



MINUTES
LIBRARY COMMISSION
Wednesday, December 1, 2021

LIBRARY COMMISSION MEETING

CALL TO ORDER

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

ROLL CALL

Commissioners: Qin Pan, Rahul Vasanth, Sheela Sreekanth, Archana Panda, Liyan Zhao

City/County Staff: Joanne Magrini, Rachelle Sander, Molly James, Susan Michael, Kevin Khuu, Clare Varesio, Jennifer Weeks

Presenters: None

Absent: None

CEREMONIAL MATTERS AND PRESENTATIONS

None

APPROVAL OF MINUTES

1. Subject: Minutes for the November 3, 2021 Joint Special Meeting of the Library Commission and Fine Arts Commission

Recommended Action: Review and approve the minutes for the November 3, 2021 joint special meeting of the Library Commission and Fine Arts Commission.

Commissioner Sreekanth motioned to approve as submitted. Commissioner Panda seconded. Motion passed unanimously.

2. Subject: Minutes for the November 3, 2021 Library Commission Meeting

Recommended Action: Review and approve the minutes for the November 3, 2021 Library Commission meeting.

Commissioner Zhao motioned to approve as submitted. Commissioner Sreekanth seconded. Motion passed unanimously.

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.

Susan Michael, Capital Improvement Program Manager, presented on the Library Expansion Project. Provided an update on the construction progress, the design for the Art and Donor Wall, announced a video of a recent tour of the site will be uploaded to the website soon, highlighted several public outreach event dates, with the ribbon-cutting tentatively scheduled at the end of February.

Vice Chair Vasanth asked attendees to share with their friends and family about the donation wall and to ask them to donate to the library expansion project.

4. Subject: Update from the Poet Laureate Subcommittee

Recommended Action: Receive an update from the Poet Laureate Subcommittee

Commissioner Panda provided an update. The subcommittee will proceed with interviewing the applicant, with the goal of completing the interview and evaluation before the end of December.

5. Subject: Update on Addressing the Digital Divide

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

This item was postponed to the next meeting agenda.

NEW BUSINESS

6. Subject: Commission Proposals for the Fiscal Year 2022-2023 City Work Program

Recommended Action: Provide a list of proposed items for the Fiscal Year 2022-2023 City Work Program, identifying the top three proposals, limited to no more than five.

Joanne Magrini, Director of Parks and Recreation, presented on this item. Chair Pan suggested postponing this item to next month and asked each Commissioner to provide their proposal suggestions to staff and asked staff to consolidate and organize the ideas for the Commissioners to vote on.

Liana Crabtree, Cupertino Resident, supported the proposed ideas of reviewing and updating the Poet Laureate Handbook, finding ways to increase accessibility to the Library, such as improving parking or public transportation, or hosting the disability film festival.

7. Subject: Consider Canceling the January 2022 Library Commission Meeting

Recommended Action: Discuss and cancel the January 2022 Library Commission meeting.

Chair Pan suggested hosting a special meeting in January instead of the regular meeting. Staff will poll the Commissioners on their availability and will ask for individual input on possible proposals. Staff will consolidate the proposals into one document to present at the next meeting.

Commissioner Panda asked to add an update from the Poet Laureate subcommittee to the January special meeting.

Chair Pan motioned to cancel the January 2022 regular Library Commission and to host a special meeting instead to continue this item.

Vice Chair Vasanth seconded. Motion passed unanimously.

STAFF AND COMMISSION REPORTS

8. 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
Had reopened the donation bins from Tuesday mornings to Thursday afternoon. Next book sale is scheduled for February 2022.
- Cupertino Library Foundation
No update.
- Commissioners
No update.
- Poet Laureate
Planning an event in December. Will facilitate poetry posters for the Library windows again and a series of poetry banners. Invited the Commissioners to participate.
- Staff
Joanne announced the new City Manager, Jim Throop, the extension of the Senior Resource survey, and upcoming holiday events.

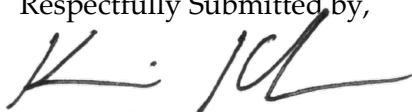
COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

FUTURE AGENDA SETTING

ADJOURNMENT:

Chair Pan adjourned the meeting 8:06 p.m.

Respectfully Submitted by,



Kevin Khuu, Management Analyst