



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, April 7, 2021

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7:01 p.m., Chair Pan called the meeting to order via remote teleconference.

**ROLL CALL**

Commissioners: Qin Pan, Rahul Vasanth, Archana Panda, Liyan Zhao, Sheela Sreekanth  
City/County Staff: Joanne Magrini, Dianne Thompson, Susan Michael, Roger Lee, Jason Bisely, Whitney Zeller, Clare Varesio, Jennifer Weeks  
Presenters: None  
Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**APPROVAL OF MINUTES**

1. Subject: Meeting Minutes for the March 3, 2021 Library Commission Meeting.  
Recommended Action: Review and approve the minutes for the March 3, 2021 Library Commission meeting.

Vice Chair Vasanth motioned to approve the minutes. Chair Pan seconded the motion. Motion carried unanimously with five votes yes.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

Written communications were received for item 5 on the agenda.

**Old BUSINESS**

2. Subject: Update on the Library Expansion Project and Civic Center Parking Measures.  
Recommended Action: Receive an update on the Library Expansion Project and Civic Center parking measures.

Public Works Project Manager, Susan Michael, provided an update on the Library Expansion Project as submitted. She noted that she would like to bring back options for the donor wall at an upcoming meeting.

Director of Public Works, Roger Lee, provided an update on Civic Center Parking as submitted.

Community member Liana Crabtree public comment and inquired about encroachment on the north side of Library Field.

3. Subject: Senior Services Presentation and Addressing the Digital Divide.

Recommended Action: Receive a presentation on senior services and discuss addressing the digital divide.

Recreation Coordinator, Jason Bisely, and Cupertino Librarian, Clare Varesio, provided a presentation on the item as submitted.

Chair Pan motioned to form a subcommittee of Commissioner Zhao and Commissioner Sreekanth to focus on seniors and addressing the digital divide. Commissioner Sreekanth seconded the motion. Motion carried unanimously with five votes yes.

#### **NEW BUSINESS**

4. Subject: Cupertino Poet Laureate Program and 2021-23 Poet Laureate Selection Process.

Recommended Action: Discuss the Poet Laureate Program and the 2021-24 Poet Laureate selection process.

Administrative Assistant, Whitney Zeller, provided an overview on the Cupertino Poet Laureate Program and the 2021-23 Poet Laureate selection process.

Chair Pan clarified the requirements for the selection committee members. The Commission and staff concluded the Library Commission Chair is not required to be one of the two Commissioners on the Poet Laureate Selection Committee.

Chair Panda volunteered to lead the Poet Laureate selection efforts.

Cupertino Poet Laureate, Jing Jing Yang provided feedback on the Poet Laureate program and recommended providing stipends for guest speakers at programs.

Commissioner Panda agreed with compensating artists and poets.

The Commission inquired about the Commission and Poet Laureate budget. Staff responded that they would provide additional information.

Chair Pan motioned to form the Selection Committee for the 2021-23 Poet Laureate Selection Process to be led by Commissioner Panda and Commissioner Zhao. Commissioner Sreekanth seconded the motion. Motion carried unanimously with five votes yes.

5. Subject: Superfest Disability Film Festival.

Recommended Action: Discuss the Superfest Disability Film Festival and consider recommending as a future program.

The Commissioners discussed the Superfest Disability Film Festival and agreed to table the item to get more information before forwarding it for recommendation. The Commissioners agreed it was a beneficial program.

Vice Chair Vasanth motioned to bring the item back at the next regular meeting. Commissioner Panda seconded the motion. Motion carried unanimously with five votes yes.

#### **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
- Friends of the Library
- Cupertino Library Foundation  
Chair Pan provided an update on the fundraising website.
- Commissioners  
Chair Pan provided an overview on the items discussed at the Mayor's meeting.
- Poet Laureate  
Cupertino Poet Laureate, Jing Jing Yang provided an update as submitted.
- Staff  
None

#### **COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

City staff confirmed that they will coordinate attendance information for the Mayor's meeting in April.

#### **FUTURE AGENDA SETTING**

#### **ADJOURNMENT:**

Chair Pan adjourned the meeting 9:09 p.m.

Respectfully Submitted by,



Whitney Zeller, Administrative Assistant  
*Minutes approved at the May 12, 2021 meeting.*