



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, August 4, 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, Sheela Sreekanth, Archana Panda (arrived at 7:10 p.m.)

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

Presenters: None

Absent: Liyan Zhao

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**APPROVAL OF MINUTES**

1. Subject: Amended Meeting Minutes for the May 24, 2021 Joint Fine Arts Commission and Library Commission Meeting.

Recommended Action: Review and approve the amended minutes for the May 24, 2021 joint Fine Arts Commission and Library Commission special meeting.

Item was postponed to the next meeting.

2. Subject: Minutes for the June 17, 2021 Library Commission Special Meeting

Recommended Action: Review and approve the minutes for the June 17, 2021 Library Commission special meeting.

Vice Chair Vasanth motioned to approve the minutes, with the correction of his last name under Old Business, item number 4: the Update on the Library Expansion Project.

Commissioner Sreekanth seconded the motion. Motion carried with three votes yes and two absent.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

3. Subject: Update on the Library Expansion Project.

Recommended Action: Receive an update on the Library Expansion Project.

Assistant City Manager, Dianne Thompson, introduced Public Works Project Manager, Susan Michael, to provide an update on the Library Expansion Project as submitted. Susan highlighted the project updates found on the City website and the updated public outreach event dates.

Director of Public Works, Roger Lee, provided an update on the second book drop plans and an overview of the completed and in progress transportation demand management improvement efforts to mitigate the parking deficiencies at the Civic Center.

Community member Liana Crabtree provided public comment and inquired about adding clarifying crosswalk signage and markings around the book drop location and improving the efficiency of the current bike racks at the Library.

Vice Chair Vasanth provided an update on the Donor Wall fundraising and requested all attendees to continue reaching out and share the flyer to garner more donations and support for the Library Expansion project.

4. Subject: Update on Addressing the Digital Divide.

Recommended Action: Receive an update from the commission subcommittee on addressing the digital divide.

Chair Pan motioned to postpone this item to next month's agenda. Vice Chair Vasanth seconded. Motion carried with four votes yes and one absent.

5. Subject: Update on the 2021-23 Cupertino Poet Laureate Selection Process.

Recommended Action: Receive an update from the commission subcommittee on the 2021-23 Cupertino Poet Laureate selection process.

Commissioner Panda provided an update on the formation of the selection committee. From the Fine Arts Commission, Chair Sudha and Vice Chair Janki have volunteered to be part of the selection committee.

Vice Chair Vasanth motioned for the subcommittee to finalize and decide on the selection committee members and to provide an update to the Commission next month. Commissioner Sreekanth seconded. The motioned carried with four votes yes and one absent.

## **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.
- Friends of the Library  
Clare Varesio updated that the Friends of the Library are continuing their book sale in the Cupertino Library lobby and plans to have the larger book sale sometime in the Fall. More updates to come.
- Cupertino Library Foundation  
None
- Commissioners  
None
- Poet Laureate  
Cupertino Poet Laureate, Jing Jing Yang provided an update as submitted.
- Staff  
Joanne Magrini confirmed that more than two Commissioners can attend the same conference as long as no discussion of City business occurs. Also updated that aside from the City Council, Planning and Parks and Recreation Commission, all other Commissions will continue to be hosted virtually. Whitney Zeller announced that this is her final meeting with Library Commission and her last day is on August 13.

**COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

Chair Pan will attend the August Mayor's Meeting and Commissioner Panda will attend the September Mayor's Meeting.

**FUTURE AGENDA SETTING**

**ADJOURNMENT:**

Chair Pan adjourned the meeting 8:09 p.m.

Respectfully Submitted by,



Joanne Magrini, Director

Parks and Recreation Department

*Minutes approved at the September 1, 2021 meeting.*