



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, July 1, 2020

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7:00p.m., Chair Wo called the meeting to order via remote teleconference.

**ROLL CALL**

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

City/County Staff: Christine Hanel, Joanne Magrini, Dianne Thompson, Whitney Zeller, Clare Varesio, Jenifer Weeks, Henry Sang

Absent: Commissioner Christie Wang

**APPROVAL OF MINUTES**

**1. Meeting of June 3, 2020.**

Commissioner Crabtree requested clarification on ability to amend minutes and note that the civic center study session for parking alternatives was changed from June 16<sup>th</sup> to July 7<sup>th</sup>. Item was postponed to the August 5, 2020 meeting. Commissioner Crabtree motioned to defer approval of the minutes to the next meeting. Commissioner Vasanth seconded. Motion passed with 3 votes yes, 1 vote no from Vice Chair Pan and Commissioner Wang absent.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**Old BUSINESS**

Item 5 – Cupertino Library Foundation Report was moved to this portion of the meeting

Henry Sang shared an update report on the Cupertino Library Foundation as submitted.

- Ongoing Programs
- Program Room Expansion status and fund raising
- Greater emphasis on arts and entertainment
- New Senior strategy effort
- Digital Divide

Henry addressed questions from Commissioners on digital divide and impacts on residents, specifically Seniors and Youth.

**2. Updates Related to COVID-19.**

Christine Hanel provided an update on impacts related to COVID-19 including virtual recreation offerings, private tennis and golf lessons, electric golf carts available at Blackberry Farm Golf Course, bathrooms open in the parks and swimming pools closed for the Summer.

Clare Varesio shared the library report as submitted, including curbside service available, increased use of online services, staff serving as disaster service workers, no donations currently being taken by Friends of the Cupertino Library, and partnership with the Cupertino Poet Laureate.

Item 5 – County Library District Report was moved to this portion of the meeting

Jennifer Weeks provided the County Library District report as submitted.

- Curbside services available
- Summer Reading June 1 – July 31
- Lunch at the Library (packaged grab and go meals)
- Joint Powers Authority Board Meeting items. Next meeting is October 22, 2020
- REALM Project

Vice Chair Pan suggested opening up more appointment time slots for the curbside service.

### 3. Library Commission FY 2020/21 Work Program.

Christine Hanel reviewed the review process and proposed Library Commission FY2020/21 Work Program for the Commissioners to review.

Vice Chair Pan suggested removing item d from the work program due to the inability to facilitate it with COVID-19 happening.

Commissioner Vasanth agreed with Vice Chair Pan's suggestion to remove item d.

Commissioner Crabtree commented that the work program is for one year and there should be an expectation that if the items we approve for this fiscal year get carried forward to the next year, they might look very different depending on the status of COVID-19. She also mentioned that item d could include access to the library and civic center plaza as well as quiet study areas.

Chair Wo suggested keeping item d and focus on addressing it with virtual solutions.

Commissioner Vasanth suggested to expand item d to include seniors and youth.

Commissioner Crabtree suggested to keep item d and amend it to programs to include target age groups such as middle school students, high school students, seniors and address technology access.

Chair Wo recommended to add digital divide to item d.

Commissioner Vasanth motioned to approve the Library Commission FY2020/21 Work program with the amendment to item d to read "...and services to benefit students, senior citizens, and address the digital divide.". Vice Chair Pan seconded the motion. Motion passed with 4 votes yes and Commissioner Wang absent.

## **NEW BUSINESS**

### 4. Receive Information from Cupertino Poet Laureate on Proposed Program and Review Poet Laureate Budget.

Jing Jing Yang and Clare Varesio provided information on the poetry windows program to display poems in the windows of the library and requested approval from the Commission to use funds to print the posters for the program.

The approved the use of funds for the program and established that the Poet Laurate has an established \$2,000 budget and moving forward does not need individual expenses approved and can report any large expenditures in the monthly Poet Laurate report.

The Commissioners spoke in support of the poetry windows program.

Dianne Thompson requested to have the Poet Laureate make a presentation to City Council and share poems from the winners of the Cupertino Rotary student poetry contest.

## **STAFF AND COMMISSION REPORTS**

### 5. Receive Monthly Update Reports From:

Cupertino Community Librarian

This report was provided earlier in the meeting  
County Library District Report

This report was provided earlier in the meeting  
Friends of the Library Report

Cupertino Library Foundation Report

This report was provided earlier in the meeting  
Commissioner Reports

- Vice Chair Pan attended the Mayor's meeting. The Safety Commission reported that domestic violence is on the rise and Seniors are feeling isolated during COVID-19.

- Commissioner Crabtree will be attending the July Mayor's meeting. Requested to add an agenda item to discuss coffee talks and an item to address a possible trial for U-lock checkouts.

Poet Laureate Report

Staff Report

Christine Hanel provided the staff report.

- Parks and Recreation month (July)

Library Expansion Workgroup

Dianne Thompson shared that the request for proposal has been shortlisted and all documents are available on the project's webpage. Bids are due at the end of July.

**ADJOURNMENT:** The meeting adjourned at 9:27 p.m. to the August 5, 2020 meeting at 7:00 p.m.

Respectfully Submitted by,

A handwritten signature in blue ink that reads "Whitney Zeller". The signature is written in a cursive, flowing style.

Whitney Zeller, Administrative Assistant

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