



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, December 2, 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, Christie Wang

City/County Staff: Joanne Magrini, Dianne Thompson, Whitney Zeller, Clare Varesio, Jennifer Weeks

Presenters: Jing Jing Yang

Absent: Rahul Vasanth

**APPROVAL OF MINUTES**

1. Subject: Meeting for November 4, 2020 Library Commission Meeting.

Recommended Action: Review and approve the minutes for the November 4, 2020 Library Commission meeting.

Vice Chair Pan requested that meeting minutes be published as a PDF and asked to amend item three in the minutes to include that there are 31 parking spots offered at Eaton School.

Commissioner Crabtree motioned to approve the minutes as amended by Vice Chair Pan. Commissioner Wang seconded the motion. Motion passed with 4 votes yes and Commissioner Vasanth absent.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

Item 4, Cupertino Poet Laureate Monthly Report was discussed at this portion of the meeting.

Cupertino Poet Laureate, Jing Jing Yang, provided an update to the Commission on her proposal for a poetry competition and to publish the winning poetry through Cupertino in local businesses.

Vice Chair Pan commented that we should be careful to not promote any gatherings.

Commissioner Crabtree suggested working on the project and then facilitating it when things begin to open up again. Commissioner Crabtree also referred Jing Jing to the Cupertino

Chamber of Commerce's Legislative Action Committee, and noted that they will meet on Friday, December 4<sup>th</sup> if she would like to introduce the idea to them. Commissioner Crabtree added that students at Cupertino High School have an advisory day on Wednesdays, which could be a good opportunity to work with students and connect them to poetry.

Commissioner Wang thanked Jing Jing for her efforts, contributions and passion. She noted that she is excited about the proposal and would like more detail, including a timeline, how people would be selected, and who would be involved.

Chair Wo inquired about the budget. The Administrative Assistant noted that there is a majority of the budget remaining and that the Commission had previously agreed that the Poet Laureate would not need approval for purchases if it is within their budget.

## **Old BUSINESS**

2. Subject: Quarterly Update on the Fiscal Year 2020-2021 Library Commission Work Program.  
Recommended Action: Receive a quarterly update on the Fiscal Year 2020-21 Library Commission Work Program.

Director of Parks and Recreation, Joanne Magrini, provided an update to the Library Commission on the status of their Fiscal Year 2020-21 Work Program.

Vice Chair Pan requested to add to the progress that a quiet space was designated, and signs were put up, but it ended when COVID restrictions began. The Vice Chair asked how we can connect Seniors and Teens to address the digital divide and questioned if the Wednesday advisory days for the high school students would be a good opportunity to address the topic.

Director Magrini suggested providing a mailer with information on how to navigate resources to those who do not have internet or device access.

Commissioner Crabtree agreed with the use of low tech to reach out to seniors. She added that Councilmember Chao is hosting community engagement events for those who are interested in applying for a Commission position. Commissioners Crabtree and Pan will sit on the panel for the first meeting, which will be Friday, December 4<sup>th</sup> from 12 p.m. to 1 p.m.

## **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.

- Library Expansion Working Group  
Vice Chair Pan shared that they had a stakeholder meeting last month and discussed the donor wall and fundraising efforts.
- Friends of the Library
- Cupertino Library Foundation  
Clare shared that they are looking at donations and will be sending out an email for their virtual holiday celebration later this month to the Commissioners.
- Commissioners  
Commissioner Crabtree noted that Clare had followed up with her about accessibility aspects that the Library provides. She shared that she participated in one day of the Superfest disability film festival which was excellent, and that organizations can sponsor their own film festival with the Paul K Longmore Institute of San Francisco if the Library is interested. Commissioner Crabtree attended the housing subcommittee meeting on the 18<sup>th</sup> which consists of two housing commissioners, a consultant, and the City's Housing Planner. They are putting together a housing survey. Their next meeting is on December 16<sup>th</sup>. The Commissioner added that she attended the commissioner handbook review meeting and had requested clarification on subcommittees.

Assistant City Manager, Dianne Thompson, responded that more information will be provided in January and February when commissioner training is conducted.

- Poet Laureate  
Report was provided earlier in the meeting
- Staff  
No Update

#### **ADJOURNMENT:**

Chair Wo adjourned the meeting at 8:34 p.m. to the January 6, 2021 meeting at 7:00 p.m.

Respectfully Submitted by,



Whitney Zeller, Administrative Assistant

*Minutes approved at the January 6, 2021 meeting.*