None

Cupertino Library Foundation Report

None

Commissioner Reports

None

Poet Laureate Report

None

Staff Report

Reported on the recent change in staff positions and appointed Kim Calame as the new staff liaison for the Commission.

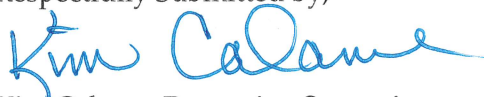
10. Discussion of Commissioners' Attendance at Upcoming Meetings and Community Events

Commissioners to attend the next Mayor's meetings as follows:

- August: Chair Crabtree
- September: Commissioner Pan
- October: Vice Chair Wo
- November: Commissioner Wang
- December: Commissioner Vasanth

ADJOURNMENT: The meeting adjourned at 9:24 p.m. to August 7, 2019 at 7:00 p.m.

Respectfully Submitted by,



Kim Calame, Recreation Supervisor

Minutes approved at the August 7, 2019 meeting.

