



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, June 3, 2020

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7:04p.m., Chair Wo called the meeting to order via remote teleconference.

**ROLL CALL**

Commissioners: Amanda Wo, Liana Crabtree, Qin Pan, Christie Wang, Rahul Vasanth

City/County Staff: Christine Hanel, Joanne Magrini, Dianne Thompson, Roger Lee, Whitney Zeller, Clare Varesio, Chris Brown

Absent: None

**APPROVAL OF MINUTES**

1. Meeting of May 6, 2020.

Commissioner Crabtree motioned to approve the draft minutes with the amendment of approval of minutes to 5 votes yes instead of 4 votes yes. Commissioner Pan seconded the motion. Motion passed unanimously with 5 votes yes.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

Written communication was received for item 5.

**Old BUSINESS**

Item 5 was discussed at this portion of the meeting.

5. Update From the Library Expansion Work Group.

Assistant City Manager Dianne Thompson and Public Works Director Roger Lee provided an update on the library expansion project including a review of concept level drawings and a virtual walkthrough.

Updates to the concept included:

- 1<sup>st</sup> floor Capacity: 170 max
- 2<sup>nd</sup> floor Capacity: 155 max
- Expand sliding glass door on first floor to courtyard from 10ft to 20-25ft
- Construction project manager has been retained
- Bridging documents have been received
- June 1<sup>st</sup> – Received statement of qualifications from 7 design build entities for review
- Next step is to shortlist the 7 design build firms to 4 by June 8<sup>th</sup>

- City will issue Request for Proposals to the shortlisted firms due July 31<sup>st</sup>
- Tentative date to Council is August 18<sup>th</sup> to potentially award contract
- Construction to start February 2021
- Project to be completed by end of 2021

Commissioner Crabtree inquired about funding for fixtures and furnishings which Dianne informed have been identified in the Library's operational budget.

Chair Wo asked about fundraising. Vice Chair Pan shared that the Library Foundation will lead the fundraising efforts and will include a Donor's wall within the expansion.

Vice Chair Pan suggested looking at other opportunities to showcase Donors and recommended moving the pantry to allow for more storage.

Commissioner Crabtree inquired if parking would be included in this project or if it would be separate to the expansion. Roger Lee responded that parking is a separate project and that Council will be holding a study session on Civic Center parking alternatives on June 16<sup>th</sup> at 5:30pm.

Community member Lisa spoke on the item and expressed concern with the extensive use of glass in the expansion and impacts on night sky, glare and sun issues. Lisa also shared concern with Library Field being impacted and encouraged for it to be recognized as a park.

Dianne shared that blackout window coverings will be included as well as bird safe glass and that Library Field is not being recommended for parking.

## 2. Discuss Possible Coffee Talk Series with Library Commissioners to Meet Community Members.

The Commissioners discussed the opportunity to host a coffee talk event and the benefits of having an open forum to receive feedback from the community.

Chair Wo established that the next steps would be to create a subcommittee and ask the City Manager's Office what resources the City could provide and what the Library Commission would need to provide.

Christine Hanel reminded the Commission that they do have a budget they can use, and that staff would need to get an estimate of the cost necessary to assist with this type of event. The Commission would need to establish the following in order to estimate staff resources needed: how often would the events occur, what time would they occur, what would the duration be.

Commissioner Wang offered to contribute a couple hours a month to this type of event and suggested hosting it at a time that would be more accessible.

Chair Wo suggested hosting the events quarterly to start and see how they are received by the public.

Commissioner Crabtree motioned to form a subcommittee of herself and Commissioner Wang to research what opportunities are available to host a coffee talk series and to work with Christine to review what resources are needed before bringing it back to the Commission for review. Commissioner Wang seconded. Motion passed unanimously with 5 votes yes.

Commissioner Vasanth expressed interest in hosting a date in August or later and suggested having someone from the Library Expansion workgroup attend the first event.

3. Santa Clara County Library Patron Survey Review.

Clare Varesio reviewed the item and suggested that the Commissioners revisit the item in the future if necessary. Item was tabled for later discussion in August/September.

4. Update on COVID-19's Impacts on Library Services.

Vice Chair Pan shared that there is a gap in programming for teens and suggested offering more for that age group and potentially working with the Teen Commission.

Chris Brown and Christine Hanel agreed to pass the information on to their staff.

Christine Hanel reported that the Golf Course and Tennis Courts have opened. Effective Friday, dog parks will be open. Trails and parks have remained open. Staff are offering meal deliveries for seniors as well as delivering meals to Cupertino school districts. #CupertinoCares initiative has provided weekly programs for residents. Camps will be offered both virtually and in-person.

## **STAFF AND COMMISSION REPORTS**

7. Receive Monthly Update Reports From:

Cupertino Community Librarian

Clare Varesio reported as submitted

- E-Book circulation continues to grow
- 40 virtual programs were offered March – May
- Coming Soon: TEDx Teen, Summer Reading, Curbside Pickup

Chair Wo asked if there is a comparison of regular program attendance vs virtual programming since impact of COVID.

Commissioner Crabtree suggested offering virtual programs once in-person programming resumes if it is successful.

County Library District Report

Chris Brown reported as submitted

- Jennifer Weeks has been appointed as the County Librarian
- Three new community librarians announced

- Curbside Service coming soon
- JPA Board meeting June 25<sup>th</sup> 12:00pm

#### Friends of the Library Report

#### Cupertino Library Foundation Report

- Board is still meeting monthly
- Teen Advisory Council is hosting Summer Science Contest

#### Commissioner Reports

- Commissioner Crabtree attended the City Council's Plan Bay Area 2050 Study Session, the Coffee Talk on May 22<sup>nd</sup>, May Bike Ped Commission meeting and mentioned Senate Bill 1431 impacting property taxes.

#### Poet Laureate Report

#### Staff Report

Christine Hanel provided the staff report.

- Parks and Recreation will become liaison for Fine Arts Commission
- Annual budget will be provided to Council on June 16<sup>th</sup>

Commissioner Crabtree inquired about potential hiring opportunities for camps.

Christine responded that staffing needs have not been determined yet.

New Business Item 6 was discussed at this portion of the meeting

### **NEW BUSINESS**

#### 6. Discuss Schedule of July 1, 2020 Meeting.

The Commissioners discussed the item and agreed to keep the scheduled meeting on July 1<sup>st</sup>.

**ADJOURNMENT:** The meeting adjourned at 9:30 p.m. to the July 1, 2020 meeting at 7:00 p.m.

Respectfully Submitted by,



Whitney Zeller, Administrative Assistant

*Minutes approved at the August 5, 2020 meeting.*